

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ**  
**ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ**  
**МІСЬКОГО ГОСПОДАРСТВА імені О. М. БЕКЕТОВА**

**МЕТОДИЧНІ ВКАЗІВКИ**  
для організації практичної роботи  
з дисципліни

**ІНОЗЕМНА МОВА**  
**(АНГЛІЙСЬКА МОВА)**

*(для студентів 2 курсу денної форми навчання  
напряму 6.070101 – Транспортні технології (за видами транспорту))*

**Харків – ХНУМГ – 2015**

Методичні вказівки для організації практичної роботи з дисципліни «Іноземна мова» (англійська мова) (для студентів 2 курсу денної форми навчання напрям 6.070101 – Транспортні технології (за видами транспорту)) / Харк. нац. ун-т міськ. госп-ва ім. О. М. Бекетова; уклад.: Н. Д. Міщенко. – Х.: ХНУМГ, 2015 – 52 с.

Укладач: Н. Д. Міщенко

Методичні вказівки призначені для організації практичної роботи студентів другого курсу згідно з затвердженою робочою програмою навчальної дисципліни «Іноземна мова», укладеної відповідно освітньо-кваліфікаційним вимогам до знань і вмінь студентів напрям підготовки «Транспортні технології» (за видами транспорту).

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Рекомендовано кафедрою іноземних мов, протокол № 6 від 23.12. 2014 р.

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## **INTRODUCTION**

These educational materials are designed for the ESP students of the 2<sup>nd</sup> year of studies of the speciality “Transportation Technologies (according to means of transport)” to develop their knowledge and skills in English language according to their profession.

This manual is based on the authentic texts concerning management and transportation problems from different sources. Each unit is divided into two parts: Vocabulary and Reading. A vocabulary part includes 12 words for memorizing and tasks for mastering them: definitions + translation of sentences, vocabulary in context, word families, word choice, substitution, etc. A reading part contains tasks for reading and translation, lexical and grammar tasks, texts and tasks for self-study. The manual consists of 5 units.

The manual can be recommended both for using in class and for students’ self-study.

## UNIT 1

### CONTRACTS

**Words to learn:** abide by, agreement, assurance, cancel, determine, engage, establish, obligate, party, provision, resolve, specify.



### VOCABULARY

**Task 1. Read new words and their definitions. Read and translate sentences with them.**

1. **abide by** *v.*, to comply with; to conform
  - a. The two parties agreed to abide by the judge's decision.
  - b. For years he has abided by a commitment to annual employee raises.
2. **agreement** *n.*, an arrangement or promise to do something, made by two or more people, companies, organizations etc; a contract
  - a. They claimed the company had broken the terms of the agreement.
  - b. According to the agreement, the caterer will also supply the flowers to the event.
3. **assurance** *n.*, guarantee; confidence
  - a. He gave an assurance that the work would be completed by Wednesday.
  - b. Her evident self-assurance made it easy to see why she was in charge of the negotiations.
4. **cancel** *v.*, to end an agreement or arrangement that you have with someone, to annul; to call off
  - a. The man cancelled his magazine subscription and got his money back.
  - b. Our flight was cancelled.
5. **determine** *v.*, to find out; to influence
  - a. Investigators are still trying to determine the cause of the fire.
  - b. The amount of available water determines the number of houses that can be built.
6. **engage** *v.*, to hire; to involve someone or some thing
  - a. Her father engaged a tutor to improve her maths.
  - b. The two parties engaged upon an escalating political struggle.
7. **establish** *v.*, to institute permanently; to bring about
  - a. He had three years in which to establish himself as Prime Minister.
  - b. The merger of the two companies established a powerful new corporation.
8. **obligate** *v.*, to bind legally or morally
  - a. The contractor was obligated by the contract to work 40 hours a week.
  - b. Ava felt obligated to help her mother, even if it meant leaving college.

9. **party** *n.*, a person or group participating in an action or plan; the persons or sides concerned in a legal matter.
- a. The parties agreed to a settlement in their contract dispute.
  - b. The party of the first part generally has the advantage of preparing the contract or agreement.
10. **provision** *n.*, a measure taken beforehand; a stipulation
- a. The father made provisions for his children through his will.
  - b. The contract contains a provision to deal with how payments are made if John loses his job.
11. **resolve** *v.*, to deal with successfully; to declare
- a. The mediator was able to resolve the problem to everyone's satisfaction.
  - b. The businessman resolved to clean out all the files by the end of the week.
12. **specify** *v.*, to mention explicitly
- a. Mary specified in her contract that her bill must be paid within 30 days.
  - b. The letter does not specify which attorney is handling our case.

***Task 2. Read the following conversations and see how the new words are used.***

A: Do you think we will ever **resolve** our difficulties with the computer company?

B: I'm beginning to think that we should **cancel** our service and find another provider.

A: Do we have any **obligation** to continue to pay them if we cancel our service?

B: Now that the new contract has been negotiated, we will have to **abide by** it very closely.

A: I'm not sure yet that this was a good **agreement** for us.

B: Nevertheless, we gave our **assurance** we would fulfill the requirements.

A: What does the new contract **establish** that the old one did not?

B: Both **parties** agreed to the salary freeze for this year.

A: Then, we should **specify** our expectations for a raise next year.

B: We must **engage** a subcontractor to complete the work.

A: Is there a **provision** for a subcontractor in the contract?

B: We can **determine** that by reviewing the terms of the contract.

**Task 3. Study word families and choose the best words to complete the sentence.**

**Word Families**

verb	specify	The contract specifies the percentage of a raise the workers will see next year.
noun	specification	The work was done according to our specifications.
adjective	specific	In the program, most students were there to find ways to solve specific business problems and gain mastery.

verb	agree	If both parties agree to the terms, we can finalize the contract.
noun	agreement	As soon as the labor agreement was signed, the factory resumed production of new cars and vans.
adjective	agreeable	The parties are agreeable to the terms.

verb	provide	Since the machine is very reliable, why don't we cancel the service contract they provided?
noun	provider	We must negotiate a new contract with our Internet service provider.
noun	provision	The provision for canceling the contract is in the last clause.

verb	obligate	The terms of the contracts obligate us to work for at least one more month.
noun	obligation	The factory managers have a legal and moral obligation to provide a safe work site.
adjective	obligatory	It is obligatory for companies to provide details of their industrial processes.

- The rules clearly \_\_\_\_\_ that competitors must not accept payment.  
 (A) specific  
 (B) specification  
 (C) specifying  
 (D) specify
- The two sides were no closer to a final \_\_\_\_\_ at midnight than they were at noon.  
 (A) agreement  
 (B) agreeable  
 (C) agree  
 (D) agreed
- I don't feel any \_\_\_\_\_ to give my boss more than two weeks notice when I leave.  
 (A) oblige  
 (B) obligatory  
 (C) obliged  
 (D) Obligation

4. The \_\_\_\_\_ for terminating the contract were not discussed.
- (A) provide
  - (B) provisions
  - (C) provider
  - (D) provisioning

**Task 4. Read the following passage and write the appropriate form of the new words in the blanks below.**

abide by	cancel	establishment	provide
agreement	determine	obligates	resolve
assurance	engaging	parties	specifies

Contracts are an integral part of the workplace. In simple terms, contracts are an (1) \_\_\_\_\_ between two or more (2) \_\_\_\_\_ that (3) \_\_\_\_\_ terms or something to be done and that (4) \_\_\_\_\_ the parties to follow through. Contracts often include the amount that the client will pay the contractors and what services will be provided. For example, in your office, you may have a contract that provides (5) \_\_\_\_\_ that your copier machine or phones will be repaired within a certain amount of time. This service can either be done off-site or at your (6) \_\_\_\_\_. A contract often states ways to (7) \_\_\_\_\_ if quality of work delivered is acceptable. Well-written contracts usually (8) \_\_\_\_\_ ways to (9) \_\_\_\_\_ problems like these when they happen. Before (10) \_\_\_\_\_ in a contract, the parties should think carefully as they will have to (11) \_\_\_\_\_ the conditions specified in it. A contract usually specifies how the two parties can (12) \_\_\_\_\_ it if either party fails to meet the terms.

**Task 5. Choose the underlined word or phrase that should be rewritten and rewrite it.**

1. When attempts at (A) resolve failed, both parties, (B) determined to end the conflict, (C) agreed to enter into a formal contract and promised to (D) abide by the terms.  
\_\_\_\_\_
2. Both (A) parties agreed that the contractor would (B) provide technical assistance 24 hours a day, so it was easy to (C) determination that the two-day delay was not (D) acceptable.  
\_\_\_\_\_
3. We were (A) assured by the cable company before we (B) engaged in a contract that we could (C) cancellation our membership at any time with no further (D) obligations.  
\_\_\_\_\_
4. Luckily, our car insurance (A) establishments the time period within which they provide assistance, (B) determines the repair shops we can use, sets a fee structure for (C) payment, and provides a forum for (D) resolving billing errors.  
\_\_\_\_\_



## READING

### A CONTRACT (EXTRACTS)

Contract No 5/32

London March 20th, 2007

Entreco-Service, Ltd., Kyiv, Ukraine, hereinafter referred to as the Buyers on the one side and Brown and Co. referred to as the Sellers on the other side have concluded the present Contract on the following:

#### Clause 1. Subject of the Contract

The Sellers have sold and the Buyers have bought on FOB terms 20 pumps model MP-3.

#### Clause 2. Price and Total Amount of the Contract

The price is ... per unit and the total amount of the Contract is... The price is understood to be FOB London including seaworthy packing, marking, loading on board the ship and stowing. The price is firm and not subject to any alteration.

#### Clause 3. Delivery Dates

The equipment indicated in Clause 1 of the Contract is to be delivered on the following dates...

By the specified dates the equipment is to be manufactured in accordance with the contract conditions, tested, packed, marked and delivered to the port of London.

The Sellers may deliver the equipment prior to the stipulated dates only if there is a written consent of the Buyers.

The date of the clean on board Bill of Lading issued in the name of the Buyers is considered to be the date of delivery.

#### Clause 4. Payment

Payment is to be made for collection in US Dollars.

