

МИНИСТЕРСТВО ОБРАЗОВАНИЯ РЕСПУБЛИКИ БЕЛАРУСЬ
БРЕСТСКИЙ ПОЛИТЕХНИЧЕСКИЙ ИНСТИТУТ
КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ

**МЕТОДИЧЕСКИЕ УКАЗАНИЯ И
КОНТРОЛЬНЫЕ ЗАДАНИЯ**

по английскому языку для студентов заочной формы обучения
(Экономические специальности)

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Методические указания предназначены для студентов-заочников экономических специальностей продолжающих изучение английского языка.

Основная цель методических указаний - развитие практических навыков чтения и перевода специальной экономической литературы. Данные указания предусматривают самостоятельную работу студентов.

Контрольные задания составлены в соответствии с тематическим учебным планом, предлагаемым кафедрой иностранных языков БПИ. Каждое контрольное задание предлагается в 5 вариантах, к контрольным заданиям прилагаются образцы выполнения.

Данные методические указания одобрены на заседании кафедры иностранных языков и рекомендованы к изданию.

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Выполнение контрольных заданий и оформление контрольных работ

1. Каждое контрольное задание в данном пособии предлагается в пяти вариантах в соответствии с последними цифрами студенческого шифра: студенты, шифр которых оканчивается на 1 или 2, выполняют вариант №1; на 3 или 4 - №2; на 5 или 6 - №3; на 7 или 8 - №4; на 9 или 0 - №5.
2. Выполнять письменные контрольные следует в отдельной тетради. На обложке тетради напишите свою фамилию, номер контрольной работы и название учебника, по которому вы занимались.
3. При переводе текста, вам следует переписать текст на левой странице, а перевод на правой странице. Оставляй широкие поля с обеих сторон.

Левая сторона поля	Правая сторона
Поля Английский	Поля Русский
текст	текст
4. Для выполнения контрольных заданий рекомендуем пользоваться учебником «English for Businessmen» под редакцией Дудкиной Г.А. (1-6 части)
5. Выполненные контрольные работы направляйте для проверки и рецензирования в институт в установленные сроки.
6. При получении отрецензированной контрольной работы внимательно прочитайте рецензию, ознакомьтесь с замечаниями рецензента и проанализируйте отмеченные в работе ошибки. Руководствуясь указаниями рецензента, проработайте еще раз учебный материал. Все предложения, в которых были обнаружены орфографические ошибки или неточности перевода, перепишите начисто в исправленном виде в конце данной контрольной работы.

КОНТРОЛЬНАЯ РАБОТА №1

Для правильного выполнения контрольной работы №1 необходимо усвоить следующие разделы грамматики английского языка:

1. Множественное число существительных (Plural).
2. Притяжательный падеж имен существительных (The possessive case).
3. Местоимения. Личные местоимения. Неопределенные местоимения some, any, no, every и их производные. (Pronouns. Personal pronouns. The object case of personal pronouns. Possessive pronouns. Indefinite pronouns some, any, no, every and their compounds)
4. Времена группы Indefinite.
5. Конструкция there + to be .
6. Порядок слов в вопросительном предложении. Типы вопросительных предложений. (The word order in the interrogative sentence .The types of interrogative sentences).

Образец выполнения заданий:

Образец №1 (к упражнению №1):

A project takes a year of planning. Some projects take years of planning.
Чтобы разработать некоторые проекты потребуются годы.

Образец №2 (к упражнению №2):

The objective of our company.
Our company's objective.

Образец №3 (к упражнению №3):

Our production of washing -machines increased by 5% last year(специальный вопрос)

When did our production of washing-machines increase by 5%?

Образец №4 (к упражнению №4):

(We, us, our) are a small group in the Research and Development Department. Fortunately, (I, me, my) get on well with all my colleagues.

We are a small group in the Research and Development Department.

Fortunately I get on well with all my colleagues.

Образец №5 (к упражнению №5):

...a lot of telexes on the manager's desk.

There are a lot of telexes on the manager's desk.

Образец №6 (к упражнению №6):

Have you got ...to read?

Have you got anything to read?