The following documents are to be presented to the Bank:

1. Invoice
2. Clean on board Bill of Lading
3. Test Certificate
4. Insurance Policy
5. Packing List
6. Export License

Note: В деловых документах с большой буквы обычно пишутся слова *Buyers, Sellers*, наименования валют, товаров, документов и т.д.

hereinafter	<i>ниже, в дальнейшем (формула, употребляющемся в документах)</i>
to refer	<i>ссылаться на...</i>
We refer to the letter of ...	<i>Мы ссылаемся на письмо от...</i>
With reference to the letter of...	<i>Ссылаясь на письмо от...</i>
Hereinafter referred to as the Seller	<i>в дальнейшем именуемый «Продавец»</i>
side	<i>сторона</i>
to conclude/sign a contract	<i>заключать контракт</i>
the present document	<i>настоящий документ</i>

clause	<i>статья, пункт (договора)</i>
total	<i>общий</i>
amount	<i>количество</i>
seaworthy	<i>морской, пригодный для морской перевозки</i>
to pack	<i>упаковывать</i>
packing	<i>упаковка</i>
to mark	<i>маркировать</i>
marking	<i>маркировка</i>
ship	<i>судно</i>
to stow	<i>укладывать в трюм</i>
firm	<i>твердый</i>
subject to	<i>подлежащий</i>
This price is subject to confirmation	<i>Эта цена должна быть подтверждена</i>
alteration/change	<i>изменение</i>
to specify	<i>точно определить, установить</i>
in accordance with	<i>в соответствии с</i>
prior to	<i>до, прежде</i>
to stipulate	<i>обуславливать, оговаривать</i>
consent	<i>согласие</i>
clean on board	<i>чистый бортовой</i>
bill	<i>счет</i>
bill of lading	<i>коносамент, транспортная накладная</i>
to issue	<i>выдавать, выписывать</i>
to consider	<i>считать, рассматривать</i>
consideration	<i>рассмотрение, изучение</i>
to present	<i>представлять</i>
invoice	<i>счет-фактура</i>
test certificate	<i>акт испытаний</i>
packing list	<i>упаковочный лист</i>
licence/license	<i>лицензия</i>

**Task 1. Read the text “A CONTRACT (EXTRACTS)” and answer the following questions.**

1. On what terms was the contract concluded?
2. How many pumps are sold?
3. What does the price include?
4. Can the price be changed?
5. What is to be done by the date of delivery?
6. On what conditions can the Sellers deliver the equipment before the stipulated date?
7. What date is the date of delivery?
8. What manner of payment is stipulated in the contract?
9. What documents are necessary for payment?

***Task 2. Fill the gaps with prepositions where there are necessary.***

1. UkrImport, Kyiv, hereinafter referred ... as the Seller, ... the one part, and Messrs. Societe Chimique Marocaine, hereinafter referred ... as the Buyers, ... the other part, have concluded this contract.
2. The Sellers have sold and the Buyers have bought ... FOB terms 50,000 tons of sodium tripoly-phosphate.
3. The price is USD 450 per metric ton. The price is understood to be FOB Odessa including loading on board ... the ship and stowing.
4. The price is firm and not subject ... any alteration.
5. The goods are to be delivered ... the following dates.
6. ... the specified dates the goods are to be manufactured ... accordance ... the contract conditions and delivered ... the port Odessa.
7. The date ... the clean on board Bill of Lading issued ... the name ... the Buyers is considered to be the date ... delivery.
8. Payment is to be made ... collection ... Pound Sterling.
9. The following documents are to be presented ... the bank.

***Task 3. Read the text about INCOTERM terms. Then match the given terms with contract conditions.***

The Incoterms rules are standard sets of trading terms and conditions designed to assist traders when goods are sold and transported. They are used by businesses throughout the world.

The parties to the transaction select the Incoterms, which determine who pays the cost of each transportation segment, who is responsible for loading and unloading of goods, and who bears the risk of loss at any given point during an international shipment.

Each Incoterms rule specifies:

- the obligations of each party (e.g. who is responsible for services such as transport; import and export clearance etc)
- the point in the journey where risk transfers from the seller to the buyer

**EXW: Ex-Works**

The seller/exporter, makes the goods available to the buyer/importer at the seller's premises.

**FOB: Free On Board**

The seller, or exporter, is responsible for delivering the goods from its place of business and loading them onto the vessel at the port of export, as well as clearing customs in the country of export.

**FCA: Free Carrier**

The seller, or exporter, clears the goods for export and delivers them to the carrier and place specified by the buyer.

**CIF: Cost, Insurance and Freight**

The seller, or exporter, is responsible for delivering the goods onto the vessel of transport and clearing customs in the country of export. The exporter also is

responsible for purchasing insurance, with the buyer (importer) named as the beneficiary.

**DAF: Delivered at Frontier**

The seller pays all delivery costs to the buyer's frontier, but not import duty.

**DDP: Delivered Duty Paid**

The seller, or exporter, is responsible for all costs involved in delivering the goods to a named place of destination and for clearing customs in the country of import.

1 EXW	A Seller arranges pre-carriage from seller's depot to the named place, which can be a terminal or transport hub, forwarder's warehouse etc. Delivery and transfer of risk takes place when the truck or other vehicle arrives at this place, ready for unloading - in other words, the carrier is responsible for unloading the goods.
2 FOB	B As soon as the goods cross the "ships-rails" the risk of loss transfers to the buyer, or importer. The buyer must pay for all transportation and insurance costs from that point, and must clear customs in the country of import.
3 FCA	C The buyer is responsible for all transportation costs, duties, and insurance, and accepts risk of loss of goods immediately after the goods are purchased and placed outside the factory door.
4 CIF	D A shipping term where the shipper/exporter/seller is responsible for all shipping and clearance through customs for ultimate delivery to the consignee. This transaction makes the shipper/exporter/seller responsible for cost and risk of loss during the entire transaction.
5 DDP	E This term indicates that the seller agrees to take full responsibility for delivering the goods to the port of loading, clear the goods for export, and arrange and pay for transportation and marine insurance over the goods to the named port of discharge, such costs being included in the price of the goods.

**Task 4. Make your own contract using useful vocabulary after the text "A Contract" and Incoterms from task 3.**

## UNIT 2

### MAIN DOCUMENTS IN TRADE AND SHIPPING

**Words to learn:** bill of lading, carrier, charge, consignment, delivery, freight, invoice, insurance, item, order, ownership, ship, supply, terms

#### VOCABULARY

**Task 1. Read new words and their definitions. Read and translate sentences with them.**

1. **carrier** *n.*, a person or business that transports passengers or goods
  - a. Lou, our favorite carrier, takes extra care of our boxes marked *fragile*.
  - b. Mr. Luis switched carriers in order to get a price savings on deliveries.
2. **charge** *n.*, an expense or a cost; *v.*, to demand payment
  - a. Calls will be charged at 44p per minute.
  - b. The extra charge for gift wrapping your purchase will appear on your invoice.
3. **consignment** *n.*, a quantity of goods that are sent somewhere, especially in order to be sold
  - a. The data included the dates of flights, the type of aircraft, the routing, the nature of the cargo and details on the consignment and the consignees.
  - b. The rest of the consignment of nearly 170,000 items were refused entry into the EU and were sent back to China.
4. **delivery** *n.*, the act of conveying or delivering
  - a. You can expect delivery in a week to ten days.
  - b. The morning mail has just been delivered.
5. **freight** *n.*, goods that are carried by ship, train, or aircraft, and the system of moving these goods
  - a. We'll send your personal belongings by air freight and your furniture by sea freight.
  - b. Without a freight elevator, large objects were brought in and out through the front door.
6. **insurance** *n.*, protection against something bad happening or future loss; the money that you pay regularly to an insurance company
  - a. An extra lock on the door is an added insurance against burglars.
  - b. How much is the insurance on your car?
7. **item** *n.*, a single article or unit
  - a. He opened the cardboard box and took out each item.
  - b. The store is having a sale on furniture and household items.
8. **order** *n.*, a request made to purchase something; *v.*, to command or direct
  - a. The customer placed an order for ten new chairs.
  - b. We were ordered to make inventory immediately, so we could account for the missing items.
9. **ownership** *n.*, the fact of owning something
  - a. The company was returned to private ownership in mid-1987.
  - b. The price of home ownership is increasing.

10. **ship** v., to transport; to send
- a. Eva shipped the package carefully, since she knew the contents were made of glass.
  - b. Very few customers think about how their packages will be shipped, and are seldom home when the packages arrive.
11. **supply** v., to make available for use; to provide; *n.*, stock
- a. Gerald supplied the shipping staff with enough labels to last a year.
  - b. By making better use of our supplies, we can avoid ordering until next month.
12. **terms** *n.*, conditions
- a. The terms of payment were clearly listed at the bottom of the invoice.
  - b. The terms of the agreement required that items be fully paid for before they would be shipped.

**Task 2. Read the following conversations and see how the new words are used.**

- A: How will you fulfill this request for immediate **delivery** since the delivery men are still on strike?
- B: I'll have to find another way to **ship** it. Maybe I'll just get in the car and drive the package to its destination.
- A: We can't afford to deliver the **freight** that way.
- A: I need a new winter coat, but I can't bear the thought of spending the weekend in the mall.
- B: Then try to **order** it from the Internet catalogue. But I'm just the opposite. My hobby is exploring new stores around the city.
- A: You must know every new **item** of merchandise at every store!
- A: Why did we change **carriers**? I thought the previous company was fine.
- B: Mr. Sato is trying to minimize his costs, and the new company **delivers** for less money.
- A: I hope it was a good decision, since a dependable **carrier** is so integral to our customer satisfaction.

**Task 3. Study word families and choose the best words to complete the sentence.**

**Word Families**

verb	deliver	Do you deliver on Sundays?
noun	delivery	We won't charge for delivery if you pay now.
noun	delivering	"We began delivering seven days a week on Nov. 23," Brennan says.

verb	consign	The Soviet bloc has been consigned to the dustbin of history.
noun	consignment	The ship was carrying 425 passengers along with a large consignment of gold from ingots to freshly minted coins.
noun	consignee	When the goods arrive at their destination, the consignee is notified and is sent a freight bill showing the freight charges.
noun	consignation	The contract included the terms of consignation.

verb	own	You need to get permission from the farmer who owns the land.
adjective	own	The yacht was intended for the king's own personal use.
noun	owner	Gun store owners and managers are not mental health experts and can't be expected to diagnose depression.
noun	ownership	Donald Trump, who used to control the company, now has only a 10 percent ownership stake.

verb	insure	It is wise to insure your property against storm damage.
noun	insurance	A smaller home usually means fewer property taxes, a smaller mortgage, less insurance and fewer repairs.
adjective	insured	Apparently the jewellery wasn't insured.

- The vessel carrying the wood docked, offloaded the \_\_\_\_\_ and then left.  
 (A) consignee  
 (B) consignment  
 (C) consign  
 (D) consignation
- Baryshev said that the letter probably will be \_\_\_\_\_ to the transit agency this week.  
 (A) delivered  
 (B) deliver  
 (C) delivery  
 (D) delivering
- Only two \_\_\_\_\_ banks failed in the latest quarter compared with six failed banks in the third quarter of 2013.  
 (A) insured (adj)  
 (B) insure  
 (C) insured (v)  
 (D) insurance
- Travel in Florida is rarely difficult or particularly time-consuming if you have your \_\_\_\_\_ car and avoid rush hours and bottlenecks.  
 (A) own (v)  
 (B) ownership  
 (C) own (adj)  
 (D) owner

**Task 4. Translate sentences from English into Ukrainian or Russian.**

1. We encourage students to develop their own ideas.
2. Do you have insurance on your house and its contents?
3. The gallery charges an entrance fee.
4. They set off to deliver supplies to an isolated village.
5. Most Indian restaurants offer free delivery.
6. Your order will be sent free of charge.

**READING**

**Read the description of an invoice, the invoice from AQUAPOLICE, and the covering letter and do the tasks.**

**INVOICE**

Invoices are one of the main documents used in trading. In the context of international trade, the invoice is not only request for payment but also records of transactions which gives the buyer and seller information about what has been bought or sold, the terms of the sale, and details of the transaction. It is prepared by the exporter and includes a description of the goods, their price and the quantity supplied. It can act as proof of purchase, informing the buyer that the goods have been sent. An invoice may be accompanied by a short covering letter or e-mail offering additional information the customer might need.

AQUAPOLICE Ltd		INVOICE	
		35 Hill Street Boston Telephone +10 113640181 E-mail	
<u>accounts@aquapolice.boston.us</u>			
Invoice No. 34562			
To Mr. Smith			
World of Pools Ltd			
71 Victoria Lane			
Dawson			
Ontario			
Canada			
Your order No. 0612/34			
Date 10 December 2006			
QUANTITY	DESCRIPTION OF GOODS		AMOUNT
10	Pump 'EMAUX' \$310.00		\$3100.00
	(including 10% discount)		
3	Waterfall kit \$450.00		\$1350.00
1	Complimentary video		\$0.00
	All freight charges and export packing		\$1500.00
	Insurance from warehouse to warehouse		\$500.00
	CIF Dawson	TOTAL	\$6450.00
13 cardboard cartons			
Import Licence No BRX 43 1999			
Per pro AQUAPOLICE Ltd		Robert Gontas	



**Task 1. Mr. Robert Gontas sends a covering letter with his invoice to Mr. Smith. Put the paragraphs of the letter in the right order.**

	Dear Mr. Smith,
A	- We look forward to hearing from you.
B	- As you will see, we are prepared to offer you a 10% discount on the purchase of ten kits.
C	- Re: Order No. 0612/34
D	- Unfortunately we are not able to offer a better price on waterfalls as you can get 10% discount on the purchase of five and more kits.
E	- In the meantime please do not hesitate to contact me if you require any further details.
F	- The total cost of these items is \$6450.00 which includes cost, insurance, and freight. We will dispatch the goods as soon as we receive your payment.
G	- We have included a complimentary video (worth \$12.99) showing installation of waterfalls and presenting our new products.
	Yours sincerely Robert Gontas Manager, AQUAPOLICE Ltd.

**Read the letter again and answer the questions.**

- Why can't Robert Gontas offer a discount on the waterfall kits?
- What free gift does he offer?
- What do delivery charges include?

**Which words and expressions mean:**

Go ahead / continue? \_\_\_\_\_

Ready to give you? \_\_\_\_\_

Value? \_\_\_\_\_

Send? \_\_\_\_\_

Don't wait to call me again? \_\_\_\_\_

**Task 2. Write a similar covering letter and create an invoice based on the information below.**

Mrs. Hills, a high school swimming coach, wants to start up a water polo team at her school. She would like a quotation for the following:

- 2 sets of nylon caps with ear-guards
- 2 waterproof stopwatches
- 2 water polo balls (one for women and one for men)

Team sets of caps are available in blue or white. Caps are numbered 2-18 and the goalkeeper's cap is red. The cost is \$249 per set of 18.

Men's regulation size 5 ball (yellow) is \$35. Women's regulation size 4 ball (pink) is \$29.

Stopwatches are \$75 each. Offer a free video: *The Rules of Water Polo*. Offer a 10% discount on the caps. Terms are CIF.

**Task 3. Read the text about a bill of lading.**

**BILL OF LADING**

A *BILL OF LADING* is the most important document in shipping and describes the consignment, its destination, and who it is for. It can be a document of title, i.e. it gives ownership of the goods to the person named on it. If the words *TO ORDER* are written in the consignee box, it means that it is a *NEGOTIABLE DOCUMENT* and can be traded. In this case it will be *ENDORSED* (i.e. the exporter will sign it on the back). If it is not endorsed, there are no restrictions on ownership. In a letter of credit transaction the advising/confirming bank will usually ask for the bill of lading to be made out to them when they pay the exporter, and then transfer it to the customer when the customer pays them. Bills of lading can be made out singly or in signed sets of two, three, or more original (negotiable) copies, with further unsigned copies kept for records. As soon as one of the originals is used as a document of title, the other original copies become void.

A *SHIPPED BILL OF LADING* is signed when the goods have been loaded onto the ship. Sometimes the words *shipped on board* are used to mean the same thing.

Bills of lading are marked *CLEAN* to indicate that the consignment was taken on board in good condition, or *CLAUSED* to indicate that of inspection there was something wrong with it, e.g. the goods were damaged, or there were some missing.

In CIF and CFR transactions the words *freight prepaid* are used to signify that the costs of shipment have been paid.

Bills of lading can be made port to port, i.e. from the exporting port to the importing port. When containers are used and are transshipped from one mode of transport to another, e.g. truck to ship and then to train, a *MULTIMODAL BILL OF LADING* is used.

**Task 4. Look at the bill of lading below and answer the questions:**

1. What is the date of the contract?
2. What is the name of the importer?
3. Under what heading are details of goods given?
4. What is the name of the ship?
5. What is the place where the goods are unloaded?
6. What is the name of the shipping company?
7. What is the place where the goods are loaded?

Shipper <b>TRANSEA &amp; Co.</b>	<b>BILL OF LADING</b> To be used with charter parties B/L No. 345628  <b>P &amp; O Nedlloyd</b>
Consignee <b>ASIAN GOODS IMPORTING EMPORIUM</b>	
Notify Address: <b>Unit 18, Walterstown Industrial Estate, Dover</b>	
Vessel <b>STAR OF THE EAST</b> Port of loading <b>Bangkok</b> Port of discharge <b>Dover</b>	
Number and kind of description of goods <span style="float: right;">Gross weight</span>	
100 cardboard cartons of porcelain items <span style="float: right;">1000 kg</span> 150 cardboard cartons of Christmas decorations <span style="float: right;">150 kg</span>	
Freight payable as per CHARTER PARTY dated <u>10/11/99</u> FREIGHT ADVANCE Received on account of freight: <u>      </u> Paid <u>      </u> Time used for loading <u>1/2</u> days <u>      </u> Hours	
Number of Original Bill of Lading <u>345628</u>	Place and Date of Issue <u>Bangkok</u>
Number of original Bs/L	Signature

**Task 5. Read the following passage and fill in the blanks with the words from the box.**

charges	discount	imposed	promptly
compiled	efficient	mistake	rectified
customer	estimated	order	terms

Mail-order companies need to have an (1) \_\_\_\_\_ process for invoicing and billing customers. When a customer places an (2) \_\_\_\_\_, a list of items must be (3) \_\_\_\_\_ and an invoice generated. The invoice will list the items purchased, along with the cost of each item, and the quantity desired. (4) \_\_\_\_\_ that will be incurred in shipping the items to the (5) \_\_\_\_\_ are also added to the invoice. Sometimes shipping charges are simply (6) \_\_\_\_\_ based on the weight or value of the items ordered.

The invoice also shows the (7) \_\_\_\_\_ of payment. Payment is usually due within 30 days. Extra charges are often (8) \_\_\_\_\_ on overdue accounts. Many companies also offer a small (9) \_\_\_\_\_ if invoices are paid promptly.

Sometimes item get damaged or lost in transit, or customers discover that the wrong items have been shipped by (10) \_\_\_\_\_. They will usually call company to have the problem (11) \_\_\_\_\_. Such complaints should be dealt with (12) \_\_\_\_\_. If an item is missing, a replacement will be sent, usually at no additional charge to the customer.

## UNIT 3

### TRANSPORT SYSTEMS

**Words to learn:** air waybill, bulk, clearance, container, destination, facilities, indicate, loading/unloading, mode, roll-on /roll-off, system, transfer

#### VOCABULARY

**Task 1. Read new words and their definitions. Read and translate sentences with them.**

1. **bulk**, *n.*, the main or largest part of something; a big mass or shape of something
  - a. The bulk of consumers are based in towns.
  - b. You can order the supplies in bulk online, and then make a big batch all at once.
2. **clearance**, *n.*, the process of getting official permission or approval for something; the removal of unwanted things from a place
  - a. When you arrive at the continental airport you will be required to obtain customs clearance.
  - b. It is at the time of clearance of goods that these are examined by the Customs to confirm the nature of goods, valuation and other aspects of the declarations.
2. **container**, *n.*, an object for holding or transporting something; a large metal box of a standard design and size used for the transport of goods by road, rail, sea, or air
  - a. The ship is used to carry containers to Alaska but is not currently active and carries no fuel.
  - b. The chemical is widely used in products ranging from plastic bottles and food containers to dental fillings and cash register receipts.
4. **destination** *n.*, the place to which one is going or directed
  - a. The Great Barrier Reef is a popular tourist destination this year.
  - b. We have to reach our destination by noon on Sunday.
5. **facility** *n.*, (*pl.*) rooms, equipment, or services that are provided for a particular purpose; (*sing.*) a natural ability to do something easily and well
  - a. The hotel has its own pool and leisure facilities.
  - b. She has an amazing facility for languages.
6. **indicate** *v.*, point out; show
  - a. Research indicates that over 81% of teachers are dissatisfied with their salary.
  - b. Professor Johnson has indicated his intention to retire at the end of next year.
7. **load**, *v.*, to put a large quantity of something into a vehicle or container
  - a. It took an hour to load the van.
  - b. The first ship to load at the new port was the 'Secil Angola'.
8. **mode** *n.*, a way or manner in which something occurs or is experienced, expressed, or done; a kind, a form
  - a. Automobile travel will continue to be the primary mode this Thanksgiving in Texas.

b. Decreasing access to multiple modes of alternative transportation for women is a short-term and limited solution.