Образец №7 (к упр.7).

I (to prefer) what I (to do) now.

I prefer what I'm doing now.

Вариант №1

Упражнение 1. Преобразуйте предложения, поставив подчеркнутые существительные во множественном числе. Переведите их на русский язык:

1. I see a boy in the street .
2. He is a businessman.
3. This is a letter from England.
4. There is a fish in the jar.
5. He is a manager.
6. Send the fax to him.

Упражнение 2. Вместо оборотов с предлогом of образуйте обороты с существительным в притяжательном падеже:

1. A book of Mr. Sage.
2. A letter of my chief.
3. The hand of Mrs Leondes
4. The room of managers.
5. The names of salesmen.
6. The advice of Miss Jane.

Упражнение 3. Задайте вопросы указанного в скобках типа:

1. He could decide what to do (специальный вопрос)
2. It's difficult to make a decision. (общий вопрос)
3. That's a good idea. (разделительный вопрос)
4. I sent you a letter. (альтернативный вопрос)
5. There is a letter on the table. (косвенный вопрос)
6. The director wants to see you. (специальный вопрос)

Упражнение 4. Выберите подходящее местоимение:

1. (I, me, my) parents are old people.
2. (They, them, their) are retired.
3. (They, them, their) have a house in the country.

4. (They, them, their) house is small.
5. (I, me, my) usually go to see (they, them, their) on Sunday.
6. (I,me,my)brother and family live in Kiev.

Упражнение 5. Дополните следующие предложения конструкцией (there+to be) в требуемой форме:

1. a lot of institutes in Moscow.
2. little coffee in the coffee pot.
3. no shelf in my room .
4. cheese and ham on the table now?
5. six hundred workers at this factory last year.
6. a nursery-school in your town in 2 years?

Упражнение 6. Вставьте подходящие по смыслу неопределенные местоимения some, no, any, а также их производные:

1. Don't give the boy ... more sweets.
2. It won't do him ... good.
3. He was very shy and didn't talk to
4. Is there ... in the other room.
5. ... left his scarf on the window-sill yesterday.
6. It's a stupid idea. ... will tell you.

Упражнение 7. Поставьте глаголы в скобках в требуемую форму:

1. What time the banks (to close) in Britain?
2. Tom (to sleep) very well,as a rule.
3. Tom (to be) busy at work yesterday.
4. My father (to work) abroad for several years.
5. You (to speak)English better next year.
6. If Nick (to love)this girl ,he (to give up) smoking.

Упражнение 8. Прочитайте текст, перепишите и письменно переведите 4 абзац.

Упражнение 9. Письменно ответьте на вопрос:

What does Mr. Hanson think about on his way home?

A Busy Day

Every day at half past eight Mr Hanson leaves his house in Church Street and drives to work. It takes him about twenty minutes to get to his office. He usually arrives there at about ten to nine. His secretary, Mary Summers, is always at the office when Mr. Hanson comes. She has a small office next door to Mr. Hanson's, and there she types the letters Mr. Hanson gives her to answer. Mr. Hanson is the Managing Director of a large publishing company which publishes a lot of technical books and magazines and sells them all over the world.

Mr. Hanson's office is quite large. It is well furnished. His desk is in the middle of the room and underneath it there is a new blue rug. The desk is very large and on it there is a photograph of Mr. Hanson's wife, two metal boxes for letters and files, a round metal box for pencils and pens, a small tray for pins and paper fasteners. There is a comfortable armchair behind the desk and two chairs in front of it. There are some filing cabinets in the corner near the door. The window is on the right of the desk. There are pale blue curtains at the window. Mr. Hanson is fond of blue.

Today Mr. Hanson is rather angry. He is sitting at his desk and arguing with someone on the telephone. While Mr. Hanson is on the telephone, Mary Summers brings him a cup of coffee.