9. **system** *n.*, a functionally related group of elements

a. The airline system covers the entire world with flights.

b. We need a better system to keep track of how much money we are spending on this vacation.

10. **transfer** *v.*, move from one place to another; change to another place, route, or means of transport during a journey

a. The new product lets users transfer data from palmtop to desktop with a click of the mouse.

b. You will be met on arrival at the airport and transferred to your hotel.

11. **waybill** *n.*, a list of passengers or goods being carried on a vehicle; bill of lading

a. Mark the number of cartons received in this condition on the delivering carrier's waybill, and request the services of their inspector.

b. The freight conductor has waybills for all goods which he carries.

**Task 2. Study word families and choose the best words to complete the sentence.**

### Word Families

verb	facilitate	Computers can be used to facilitate language learning.
noun	facilities	New platforms, flyovers, junctions and station facilities will make the network more reliable for the new year.
noun	facility	With his facility for languages he easily mastered Spanish.
noun	facilitation	Our aim is the facilitation and promotion of human exchanges and human resource development.

verb	contain	The museum contains a number of original artworks.
noun	container	For sending the sample to the research it may be inserted in a special container, sealed in an envelope mailed via post.
noun	containerization	Containerization revolutionized cargo shipping.

verb	transfer	The documents do not indicate the deed was ever transferred over to anyone.
noun	transference	“At the highest level, sales is the transference of emotion. And the primary emotion you’re transferring is certainty.”
adjective	transferrable	But students enrolled in undergraduate programs at many universities will be able to earn transferrable credit for the courses.

verb	indicate	The study indicates a connection between poverty and crime.
noun	indicator	Algebra is the single most reliable indicator of whether or not a person will pursue a career in science.
adjective	indicative	This behaviour is indicative of her whole attitude, I'm afraid.

1. With cuts on this scale it will be impossible to protect local services, including leisure and cultural \_\_\_\_\_ and school support.
  - (A) facility
  - (B) facilities
  - (C) facilitate
  - (D) facilitation
2. The thieves stole a purse \_\_\_\_\_ banknotes.
  - (A) contain
  - (B) container
  - (C) containing
  - (D) containerization
3. All the main economic \_\_\_\_\_ suggest that trade is improving.
  - (A) indicate
  - (B) indicator
  - (C) indicated
  - (D) indicators
4. Passengers have to \_\_\_\_\_ at Heathrow for onward international flights.
  - (A) transfer
  - (B) transference
  - (C) transferrable
  - (D) transferring

***Task 3. Translate sentences from English into Ukrainian or Russian.***

1. The German leading intermodal container carrier published 2010 operating results, which were slightly below our expectation.
2. Users could also check a specific stop and see all the routes that passed through it, regardless of time, mode of transport, and destination.
3. Like most people, she had left her computer on for the night, settling for “standby” mode.
4. The WTO has said the Trade Facilitation Agreement could increase total world trade to \$23 trillion from its current estimate of \$22 trillion.
5. Technology can facilitate continual innovation at every level, allowing the business to not merely survive but thrive.
6. Long skid marks on the pavement indicated the driver had attempted to brake.
7. With every new economic indicator released, it’s become clearer that the period of China’s hyper-growth has passed.
8. It was my duty to check the railroad waybills on consignments of coal, to correct the weights, and to make claims for overcharges and shortages.
9. For department stores such as Harrods, niche perfumes make up the bulk of revenue.
10. I supervise the other technicians, facilitate the transfer of new products from R&D to manufacturing and help integrate robotics into the manufacturing process.

## READING

*Read the text and translate it.*



### TRANSPORTATION OF GOODS

The four main methods of transporting goods are road, rail, air, and shipping.

In road, rail and air transport the choice of method depends on whether the main consideration is speed, direct delivery, or economy. These considerations obviously relate to the type of consignment involved. However, consignments can be transferred from one form of transport to another, especially when containers are used. The term *MULTIMODAL* indicates units that can be transferred between systems (or modes), e.g. containers being moved from truck to ship or train to truck.

#### ROAD TRANSPORT

Road transport tends to be cheaper and more direct than rail, especially for the transportation of small consignments. Its advantages include door-to-door service, quick loading and unloading in containers, and the use of roll-on/roll-off facilities on ferry crossings, where the truck can drive onto and off the ferry or a semi-trailer can be driven onto a ferry by one truck and driven off at the destination docks by another.

*TIR* (Transports Internationaux Routiers) vehicles, which are sealed, can go through customs without being searched. *Cabotage laws* permit carriers to transport third-country goods; e.g. a French carrier can take goods from Spain to Italy.

#### RAIL TRANSPORT

Rail transport tends to be more economical than road transport for bulk consignments. There are often links between road and rail carriers, e.g. many of the European services which use the Channel Tunnel.

#### AIR TRANSPORT

Some goods lose value or deteriorate over a short period of time, e.g. newspapers and flowers. For this kind of consignment air transport is used for speed, particularly over long distances. Insurance tends to be cheaper as consignments spend less time in transit. However, in the case of bulk consignments, air can be much more expensive than other forms of transport as charges are by weight (airfreight tonnes) or volume, whichever is the greater cost.

Consignment notes and air waybills are obtained from the freight company by the consignor (sender) filling out an instructions for dispatch form and paying the freight charges. Charges are calculated by size (volume), weight, or value, and sometimes also risk.

Most freight companies are private carriers, and are responsible for taking proper care of the goods and getting them to their destination on time.

Correspondence in transport is generally between consignors and freight companies, or consignors and forwarding agents, who send goods on behalf of the consignor. Customers are kept informed about consignments by means of *advice notes*, which can be sent by ordinary mail or email. They give details of packing and when goods will arrive.

In the European Union (EU) and European Free Trade Association (EFTA), *MOVEMENT CERTIFICATES* are used, especially for container shipments where the consignment is taken through different customs posts to member countries.

In the EU, the *SIMPLIFIED CLEARANCE PROCEDURE* is used to make documentation easier for exporters and agents. No customs documents are required for trade between EU member countries.

## SHIPPING

There are various types of vessel available to carry different goods:

- bulk carriers transport bulk consignments such as grain, wheat, and ores;
- tankers transport liquid bulk consignments, usually oil;
- container vessels transport containers;
- barges are large flat-bottomed boats which are used to transport goods inland along rivers and canals.

The *bill of lading* is the main form of documentation used in shipping. It can be a document of title. It may be *clean* or *claused*, terms used to indicate whether the goods were in perfect condition when taken on board or if there was something wrong with them.

## CONTAINER SERVICES

A convenient method of transporting many types of consignment is containers (large metal boxes) which are taken to the docks and then loaded on to container vessels. Small consignments from different exporters can be loaded into a single container. For documentation, container companies usually use either container waybills or multimodal bills of lading. Most ports have facilities for loading and unloading containers. Once a container leaves the ship, it is sent by rail and /or road to the consignee.

### ***Task 1. Answer the questions to the text.***

1. What modes of transport can be used for transporting of goods?
2. What are the advantages of using road transport?
3. What are advantages and disadvantages of using air transport?
4. What main documents are used in transporting goods by road, air and sea?
5. What kind of transport can you use for transporting bulk consignments?



6. Why containers are considered to be a convenient method of transporting many types of consignments?

**Task 2. Find the words in the text which mean the following and write them in the blanks.**

1. A quantity of goods that are sent somewhere, especially in order to be sold  
\_\_\_\_\_
2. A machine with an engine that is used to take people or things from one place to another  
\_\_\_\_\_
3. A company that moves goods or passengers from one place to another  
\_\_\_\_\_
4. A very large metal box in which goods are packed to make it easy to lift or move them onto a ship or vehicle  
\_\_\_\_\_
5. When goods are put onto a ship, aircraft etc. the process is called \_\_\_\_\_
6. The process of getting official permission or approval for something  
\_\_\_\_\_

**Task 3. Put the words and phrases in the correct groups. Some of them may be included in more than one group.**

truck, door-to-door service, container, vehicle, carrier, roll-on/roll-off facilities, bill of lading, consignment note, freight company, air waybill, bulk consignment, barge, aircraft, container shipment, liquid bulk consignment, TIR vehicle, direct delivery

Road and rail transport	Air transport	Shipping

**Task 4. Translate sentences from English into Russian or Ukrainian.**

1. The most important of the trends is that container ships have gotten bigger.
2. We'll send your personal belongings by air freight and your furniture by sea freight.
3. The sale also included consignments from other owners.
4. The contract of carriage by road shall be confirmed by a consignment note, sometimes referred to as a waybill.
5. Once managers understood where costs truly lay, the innovations were obvious: the roll-on and roll-off ship and the container ship.

**Task 5. The following sentences are from the text below. Read them and decide where they fit in the text.**

**A** Today, approximately 90% of cargo moves by containers stacked on transport ships.

**B** Containerization is an important element of the logistics revolution that changed freight handling in the 20th century.

**C** His first container ship left Port Newark for Texas on April 26, 1956, carrying 58 trailers.

### **FROM THE HISTORY OF CONTAINERIZATION**

(1)\_\_\_\_\_. Malcolm McLean claimed to have invented the *shipping container* in the 1930s in New Jersey. Then a truck owner-operator, McLean explained that while sitting at a dock waiting for cotton bales to be unloaded from his truck then reloaded onto a ship, he realized that the truck itself (with some minor modifications) could be transferred much more efficiently.

Years later, McLean founded Sea-Land Corporation. (3)\_\_\_\_\_.

Containerization revolutionized cargo shipping. (2)\_\_\_\_\_. Economies of scale have dictated an upward trend in sizes of container ships in order to reduce costs. As of 2005 some 18 million containers make over 200 million trips per year, there are ships that can carry over 6,000 containers, and designers are working on freighters capable of 13,000 ones. Either 20 feet or 40 feet, these "boxes" revolutionized not only the means of transport, but the logistic chain from the supplier to the final customer. Road, railway and even air transport adapted to make these boxes a "unit of intermodal transport." Once placed into the container, the goods do not undergo any other handling prior to reaching the destination.

The widespread use of standard containers influenced modifications in other freight moving standards, gradually forcing removable truck bodies or swap bodies into the same sizes and shapes, and changing completely the worldwide use of freight pallets which fit into containers or into commercial vehicles.

## Unit 4

### COMPUTERS

**Words to learn:** access, allocate, compatible, delete, display, duplicate, fail, figure out, ignore, search, shut down, warn

### VOCABULARY

*Task 1. Read new words and their definitions. Read and translate sentences with them.*

1. **access** *v.*, to obtain, to gain entry
  - a. We accessed the information on the company's web site.
  - b. You need a passport to access your account.
2. **allocate** *v.*, to designate for a specific purpose
  - a. The office manager did not allocate enough money to purchase software.
  - b. The architects must allocate enough space for the word processing department.
3. **compatible** *adj.*, able to function together
  - a. This operating system is not compatible with this model computer.
  - b. Users of software applications want new versions to be compatible with current versions.
4. **delete** *v.*, to remove; to erase
  - a. The technicians deleted all the data on the disk accidentally.
  - b. The button on the keyboard deletes the characters from the screen.
5. **display** *n.*, what is visible on a monitor; *v.*, to show
  - a. The light on the LCD display is too weak.
  - b. The accounting program displays a current balance when opened.
6. **duplicate** *v.*, to produce something equal; to make identical
  - a. I think the new word processing program will duplicate the success of the one introduced last year.
  - b. Before you leave, please duplicate that file by making a copy on a floppy disk.
7. **fail** *v.*, not to succeed; not to work correctly
  - a. The new printer failed to function properly.
  - b. The power failed as we were downloading files.
8. **figure out** *v.*, to understand; to solve
  - a. By examining all the errors, the technicians figured out how to fix the problem.
  - b. We figured out that it would take us at least ten minutes to download the file.
9. **ignore** *v.*, not to notice; to disregard
  - a. When the director is working at the computer, she ignores everything around her.
  - b. Don't ignore the technician's advice when connecting cables.

10. **search** *v.*, to look for; *n.*, investigation
- The computer searched for all names that began with W.
  - Our search of the database produced very little information.
11. **shut down** *v.*, to turn off; to cease operation
- Please shut down the computer before you leave.
  - We always shut down the air conditioning system on the weekend.
12. **warn** *v.*, to alert; to tell about a danger or problem
- The flashing light warns the computer user if the battery is low.
  - There is an electrical hazard warning on the back of most electronic equipment.

**Task 2. Read the following conversations and see how the new words are used.**

- A: I did a computer **search** to see how much was spent on education last year.  
 B: I'm sure you discovered that more money was **allocated** to the military than to education.  
 A: Unfortunately, yes. I **fail** to see why we ignore this tragic fact.
- B: I can't **figure** this **out**. When I tried to **access** my e-mail program, the monitor went black.  
 A: Sounds like there's a problem with the **display**.  
 B: Let me **shut down** the computer and then try one more time.
- A: Have you **figured out** what the problem is?  
 B: Yes, the new software program is not **compatible** with this operating system.  
 A: I think we **warned** you about that before you purchased the program.
- B: I've made **duplicate** copies of my files and stored them on separate diskettes.  
 A: That's a good idea. I accidentally **deleted** an important file and had no backup.  
 B: You shouldn't **ignore** the **warnings** about always saving your data.

**Task 3. Study word families and choose the best words to complete the sentence.**

### Word Families

verb	access	The best time to access the Internet is early in the morning.
noun	access	To gain access to the computer lab, all users must have a valid ID.
adjective	accessible	The staff assistant always keeps the door to her office open to show she is accessible.

verb	duplicate	If we work hard, we can duplicate last year's sales records for computers.
noun	duplicate	Don't worry. I have a duplicate on my hard drive.
noun	duplication	His success at our company was based on the duplication of management techniques he had used elsewhere in his career.

verb	fail	We failed to tell you that your records were deleted.
noun	failure	The power failure caused the system to shut down.
adjective	fallible	Everyone can make a mistake. Even a computer is fallible.

verb	warn	We were warned that our e-mail was not private.
noun	warning	The warning was written on the box.
adjective	warning	The warning signs were all there; we should have paid attention to them.

- In order to \_\_\_\_\_ your e-mail messages, you must type in your password.  
 (A) access  
 (B) accessible  
 (C) accessed  
 (D) accessibility
- The computer staff is responsible for making sure all system files are \_\_\_\_\_.  
 (A) duplication  
 (B) duplicated  
 (C) duplicator  
 (D) duplicate
- The computer will \_\_\_\_\_ you to save your work before quitting.  
 (A) warning  
 (B) warned  
 (C) warn  
 (D) warns
- Our \_\_\_\_\_ to examine the capabilities of the computer carefully has cost us a lot of time and money.  
 (A) fail  
 (B) failure  
 (C) failed  
 (D) fallible

**Task 4. Read the following passage and write the appropriate form of the new words in the blanks below.**

accessing	deleted	failure	search
allocated	display	figure out	shut down
compatible	duplicate	parties	warning

We strongly urge you to read the manual before attempting to run the software program. Do not (1) \_\_\_\_\_ this advice. We doubt that you can (2) \_\_\_\_\_ the program on your own. This is especially important for owners of our competitor's products that are not (3) \_\_\_\_\_ with this program. This incompatibility could cause your computer to crash or (4) \_\_\_\_\_ without (5) \_\_\_\_\_. This potential for system (6) \_\_\_\_\_ is the reason we suggest you back up your files and (7) \_\_\_\_\_ them on floppies.

If you need technician assistance, you can contact our technical support staff by (8) \_\_\_\_\_ our company's Web page. The first (9) \_\_\_\_\_ screen contains FAQ's the most frequently-asked questions, about our software. There is also an index that will help you narrow your (10) \_\_\_\_\_. This information is updated regularly and out-of-date material is (11) \_\_\_\_\_. We have (12) \_\_\_\_\_ a lot of space on our Web page for technical assistance. We urge you to take advantage of it.

**Task 5. Choose the underlined word or phrase that should be rewritten and rewrite it.**

1. Our competitors learned our password and we were able to access our computer records and deletion our data.

2. The board warned us that they planned to shut our department down, but we figured in a way to convince them that we were vital to the organization.

3. If the software is not compatible with the operating system, the computer may fail to function and shut down without warn.

4. Our storeroom is full of software programs that are either duplicates, not compatibility, or those that no one can figure out how to use.

## READING 1

*Read and translate the text*

### COMPUTERS IN OUR LIFE

Nowadays, we cannot imagine our life without computers and the fact is that they have become so important that nothing can replace them. They seem to be everywhere today. Since 1948 when the first real computer was invented our life has changed so much that we can call it real *digital* revolution.

Computer *hardware* consists of a *console* (*system unit*), a *key-board*, a *disk-drive*, a printer, a monitor, a mouse and their *connections*. The *software* consists of different programs you run on your computer. The most common programs used in business are those for *word processing* (writing letters, faxes, documents, contracts), *spread sheets* (for budget and financial analysis), *database* management programs (for keeping names and addresses of customers), accounting (for bookkeeping), *graphics* programs (for drawing charts), communications programs (for electronic mail, Internet), desktop publishing programs (for producing *manuals*, catalogues). The operator *keys in* (*types in*) the information which can be saved and retrieved at a later date.

Most businesses nowadays use personal computers or PCs, which are often linked together in a local *network* (*intranet*). This is a big change from the days when

time had to be rented on *mainframe computer*. Nowadays these are only used by very large businesses, universities, or government departments.

The two most popular types of computers currently are those of IBM and Apple (the Macintosh). It was IBM who set the standard for the PC which others later imitated. That is why, in order to be able to use the widest range of software, a computer has to be IBM *compatible*.

The most successful software company now is Microsoft with its Windows *operating system*. The Microsoft Corporation is constantly developing the new versions of its operating system as well as other products.

The computer manufacturers try to apply the newest technologies producing hardware systems with the fastest processors like: Pentium IV, Celeron, Athlon, Duron and others. It is true that these newer models have a faster processor, more memory, a larger *hard disk* drive and a faster CD-ROM drive than previous models.

We are becoming increasingly dependent on computers. They are used in business, hospitals, crime detection and even to fly planes. What things will they be used for in future? Is this dependence on computers a good thing or should we be more suspicious of their benefits?

For the last two decades cybernetics have experienced a major *breakthrough*. This led to the *utilization* of computers at nearly all parts of our daily life, from personal computers to complicated surgery performing. Surely the *uptake* of this technology *facilitates* a lot of difficult tasks. Computers can perform many complex operations *simultaneously* and scientist practically can't do without them. Thanks to them people have *access* to enormous amount of information. Gathering *data* has never been simpler than now. They are not only used in laboratories but also in factories to control production. Sometimes it is computers that manufacture other computers.

Most of the daily tasks and individual experiences are time and effort consuming. These two fundamental qualities could be tremendously saved by the use of computers.

***Task 1. Answer the questions to the text:***

1. What are the basic parts of a computer?
2. What are computers used for?
3. Why are all computers IBM compatible?
4. What features differ new models of computers from computers of the past?
5. Where has a breakthrough in cybernetics led to?
6. What area of life can we use computers?

***Task 2. Find out whether the statements given below are true (T) or false (F) according to the information in the text. If the statements are false, correct them.***

1. There are a lot of types of apparatus that can replace computers. ( )
2. Programs for word processing and database management are especially important in business. ( )

3. It was Apple (Macintosh) who set the standard for the PC which others companies later imitated. ( )
4. Gathering data has always been a rather simple process. ( )
5. The use of computers can save both time and effort consuming. ( )

**Task 3. Complete the sentence below with the best answer (A, B or C) according to the information in the text.**

1. Organizations exist to achieve some particular purpose ...
  - A. ... but sometimes it's difficult to define it.
  - B. ... and both employees and managers define it.
  - C. ... and managers are those who define that purpose and the means for its achievement.
2. As managers engage in planning, they ...
  - A. ... arrange and structure work to accomplish the organization's goals.
  - B. ... deal in any way with employee behavior issues.
  - C. ... set goals, establish strategies for achieving those goals, and develop plans to integrate and coordinate activities.
3. The final management function is controlling that is ...
  - A. ... the process of monitoring, comparing, and correcting the work of subordinates.
  - B. ... the process of motivating subordinates and selecting the most effective communication channel
  - C. ... the process of determining what tasks are to be done.

**Task 4. Match nouns and adjectives and their definitions.**

1 software	A information in a form that can be stored and used, especially on a computer
2 hardware	B an important new discovery in something you are studying, especially one made after trying for a long time
3 data	C a set of instructions (programs) which tells the computer what to do
4 breakthrough	D able to be used together, especially when they are made by different companies (about pieces of computer equipment)
5 compatible	E any electronic or mechanical part of a computer
6 access	F a book that gives instructions about how to do something, especially how to use a machine
7 facilitate	G to make it easier for a process or activity to happen
8 manual	H to find information, especially on a computer; the right to enter a place, use something, see someone etc.