Mary is a good secretary. A good secretary has to learn a lot about her boss. She must know how to talk to customers on the telephone and in the office and must also arrange both business and social engagements. Today, for example, Mary knows that Mr. Hanson has to see a customer from Ghana at 11 o'clock and another customer from Hong Kong at midday. At one-fifteen Mr. Hanson is to have lunch with two of the office managers from overseas branches of the company. Then at three-thirty he has to finish writing a letter concerning the following year's publishing programme. It is Mary's job to remind Mr. Hanson about appointments at 11 o'clock and midday, to book a table at a restaurant in the town for the lunch engagement and to take notes from Mr. Hanson for several business letters.

By the time Mr. Hanson leaves the office both he and Mary are feeling very tired. This evening Mary's friend, Roger, is taking her to the cinema and she is looking forward to it. She likes Roger very much and she hopes that one day he will ask her to marry him.

On the way home Mr Hanson thinks about the day at the office and makes a note in his diary about some of the business he has to do. He also thinks about his wife, Jane, and his house. Sometimes he takes his wife flowers and she is always glad to have them. The Hansons are very fond of each other and they never argue. Jane sometimes thinks that Mr Hanson spends too much time at the office and too little time with her but then she tells herself that she can't have everything.

Вариант №2

Упражнение 1. Преобразуйте предложения, поставив подчеркнутые существительные во множественном числе. Переведите их на русский язык:

1. Take that cup off the table.
2. The secretary brings a telex to the director every day.
3. Come up to the shelf.
4. This engineer works at the Ministry.
5. The child is at home.
6. Our lesson begins at 8 o'clock.

Упражнение 2. Вместо оборотов с предлогом of образуйте обороты с существительным в притяжательном падеже:

1. The parents of Nick.
2. The watch of my brother.
3. The children of her friend.
4. The husband of his sister.
5. The bag of this woman.
6. The son of this man.

Упражнение 3. Задайте вопросы указанного в скобках типа:

1. His books are on the table. (специальный вопрос)
2. This is a very promising company. (общий вопрос)
3. We plan to buy equipment. (специальный вопрос)
4. I make contacts with people easily. (альтернативный вопрос)
5. He offers you a job with them. (разделительный вопрос)
6. She wants to fly to London. (косвенный вопрос)

Упражнение 4. Выберите подходящее местоимение:

1. Sometimes (I, me, my) go to Kiev and see (you, your).
2. (We, us, our) students study a lot.
3. (They, them, their) have four lessons every week.

4. (He, his, him) lessons begin at 8 o'clock in the morning.
5. At the lessons (she, her) teacher asks (she, her).
6. (You, your) elder sister has a new flat now.

Упражнение 5. Дополните следующие предложения конструкцией (there+to be) в требуемой форме:

1. ... a lot of large houses in old Moscow.
2. ... little milk in his tea.
3. ... a lot of boys, but few girls at our institute.
4. ... much furniture in your study?
5. ... a telex on your desk.
6. ... new blocks of flats in this district next year.

Упражнение 6. Вставьте подходящие по смыслу неопределенные местоимения some, no, every, any и их производные:

1. There is not ... cheese in the fridge but there is ... sausage.
2. I couldn't find ... books by this writer at the school library.
3. Have you got ... to eat ?
4. I don't know ... who speaks Chinese.
5. Never mind! Such things can happen to ...
6. ... sports are very dangerous.

Упражнение 7. Поставьте глаголы в скобках в требуемую форму:

1. It (to rain) last night.
2. If we (to start) at nine we'll have plenty of time for the shops.
3. What our boss (to mean)?
4. I (to enter) the office, (to look) around and (to see) that the secretary (to be) not there.
5. The company (to reach) its main aims in a quarter.
6. Susan and Roger (to travel) much every summer.

Упражнение 8. Прочитайте текст, перепишите и письменно переведите 2 абзаца.

Упражнение 9. Письменно ответьте на вопрос:

Why can we say that a lot of depends on how we plan our daily round?

Planning One's Daily Round

Have you ever thought that twenty-four hours isn't enough to do all you have to do? All of us have so many duties and obligations! In addition to the daily routine at offices, schools, hospitals, etc., we have always got some housework to do and shopping, we have to cook the meals, keep the house clean and (last but not least) see to the children. It's really surprising how much work some people manage to do, and quickly at that! But it often happens that we don't have enough time to do everything, and put it off till «some other time». What do you think is the reason? Why do some people manage and not others?