**1-... 2-... 3-... 4-... 5-... 6-... 7-... 8-...**



**Task 5. Translate sentences. Pay attention to the use of the key words.**

1. She loaded the new software.
2. The company has spent millions of dollars replacing outdated computer hardware.
3. All the data shows that these animals are more adaptable than we thought.
4. The instruction manuals that accompany new computer software are often difficult to understand.
5. This was an important breakthrough that had an enormous impact on the scientific community.
6. Unfortunately he bought a printer that was not compatible with his computer.
7. Most workplaces have a local network as well as access to the Internet.
8. Consult the computer manual if you have a problem.
9. Some experts foresee a future in which nobody would buy a spreadsheet program or word processor.
10. Computers can be used to facilitate language learning.

**READING 2**

**Read the text about different types of computers. Label the pictures (a-f) with words from the box.**

netbook	desktop PC	tablet PC	mainframe	PDA	laptop
---------	------------	-----------	-----------	-----	--------



a) \_\_\_\_\_



b) \_\_\_\_\_



c) \_\_\_\_\_



d) \_\_\_\_\_



e) \_\_\_\_\_



f) \_\_\_\_\_

## Different Types of Computers

A computer is one of the most brilliant inventions of mankind. Thanks to computer technology, we were able to achieve storage and processing of huge amounts of data; we could rest our brains by employing computer memory capacities for storage of information. Owing to computers, we have been able speed up daily work, carry out critical transactions and achieve accuracy and precision at work. Computers of the earlier times were of the size of a large room and were required to consume huge amounts of electric power. However, with the advancing technology, computers have shrunk to the size of a small watch. Depending on the processing power and size of computers, they have been classified under various types. Let us look at the classification of computers.

Following is a classification of the different types of computers based on their sizes and processing powers. Computers are categorized as mainframe and microcomputers.

Mainframe Computers: Large organizations use mainframes for highly critical applications such as bulk data processing. Most of the mainframe computers have capacities to host multiple operating systems and operate as a number of virtual machines. They can substitute for several small servers.

Microcomputers: A computer with a microprocessor and its central processing unit is known as a microcomputer. They do not occupy space as much as mainframes do. When supplemented with a keyboard and a mouse, microcomputers can be called personal computers (PC). A monitor, a keyboard and other similar input-output devices, computer memory and a power supply unit come packaged in a microcomputer. These computers can fit on desks or tables and prove to be the best choice for single-user tasks.

Personal computers come in different forms such as desktops, laptops and personal digital assistants. Let us look at each of these types of computers.

Desktops: A desktop is intended to be used on a single location. The spare parts of a desktop computer are readily available at relatively lower costs. Power consumption is not as critical as that in laptops. Desktops are widely popular for daily use in the workplace and households.

Laptops: Similar in operation to desktops, laptop computers are miniaturized and optimized for mobile use. Laptops run on a single battery or an external adapter that charges the computer batteries. They are enabled with an inbuilt keyboard, touch pad acting as a mouse and a liquid crystal display. Their portability and capacity to operate on battery power have proven to be of great help to mobile users.

Netbooks: They fall in the category of laptops, but are inexpensive and relatively smaller in size. They had a smaller feature set and lesser capacities in comparison to regular laptops, at the time they came into the market. But with passing time, netbooks too began featuring almost everything that notebooks had. By the end of 2008, netbooks had begun to overtake notebooks in terms of market share and sales.

Personal Digital Assistants (PDAs): It is a handheld computer and popularly known as a palmtop. It has a touch screen and a memory card for storage of data. PDAs can also be used as portable audio players, web browsers and smartphones. Most of them

can access the Internet by means of Bluetooth or Wi-Fi communication.

Tablet Computers: Tablets are mobile computers that are very handy to use. They use the touch screen technology. Tablets come with an onscreen keyboard or use a stylus or a digital pen. Apple's iPad redefined the class of tablet computers.

These were some of the different types of computers used today. Looking at the rate of advancement in technology, we can definitely look forward to many more in the near future.

**Task 1. Decide whether these sentences are true or false according to the text.**

- 1 A mainframe computer is less powerful than a PC. ( )
- 2 A mainframe is used by a large organizations and needed to process enormous amounts of data. ( )
- 3 The most suitable computers for home use are desktop PCs. ( )
- 4 A laptop is not portable. ( )
- 5 Laptops are not as powerful as desktop PCs. ( )
- 6 Using a stylus, you can write directly onto the screen of a tablet PC. ( )
- 7 Netbooks are bigger in size and weight than laptops. ( )
- 8 A personal Digital Assistant (PDA) is small enough to fit into the palm of your hand. ( )
- 9 A PDA does not allow you to surf the Web. ( )

**Language work: CLASSIFYING.**

*Classifying means to decide what group or class something belongs to. We can classify types of computers, parts of a PC, etc. Some typical expressions for classifying are:*

- ... are classified into ... types/categories
- ... are classified by...
- ... can be divided into ... types or categories
- ... include(s) ...
- ... consist(s) of ...
- There are ... types/classes of ...
- ... is a type of ...
- ... are/can be categorized as ...

**Task 2. Complete the following sentences using suitable classifying expressions. One expression is used twice.**

- 1 Digital computers can be \_\_\_\_\_ five main types: mainframes, desktop PCs, laptops, tablet PCs and handheld PDAs.
- 2 A tablet PC \_\_\_\_\_ notebook computer.
- 3 The basic configuration of a mainframe \_\_\_\_\_ a central system which processes immense amounts of data very quickly.

4 Peripherals \_\_\_\_\_ three types: input, output and storage devices.

5 A word processing program \_\_\_\_\_ software which lets the user create and edit text.

6 \_\_\_\_\_ of network architecture: peer-to-peer, where all computers have the same capabilities, and client-server, where the server store and distribute data, and clients access this data.

7 Any computer \_\_\_\_\_ hardware and software.

8 Analog, digital and hybrid computers \_\_\_\_\_ the operational principle of computers.

9 Based on the size and processing power, computers \_\_\_\_\_ as mainframe and microcomputers.

***Task 3. Study word families and choose the best words to complete the sentence.***

Verb	access	Users can access their voice mail remotely.
Noun	access	Cats should always have access to fresh, clean water.
Adjective	accessible	Computers should be made readily accessible to teachers and pupils.

Verb	compute	Final results had not yet been computed.
Noun	computer	The information is stored on computer.
Noun	computing	Everything is changing with the coming of the Internet and high-speed computing.
Noun	computation	This computation can be interpreted as follows.

Verb	connect	You can connect your Vertu phone to a computer for the phone to be used as a USB storage device.
Noun	connection	Personal computers in the VIP Lounge use the WiFi connection.
Noun	connector	You must install a USB driver onto your computer in order to connect the camcorder to the computer's USB connector.
Adjective	connected	These will allow you to send and receive mail from any internet connected computer.
Adjective	connecting	We'd like two rooms with connecting doors.

Verb	store	Standard letters can be stored on floppy discs.
Noun	store	At Christmas the stores stay open late.
Noun	storage	In the case of a file system, the storage system determines what space is available.

- 1 Hackers had illegally \_\_\_\_\_ information on more than 310,000 consumers
- a) access
  - b) accessible
  - c) accessed
  - d) accessibility
- 2 He began teaching \_\_\_\_\_ at the university level in the late 1980s as a part-time job.
- a) computer
  - b) computation
  - c) computing
  - d) compute
- 3 At any time someone may be trying \_\_\_\_\_ with you, or more precisely, trying to get into your system.
- a) connector
  - b) connections
  - c) connected
  - d) to connect
- 4 The technology includes processing, \_\_\_\_\_ and telecommunications capabilities configured into systems.
- a) storage
  - b) store (n)
  - c) store (v)

**Task 4. Read the text, smile and answer the last two questions of the text. Give your reasons.**

#### **Computer Gender - Le Computer or La Computer?**



A language teacher called Thérèse was explaining to her class that in French nouns are labelled as either masculine or feminine. This was news to the class, as in English, nouns have little or no concept of gender. Thérèse explained,

'House, in French, is feminine – 'la maison.'

'Pencil, in French, is masculine – 'le crayon.'

One puzzled student asked please miss, 'Which gender is a computer?'

Thérèse did not know whether it was le computer or la computer, moreover the word wasn't in her French dictionary. So for fun she split the class into two groups appropriately enough, by gender, and asked them to decide whether 'computer' should be a masculine or feminine noun.

### *Men's Computer Gender Group - La computer*

The men's group decided that computers should definitely be female: '*la computer*' because:

- No one but their creator understands their internal logic.
- The native language they use to communicate with other computers is incomprehensible to everyone else.
- Even the smallest mistakes are stored in long-term memory for possible later retrieval.
- As soon as you make a commitment to one, you find yourself spending half your pay cheque (check) on accessories for it.

### *Women's Computer Gender Group - Le computer*

The women's group, however, concluded that computers should be male: '*le computer*'. Here is the ladies' reasoning:

- In order to do anything with them, you have to turn them on.
- They have a lot of data but still can't think for themselves.
- They are supposed to help you solve problems, but half the time they ARE the problem.
- As soon as you commit to one, you realise that if you'd waited a little longer, you could have got a better model.

***Who do you think won the gender argument?***

***Should it be Le Computer or La Computer?***

## UNIT 5

### THE INTERNET, THE WEB AND GLOBAL ELECTRONIC COMMERCE

**Words to learn:** collection, commerce, copyright, disk, disseminate, facilitate, impact, implication, network, protect, transaction, transfer

#### VOCABULARY

*Task 1. Read new words and their definitions. Read and translate sentences with them.*

1. **collection** *n.*, the act of bringing together things of the same type from different places to form a group; a set of similar things that are kept or brought together because they are attractive or interesting
  - a. The collection of user data makes possible the free access to maps, email, games, music, social networks and other services.
  - b. Does your collection of mustard bottles number in the thousands?
2. **commerce** *n.*, the buying and selling of goods and services
  - a. The city was constructed to be the world center of commerce, culture and learning.
  - b. WTO Ministers agreed to continue the work programme on e-commerce established in 1998.
3. **disk** *n.*, an object used to store digital information
  - a. I lost the floppy disk on which I have saved my school assignment, so now I have to start all over again.
  - b. It is important to make a backup disk of all documents on your computer.
4. **facilitate** *v.*, to make easier
  - a. The new computer program facilitated the scheduling of appointments.
  - b. The director tried to facilitate the transition to the new policy by meeting with all staff who would be affected.
5. **network** *n.*, an interconnected group or system; *v.*, to connect; to broadcast over the radio or TV; to engage in informal communication
  - a. There is a network of women professionals that meets once a month for drinks.
  - b. We networked my assistant's computer to mine, so that we can easily share files.
6. **process** *n.*, a series of operations or actions to bring about the result; *v.*, to put through a series of actions or prescribed procedure
  - a. There is a process for determining why your computer is malfunctioning.
  - b. I've processed the data I collected and have gotten some interesting results.
7. **replace** *v.*, to put back in a former place or position; to take the place of
  - a. I've replaced the hard drive that was malfunctioning.
  - b. We have been looking for three months and we've found no one who can replace our former administrator.

8. **revolution** *n.*, a sudden or momentous change in a situation; a single complete cycle
- a. There has been a revolution in the workplace since computers became available for every employee.
  - b. My CD player is broken; the disk cannot make a complete revolution around the magnet.
9. **sharp** *adj.*, abrupt or acute; smart
- a. There was a sharp decline in calls to the help desk after we upgraded each employee's computer.
  - b. The new employee is extremely sharp, being able to learn the new program in a few days.
10. **software** *n.*, the programs for a computer
- a. This new software allows me to integrate tables and spreadsheets into my reports.
  - b. Many computers come pre-loaded with software.
11. **storage** *n.*, the safekeeping of goods or information
- a. The double-sided disk has storage room for up to 500 megabytes of data.
  - b. The sensitive electronic equipment must be kept in temperature-controlled storage.
12. **technical** *adj.*, special skill or knowledge
- a. The newspaper article on the development of new fiber-optic cables was so full of technical language that only an electrical engineer could understand it.
  - b. The computer can only be repaired by someone with technical knowledge.

**Task 2. Read the following conversations and see how the new words are used.**

- A: Having computers installed is nothing short of a revolution in this office.  
B: Yes, now we can **replace** all the typewriters that we hate to use.  
A: Good. Once the boss sees how computers **facilitate** our work, he'll wonder why we didn't start using them years ago.
- B: Unfortunately, I don't have skills to retrieve this file.  
A: Are you looking on just your own computer, or have you looked on our office's **network** of computers?  
B: I'm afraid I don't know which directory the file might be **stored** in.
- A: This new **software** is revolutionary. It allows me to search all files for the names and addresses of clients and print them out.  
B: What is the **process** for doing that?  
A: It has a lot of **technicalities** only a programmer would understand, but simply stated, the disk can store an amazing amount of information.
- B: Do you stock floppy **disks** that I can use to **store** my data files?  
A: Their use was declined **sharply** as high-capacity disks have come onto the market, so I'm afraid we don't keep them in stock anymore.  
B: I didn't realize that they were no longer popular.



**Task 3. Study word families and choose the best words to complete the sentence.**

**Word Families**

verb	replace	I replaced the disks I borrowed from your office supply closet last week.
noun	replacement	A replacement for this dangerous computer will cost you a lot of money.
adjective	replaceable	Don't worry about losing my disk as it is easily replaceable.

verb	store	He stored too much information on the shared drive, making it slow and cumbersome to search through.
noun	store	The store's inventory has to be entered manually into the database.
noun	storage	The storage closet is where you will find all our office supplies.

verb	collect	The company collects information about consumer trends.
noun	collection	The zoo boasts a collection of more than 400 animals.
noun	collector	The painting was bought by a private collector.

noun	technique	There are various techniques for dealing with industrial pollution.
noun	technicality	I don't really want to get into discussing the technicalities of laser printing.
adjective	technical	I didn't understand all the technical terms.

1. We will \_\_\_\_\_ all of our outdated software with the newest versions.  
(A) replacement  
(B) replaced  
(C) replaceable  
(D) replace
2. The hard disk can \_\_\_\_\_ up to 25 gigabytes of data.  
(A) stores  
(B) storage  
(C) store  
(D) storing
3. A new computerized data \_\_\_\_\_ system was presented by the Chief Engineer.  
(A) collection  
(B) collected  
(C) collect  
(D) collector
4. We've been having some \_\_\_\_\_ problems with the new hardware.  
(A) technicality  
(B) technical  
(C) technique  
(D) technically

**Task 4. Read the following passage and write the appropriate form of the new words in the blanks below.**

disks	popular	revolutionized	software
facilitates	processing	sharply	storage
networks	replacements	skills	technical

Almost all businesses today, no matter what their size, rely on computers for many of their needs. Prices of computers have declined (1) \_\_\_\_\_ over the years, resulting in their increased use in the office. Most offices now have (2) \_\_\_\_\_ of computers, which are all electronically linked together. This (3) \_\_\_\_\_ sharing and processing of data. Indeed, data (4) \_\_\_\_\_ would not be possible without the technical wizardry of hardware manufacturers. Data storage (5) \_\_\_\_\_ are a technological miracle.

Because of (6) \_\_\_\_\_ advancements, you never need to worry about where to store your data. The (7) capacity of a small disk is incredible. Manufacturers of (8) \_\_\_\_\_ provide frequent upgrades. Unfortunately, these upgrades are often not compatible with earlier versions or other software. This means that you may have to find (9) \_\_\_\_\_ for your favourite programs.

Administrators today are trained in the most (10) \_\_\_\_\_ software programs. Highly skilled computer programmers and engineers are also very much in demand, especially when a computer or network causes problems.

Computers have (11) \_\_\_\_\_ the workplace, and everyone, no matter how accomplished he or she is in other (12) \_\_\_\_\_, needs to know how to use a computer for basic tasks, such as using electronic mail, searching the Internet for information, and writing a letter.

**Task 5. Choose the underlined word or phrase that should be rewritten and rewrite it.**

1. Because computers facilitate the processing of information, they are extremely popular, and competition between computer manufacturers has increased sharper in recent years.

2. Some companies require that you not only know how to use popular, current software, but that you have technically skills that enable you to use networks most effectively.

3. Having a network of computers has revolutionized not only how information is process, but also how it can be stored.

4. I don't need to replace these disks, since the new technology gives me several options for data stores.

## READING

### *Task 1. Read and translate text 1*

#### **THE DIFFERENCE BETWEEN THE INTERNET AND WORLD WIDE WEB**

The internet has become a cultural, economical and life changing technological phenomenon. Enough can not be said about this incredible technology. However, the internet is not one single invention; it is a simple idea that has evolved throughout the decades into something bigger than us all. While the internet was started fairly recently, today we are still at the top of the iceberg of what this technology in all its many forms can help us achieve. So in essence the internet has already and will continue to revolutionize the world.

Many people use the terms Internet and World Wide Web (the Web) interchangeably, but in fact the two terms are not synonymous. The Internet and the Web are two separate but related things.

##### *What is The Internet?*

The Internet is a massive network of networks, a networking infrastructure. More than 100 countries are linked into exchanges of data, news and opinions. Unlike online services, which are centrally controlled, the Internet is decentralized by design. Each Internet computer, called a host, is independent. It can communicate with any other computer as long as they are both connected to the Internet. Information that travels over the Internet does so via a variety of languages known as protocols.

##### *What is The Web (World Wide Web)?*

The World Wide Web, or simply Web, is a way of accessing information over the medium of the Internet. It is a system of Internet servers that support specially formatted documents. The documents are formatted in a markup language called HTML (HyperText Markup Language) that supports links to other documents, as well as graphics, audio, and video files. This means you can jump from one document to another simply by clicking on hot spots. The Web also utilizes browsers, such as Internet Explorer or Firefox, to access Web documents called Web pages that are linked to each other via hyperlinks.

The Web is just one of the ways that information can be disseminated over the Internet. The Internet, not the Web, is also used for e-mail. So the Web is just a portion of the Internet, though a large portion, but the two terms are not synonymous and should not be confused.

### *Task 2. Answer the questions to the text:*

1. Is the Internet one single invention?
2. What is the Internet?
3. What are protocols of the Internet?
4. What is the Web?

5. What language is used for documents in the Web?
6. What is the difference between the Internet and World Wide Web?

***Task 3. Find out whether the statements given below are true (T) or false (F) according to the information in the text. If the statements are false, correct them.***

1. The Internet is the idea that emerged several decades ago and has changed the world. ( )
2. The terms Internet and World Wide Web mean the same. ( )
3. The Internet is anarchy by design. ( )
4. The Web is used for e-mail. ( )
5. Different computer languages are used for graphics, audio, and video files in the Web. ( )

***Task 4. Read and translate the text 2.***

## **GLOBAL ELECTRONIC COMMERCE**

Electronic commerce refers to commercial transactions which are based on the electronic storage, processing and transmission of data over communications networks such as the Internet and the World Wide Web. Global electronic commerce has been made possible by rapid advances in technology. Digital technologies permit the storage and processing of vast amounts of information. Satellites and optical fibres have dramatically quickened the handling and distribution of this information.

Electronic commerce offers the possibility of 'trade without borders'. In practice there is evidence that information and communications technologies may polarise the world economy into 'online' and 'offline' segments, what is sometimes referred to as the digital divide. In fact, with email, VOIP (voice over internet protocol), cloud computing, online banking and other services, it is easier and more convenient than ever to do business. In fact, many of the physical barriers of conducting business have been erased.

Enough can't be said about the economic impact that the internet has brought to the world.

Although electronic transfers of money have been a feature of the international economy for decades, used by banks, credit card agencies, stock brokers and so on, the 'electronic marketplace' which deals with products and services is something new. Perhaps trillions of dollars have been created in wealth from the internet and billions of lives have been changed due to e-commerce.

### **Commercial security**

Business-to-business transactions dominate electronic commerce. About 80 per cent of the electronic trade in products and services is represented by business-to-business transactions, which is the fastest-growing area of electronic communication.

Multinational enterprises use electronic commerce as the basis of their global networks. Companies providing professional services in insurance, finance, engineering, design and architecture, for example, use the internet to sell their

services to other businesses. Physical barriers between countries and markets are meaningless in this context.

Economists can readily appreciate the cost savings likely to be associated with business-to-business electronic commerce – the impact on inventories, for example – as firms find it less and less necessary to carry stocks. But again there is a downside. Electronic commerce has implications for commercial security. When firms engage in electronic commerce, they open up their electronic systems to suppliers and customers. This can cover such things as websites, customer software, search engines, manufacturing processes, and so on.