A lot depends on how you plan your daily round. If you plan your day carefully, you'll be able to do more, and it'll take you less time. If you ask someone to see you at a definite hour, for instance, the other person will also plan his time accordingly. If you know how long you can keep your visitor, you will try not to waste his time and have everything ready for the talk when he comes. Your visitor, in his turn, will not keep you longer than necessary and will leave as soon as you've discussed your problem. It doesn't mean that you will interrupt the talk before you finish the discussion. No, you'll go on discussing the matter until you settle every point. But the time limit

you set yourself will help you not to waste time and to speak to the point. Planning the day is especially necessary for people who want to make time for important things. Many outstanding people say that a daily timetable has helped them greatly to achieve what they have. There are some people, however, who will say that a strict timetable makes life dull and uninteresting. What do you think?

Вариант №3

Упражнение 1. Преобразуйте предложения, поставив подчеркнутые существительные во множественном числе. Переведите их на русский язык:

1. Answer that question.
2. Ann, put the plate, the knife, the fork and the spoon on the table.
3. There is a man and a woman in the room.
4. Mr. Sedov is receiving a French businessman.
5. Go through the magazine.
6. An interesting film is on at our cinema.

Упражнение 2. Вместо оборотов с предлогом of образуйте обороты с существительным в притяжательном падеже:

1. The flat of Jane.
2. The books of the children.
3. The friend of my elder son.
4. The teacher of your friends.
5. The study of his father.
6. The enquiry of our firm.

Упражнение 3. Задайте вопросы указанного в скобках типа:

1. My friend's children go to school. (специальный вопрос)
2. The train leaves from platform 3. (специальный вопрос)
3. They like red wine. (альтернативный вопрос)
4. My boss reads letters in the morning. (общий вопрос)
5. She considers him a nice person. (разделительный вопрос)
6. You go to work every day. (разделительный вопрос)

Упражнение 4. Выберите подходящее местоимение.

1. (You, your) flat is very good.
2. (We, us, our) have a children's room.
3. (We, us, our) children like room.
4. (He, his, him) usually studies and plays in (it, its).
5. (I, me, my) know (he, his, him) well.
4. (She, her) nursery-school is near house.

Упражнение 5. Дополните следующие предложения конструкцией (there+to be) в требуемой форме:

1. a lot of people at the theatre last night .
2. a book on the table .
3. not much snow in the streets last winter.
4. nice days in Moscow last autumn?
5. a lot of holiday-makers on the Moskva-river tomorrow.
6. much sunshine in his office.

Упражнение 6. Вставьте подходящие по смыслу неопределенные местоимения some, no, every, any и их производные:

1. engineers of our office learn French.
2. Did you make ... contracts yesterday?
3. We "d like to discuss ... with you today.
4. The room was completely silent. He could hear ...but the beating of his own heart.
5. Was there ... interesting in the paper yesterday?
6. understood the rule and the teacher didn't explain it again.

Упражнение 7. Поставьте глаголы в скобках в требуемую форму:

1. The bowl (to break) if you (to drop) it.
2. I hear there (to be) a barbecue at our firm last Saturday.
3. I (to take) part in the Conference on Small Business in Vienna next month.
4. He usually (to help) old Mrs Parker to do shopping.
5. I (to have) no time to see the customer the day after tomorrow.
6. It (to cost) me a lot of money to furnish this house last year.

Упражнение 8. Прочитайте текст, перепишите и письменно переведите 4 абзаца.

Упражнение 9. Письменно ответьте на вопрос:

What may an experienced customs officer ask?

Travelling by Air

The rules for passengers who are going abroad are similar in most countries, but sometimes there might be a slight difference in formalities.

If, for instance, you are supposed to begin with going through the customs, you'd better fill in the customs declaration before you talk to the customs officer. An experienced customs officer usually «smells» a smuggler, but he may ask any passenger routine questions, for instance, «Have you got anything to declare?» or «Any spirits, tobacco, presents?» The usual answers would be: «Yes, I've got some valuables, but I've put them all down in the declaration, or I've got two blocks of cigarettes for my own use» or something of that kind.

Then you go to the check-in counter where your ticket is looked at, your things are weighed and labelled, a claim-check for each piece of luggage is inserted in the ticket and you are given a boarding pass, which has a seat number on it. Of course, if your luggage weighs more than 20kgs, you have to pay extra. The next formality is filling in the immigration form and going through passport control. The form has to be filled in block letters. You write your name, nationality, permanent address and the purpose of your trip. In most countries there is also a security check when your carry-on luggage is inspected. This is an anti-hijacking measure, and anything that might be dangerous or disturbing to other passengers must be handed to one of the crew and only returned to the owner after the plane has reached its destination.

After fulfilling all these formalities you go to the departure lounge where you can have a snack, read a paper, buy something in the duty-free shop and wait for the announcement to board the plane.

Some of these formalities are repeated when you arrive at your destination. The customs declaration and the immigration form are often filled in on board the plane. At the airport you may be met by a specially trained dog who will make sure that you are not carrying drugs, and the immigration officer might want to know at whose invitation you are coming and whether you have a return. There is another inconvenience you have to be prepared for when travelling long distances by plane. It's the jet-lag, a difference between the time you are accustomed to and the new time.

Вариант №4

Упражнение 1. Преобразуйте предложения, поставив подчеркнутые существительные во множественном числе. Переведите их на русский язык:

1. Roberts and Company sent an enquiry for a boiler to Machinoexport.
2. Russia concludes a trade agreement with foreign countries.
3. He told such a funny story.
4. Don't sign the contract.
5. The director is out.
6. A sales representantive must be a creative person.

Упражнение 2. Вместо оборотов с предлогом of образуйте обороты с существительным в притяжательном падеже:

1. The representative of our firm.
2. The office of Charles .
3. The aircraft of my friend.
4. The letter of my friend.
5. The suitcase of Sheila.
6. The secretary of the businessman.

Упражнение 3. Задайте вопросы указанного в скобках типа:

1. His wife is not an architect. (специальный вопрос)
2. This office belongs to him. (специальный вопрос)
3. The boss doesn't make mistakes. (разделительный вопрос)
4. We depend on their money. (косвенный вопрос)
5. Ann wants to go abroad. (альтернативный вопрос)
6. They prefer computers to typewriters. (общий вопрос)

Упражнение 4. Выберите подходящее местоимение:

1. Bob is one of (we ,us,our) best pupils.
2. Let (they,them,their) read the story again.
3. (You,your) house isn't far from (she, her) house.
4. This is not(I, me, my) car.
5. Can (I, me, my) borrow (you, your) pen.
6. Do you mind waiting for (he, is, him)?

Упражнение 5. Дополните следующие предложения конструкцией (there+to be) в требуемой форме:

1. a lot of passengers in the waiting room of the airport.
2. very few people at the custom's-office yesterday?
3. It is freezing hard. ... ice on the lake tomorrow.
4. not any shadows because it was not any sun.
5. a pond beside your house.
6. all sorts of legends about these caves.

Упражнение 6. Вставьте подходящие по смыслу неопределенные местоимения some, no, every, any и их производные:

1. You can have ...you like.
2. Do you remember we haven't got ... petrol left?
3. Don't say...

4. The boy refused to tell us ...
5. I got home at 8. To my surprise... was there.
6. has forgotten to turn off the car lights.

Упражнение 7. Поставьте глаголы в скобках в требуемую форму:

1. The Queen (to open) the new hospital next Thursday.
2. The director of the car factory (to go) to work by Rolls-Royce.
3. I (to be) late for my work yesterday.
4. Phil (to break) his Ford last week.
5. I (to try) to go round every city I (to visit).
6. My neighbours (to go) to Italy in a fortnight.

Упражнение 8. Прочитайте текст, перепишите и письменно переведите 2 абзаца.

Упражнение 9. Письменно ответьте на вопрос:

What did Jeff Fuller do on Tuesday?