Business-to-business electronic commerce which takes place across national boundaries has highlighted differences between the laws governing such data in different countries. The international law protecting data, patents, copyrights, trade secrets and so on only provides protection at the minimum level. Firms tend to rely on much stronger national laws to protect their interests. But electronic commerce throws up all sorts of anomalies. What appears at first sight to economists to be straightforward and highly efficient ‘trade without borders’ turns out to be no such thing. One example relates to data collections. In the US a collection of data – for example, a list of names and addresses – cannot be protected under copyright law unless it has enough ‘creativity’ to qualify as intellectual property.

But in the EU data as simple as a list of names and addresses is protected. All kinds of issues are affected by these anomalies. They impact on the relationship between multinational companies and their local suppliers, as well as between companies and their competitors.

***Task 5. Answer the questions to the text:***

1. What is electronic commerce based on?
2. What gains in technology have been critical for the development of e-commerce?
3. What is the main ‘idea’ of e-commerce?
4. What new marketplace appeared with the development of the Internet?
5. What is the fastest-growing area of electronic communication?
6. Why do economists speak about cost savings of e-commerce?
7. Why do firms prefer to rely on national laws in their work?

***Task 6. Complete the sentence below with the best answer (A, B or C) according to the information in the text.***

4. Polarization of the world economy into ‘online’ and ‘offline’ segments ...
  - A. ... is the result of electronic transfers of money.
  - B. ... is the result of advances in information and communications technologies.
  - C. ... is the result of physical barriers between states.
5. Multinational enterprises use electronic commerce ...
  - A. ... to sell goods.
  - B. ... as a stylish feature of their image.
  - C. ... as the basis of their global networks.

6. International laws ...
- A. ... protect firms dealing with electronic commerce at minimum level.
  - B. ... provide strong protection to business-to-business electronic commerce.
  - C. ... are the basis for successful 'trade without borders'.

## VOCABULARY 2

**Task 1. Match nouns and adjectives and their definitions.**

1 copyright	A a business deal or action, such as buying or selling something
2 transaction	B protection from bad things that could happen to you
3 inventory	C 1) a list of all the things in a place 2) AmE all the goods in a shop
4 security	D the legal right to be the only producer or seller of a book, play, film, or record for a specific length of time
5 infrastructure	E 1) a system of lines, tubes, wires, roads etc that cross each other and are connected to each other 2) a set of computers that are connected to each other so that they can share information
6 network	F the act of giving someone something and receiving something else from them
7 link	G the basic systems and structures that a country or organization needs in order to work properly,
8 exchange	H a relationship or connection between two or more people, countries, organizations etc

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

**Task 2. Translate sentences. Pay attention to the use of the key words.**

1. The database will be protected by copyright.
2. The bank charges a fixed rate for each transaction.
3. We made an inventory of everything in the apartment.
4. This insurance plan offers your family financial security in the event of your death.
5. The government plans to invest \$65 billion in education, health care and infrastructure.
6. To provide equal access to oil products for stable prices a network of about 500 fuel stations will be established in the whole territory before 2010.
7. The company has strong links with big investors.
8. I've offered to paint the kitchen in exchange for a week's accommodation.

**Task 3. Study word families and chose the word that best completes the sentence.**

Verb	secure	Redgrave won his third Olympic gold medal, and secured his place in history.
Noun	security	This insurance plan offers your family financial security in the event of your death.
Adjective	secure	It was enough money to make us feel financially secure.

Verb	protect	Physical exercise can protect you against heart disease.
Noun	protection	For your own protection, you should have a warranty that provides for a replacement product
Noun	protector	You are my great and good friend and financial protector.
Adjective	protective	Sunscreen provides a protective layer against the sun's harmful rays.

Verb	govern	The universe is governed by the laws of physics.
Noun	government	Structural reforms are unlikely under the present government.
Noun	governor	In federations, a governor may be the title of each appointed or elected politician who governs a constituent state.
Adjective	governing	Newton gave three laws governing the behaviour of material objects.
Adjective	governmental	They made an attempt to restrict governmental power

Noun	commerce	In this chapter we discuss the major protocols of e-commerce and how hackers attempt to alter them for their own gain.
Adjective	commercial	Our top priorities must be profit and commercial growth.

1 Unemployment insurance means that you are partially \_\_\_\_\_ if you lose your job.

- a) protector
- b) protected
- c) protective
- d) protection

2 Companies can offer \_\_\_\_\_ credit card transactions over the internet.

- a) secure (v)
- b) secure (adj)
- c) security

- 3 All infrastructure will be owned and \_\_\_\_\_ by users and will be operated on a for-profit basis.
- government
  - governing
  - governed
  - governor
- 4 Today \_\_\_\_\_ includes a complex system of companies that try to maximize their profits by offering products and services to the market at the lowest production cost.
- commercial
  - commerce

#### **Task 4. Language work: the prefixes e- and cyber-.**

The **e-** prefix means **electronic**, and we add it to activities that take place on computers or online, for example

**e-business/e-commerce** – business conducted over the Internet. Other examples include: **e-card, e-learning, e-voting, e-signature, e-assessment, e-cash, e-zine, e-book, e-money.**

There are often spelling variations, with or without a hyphen, so always check your dictionary.

The **cyber-** prefix comes from cybernetics, and we use it to describe things related to computer networks, e.g. **cybercafé** – an internet café. Other examples include: **cybercrime, cyberculture, cyberslacker and cyberspace.**

#### **Complete the following sentences.**

- A \_\_\_\_\_ is an employee who uses his company's internet connection during work hours to chat with friends, play games. Etc.
- An \_\_\_\_\_ is a post card sent via the Internet.
- An \_\_\_\_\_ is a small magazine or newsletter published online.
- In a \_\_\_\_\_ you can use computers with internet access for a fee.
- Examples of \_\_\_\_\_ include internet fraud, digital piracy, theft of confidential information, etc.
- In the future, all elections will be carried out using \_\_\_\_\_.
- You can now sign legal documents online using \_\_\_\_\_.
- \_\_\_\_\_ will revolutionize the way we take exams.
- \_\_\_\_\_ can be used on some websites instead of real money to make purchases. It reduces the risk of fraud.
- An \_\_\_\_\_ is like the paper version, but in digital form.

## **READING 2**

### **I In pairs, discuss these questions.**

- What is a hacker?



- 2 How easy do you think to infiltrate the Internet and steal sensitive information?
- 3 How can you protect your computer from viruses and spyware?

**II** *Read the text about internet security quickly and see how many of your ideas from question task I are mentioned.*

**III** *Read the text more carefully and answer these questions.*

- 1 Why is security so important on the Internet?
- 2 What security features are offered by Mozilla Firefox?
- 3 What security protocol is used by banks to make online transactions secure?
- 4 How can we protect our email and keep it private?
- 5 What methods are used by companies to make internal networks secure?
- 6 In what ways can a virus enter a computer system?
- 7 How does a worm spread itself?

## SECURITY AND PRIVACY ON THE INTERNET

There are many benefits from an open system like the Internet, but one of the risks is that we are often exposed to **hackers**, who break into computer systems just for fun, to steal information, or to spread viruses. So how do we go about making our online transactions secure?

### Security on the Web

Security is a crucial when you send confidential information online. Consider, for example, the process of buying a book on the Web. You have to type your credit card number into an order form which passes from computer to computer on its way to the online bookstore. If one of the intermediary computers is infiltrated by hackers, your data can be copied.

To avoid risks, you should set all security alerts to high on your Web browser. Mozilla Firefox displays a lock when the website is secure and allows you to disable or delete **cookies** – small files placed on your hard drive by web servers so that they can recognize your PC when you return to their site.

If you use online banking services, make sure they use **digital certificates** – files that are like digital identification cards and that identify users and web servers. Also be sure to use a browser that is compliant with **SSL (Secure Sockets Layer)**, a protocol which provides secure transactions.

### Email privacy

Similarly, as your email travels across the Net, it is copied temporarily onto many computers in between. This means that it can be read by people who illegally enter computer systems.

The only way to protect a message is to put it in a sort of virtual envelope – that is, to encode it with some form of **encryption**. A system designed to send email privately is Pretty Good Privacy, a **freeware** program written by Phil Zimmerman.

## Network security

Private networks can be attacked by intruders who attempt to obtain information such as Social Security numbers, bank accounts or research and business reports. To protect crucial data, companies hire security consultants who analyze the risks and provide solutions. The most common methods of protection are **passwords** for access control, **firewalls**, and **encryption** and **decryption** systems. Encryption changes data into a secret code so that only someone with a key can read it. Decryption converts encrypted data back into its original form.

## Malware protection

**Malware** (malicious software) are programs designed to infiltrate or damage your computer, for example **viruses**, **worms**, **Trojans** and **spyware**. A virus can enter a PC via a disk drive – if you insert an infected disc – or via the Internet. A worm is a self-copying program that spreads through email attachments; it replicates itself and sends a copy to everyone in an address book. A Trojan horse is disguised as a useful program; it may affect data security. Spyware collects information from your PC without your consent. Most spyware and adware (software that allows pop-ups – that is, advertisements that suddenly appear on your screen) is included with ‘free downloads’.

If you want to protect your PC, don’t open email attachments from strangers and take care when downloading files from the Web. Remember to update your **anti-virus software** as often as possible, since new viruses are being created all the time.

## IV Fill in the gaps with the words in a bold type from the text.

- 1 Users have to enter a \_\_\_\_\_ to gain access to a network.
- 2 A \_\_\_\_\_ protects a company intranet from outside attacks.
- 3 A \_\_\_\_\_ is a person who uses his computer skills to enter computers and networks illegally.
- 4 \_\_\_\_\_ can infect your files and corrupt your hard drive.
- 5 You can download \_\_\_\_\_ from the Net; this type of software is available free of charge but protected by copyright.
- 6 Encoding data so that unauthorized users can’t read it is known as \_\_\_\_\_.
- 7 This company uses \_\_\_\_\_ techniques to decode secret data.
- 8 Most \_\_\_\_\_ is designed to obtain personal information without the user’s permission.

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*Навчальне видання*

МЕТОДИЧНІ ВКАЗІВКИ  
для організації практичної роботи  
з дисципліни

**ІНОЗЕМНА МОВА**  
**(АНГЛІЙСЬКА МОВА)**

*(для студентів 2 курсу денної форми навчання  
напряму 6.070101 – Транспортні технології (за видами транспорту))*

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За авторською редакцією

Комп'ютерний набір і верстання *Н. Д. Міщенко*

План 2014, поз. 415М

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Підп. до друку 24.12.2014  
Друк на різнографі  
Зам. №

Формат 60x84/16  
Ум. друк. арк. 3,1  
Тираж 50 пр.

Видавець і виготовлювач:  
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ДК № 4705 від 28.03.2014р.