Jeff Fuller Goes to Chicago

Jeff Fuller is a salesman. He has a wife and three children and lives in San Francisco. He travels a lot. Every week he goes to New York or Washington or Chicago. He brings home presents for his wife and children.

Last week he had to go to Chicago on business. He left San Francisco on Monday morning. He got to Chicago at noon. He went to the Park Hotel for lunch. In the afternoon he talked to some businessmen. That evening he called his friend, Carlos, and they had dinner at the hotel.

On Tuesday he worked all morning. In the afternoon he went shopping. He bought toy cars for the children. He got a present for his wife, too. Tuesday evening he was alone. At 7.30 he called his wife. He talked to the children, too. Then he was happy.

On Wednesday morning he got up at 6.00. He took the 8.00 plane to San Francisco. He didn't want breakfast on the plane, but he drank some coffee and read a paper. He got to San Francisco at 9.30. He took a taxi and went home. His wife and daughter were at home. They were glad to see him and get their presents.

After breakfast Mr. Fuller went to his office. When he entered the office he found a number of business letters on his desk. Mr. Fuller sat down and began to look through the letters. Suddenly the telephone rang. Mr. Fuller took up the receiver and heard the voice of his chief. The chief asked Mr. Fuller to come over to his office and discuss the results of the trip.

After the talk with the chief Mr. Fuller came back to his office and continued his work.

At 1 o'clock he went out for lunch. In the afternoon he had several visitors. At 5 o'clock he took part in a meeting and made a report on his trip to Chicago.

Mr. Fuller came home later than usually that day. His wife and children were waiting for him. They all had dinner together. After dinner Mr. Fuller told his wife and children about his business trip and his friends in Chicago. Then he looked through the papers and watched television. At half past ten he switched off the TV set and went to bed.

Вариант №5

Упражнение 1. Преобразуйте предложения, поставив подчеркнутые существительные во множественном числе. Переведите их на русский язык:

1. He works as a foreman at our company.
2. He became a president of a big company.
3. The delivery will be delayed for approximately 5 days.

4. The firm did not pay duty in time.
5. I have an appointment with my lawyer at 9 a.m.
6. We are going to discuss our future agreement.

Упражнение 2. Вместо оборотов с предложом of образуйте обороты с существительным в притяжательном падеже:

1. The name of the dog .
2. The faxes of Mr. Brown.
3. The car of the manager.
4. The mistake of the secretary.
5. The office of Mr. Mark.
6. The opinion of the expert.

Упражнение 3. Задайте вопросы указанного в скобках типа:

1. Her children drink milk every day. (специальный вопрос)
2. We work hard at the office. (специальный вопрос)
3. He cannot run a company. (общий вопрос)
4. We don't like their offer. (косвенный вопрос)
5. In the afternoon we go shopping. (альтернативный вопрос)
6. The sun rises in the East. (разделительный вопрос)

Упражнение 4. Выберите подходящее местоимение:

1. (I, me, my) don't know (he, his, him) telephone number.
2. (You, your) always have to economize.
3. During the afternoon (they, them, their) boss has meeting with (they, them, their) clients.
4. (We, us, our) often meet (she, her) after work.
5. (He, his, him) has gone to work in Spain.
6. (She, her) is delivering a speech.

Упражнение 5. Дополните следующие предложения конструкцией (there+to be) в требуемой форме:

1. a hotel in the village ,so we decide to stay here.
2. a guard outside the door and ... bars on the windows.
3. a garage behind the hotel?
4. I don't think ... room for your car in the garage tomorrow.
5. much rain last week?
6. nothing to do but wait.

Упражнение 6. Вставьте подходящие по смыслу неопределенные местоимения some, no, every, any и их производные:

1. We work almost ... day.
2. ... can do it but you.
3. There is hardly ... tea left.
4. She left the house without speaking... to... .
5. Do ... of your colleagues speak English?
6. I don't have ... to do this afternoon.

Упражнение 7. Поставьте глаголы в скобках в требуемую форму:

1. Your team colleague (to go) on business to Kuwait next month.
2. How many cigarettes you (to smoke) a day?

- Ann (to drive) me to work last week.
- We (to go) to see an interesting movie 3 days ago.
- My father (to prefer) to travel by air.
- You ever (to ask) your boss to increase your salary if you (to consider) you (to deserve) more.

Упражнение 8. Прочитайте текст, перепишите и письменно переведите 2 абзаца.

Упражнение 9. Письменно ответьте на вопрос:

Who is Pauline?

An English Family

The Cornfords live in Rugby at 28 Coronation Street. John Cornford is a rich businessman of about fifty. He's tall and dark. He wears dark suits but at weekends he wears casual clothes. He usually gets up at six, does some exercises and goes to the office. He never gets back before ten o'clock at night, so he doesn't see much of his family. He is interested in collecting pictures of horses. At the moment he is travelling on business in America because he's opening an office over there next year.

Sarah, Mr Cornford's wife, is forty-five. She is an attractive woman with blond hair and soft blue eyes. She is kind and gentle, very practical and full of common sense. Sarah is a housewife. She looks after the house and the family.

The Cornfords have two children: a son and a daughter. Their son's name is Steve. He is 22. He is a clever young man. He works at a design office. He is a very outdoor person - he is a keen sailor and a member of the local yacht club. When he has a chance Steve and his friends get down to the coast for the weekend, camping there and sailing in compensation. He plays football sometimes for a Rugby team, but prefers watching the game, either on television or at the local ground where he sometimes goes with his father.

Steve has a number of close friends and a beautiful girl-friend Pauline by name. Pauline studies at a teacher's training college. Steve and Pauline often go out for the evening to the cinema or they go skating at the Rugby skating ring. Pauline is a very good skater and she is trying to teach Steve how to skate well. Both Steve and Pauline are very friendly and sociable. Sometimes Steve takes Pauline to a pub where they meet some of their friends and sit and chat for an hour or so and sometimes they go dancing to the Mecca Ballroom. Steve is very fond of Pauline. They are going to get married in a year.

Steve's sister, Alice, is a lovely, quiet, serious girl. She goes to a grammar school. She is a bright girl and does very well at school. Alice reads a lot, she is fond of music. She is good at drawing. She takes lessons in drawing at the local art school.

Sarah's mother, Grandma, as the children call her, also lives with them. She is in her late sixties. Her kind face is wrinkled, her hair is grey, but she is still quite young in spirit. She likes reading and gardening and she often goes for long walks. She's a very active person. Either she's making something or mending something or doing something to entertain herself. She's extremely generous, but not very tolerant with the people who don't agree with her.

КОНТРОЛЬНАЯ РАБОТА №2

Для правильного выполнения контрольной работы №2 необходимо усвоить следующие разделы грамматики английского языка:

- Прилагательные (Adjectives) many, much, few, little, a few, a little.
- Степени сравнения прилагательных и наречий (Degrees of Comparison of Adjectives and Adverbs). Сравнительные конструкции типа as...as,(not) so...as, more(less)...than, the

-er ... the -er и др.

3. Причастие I (Participle I). Причастные обороты с причастием I в функции определения и обстоятельства.
4. Времена группы Continuous действительного залога (Present, Past, Future).
5. Герундий (The Gerund), простые формы.
6. Модальные глаголы (Modal Verbs) can, may, must и их эквиваленты (Equivalents of Modal Verbs).

Образцы выполнения заданий:

Образец № 1 (к упражнению №1):

We export this model to (many, much) countries of the world.

We export this model to many countries of the world.

Мы экспортируем эту модель во многие страны мира.

Образец № 2 (к упражнению №2):

a) This model is easier to operate and more reliable as compared with the previous model.

easier - сравнительная степень прилагательного easy

more reliable - сравнительная степень прилагательного reliable

b) Today we are not so busy as yesterday.

Сегодня мы не так заняты, как вчера.

Образец №3 (к упражнению №3):

We can increase the profits selling the model in overseas market.

Мы можем увеличить прибыль, продавая эту модель на внешнем рынке.

selling - Participle I, обстоятельство.

Образец №4 (к упражнению №4):

When Mr. Dunn came they were studying an enquiry for chemical equipment.

Когда вошел г-н Данн, они изучали запрос на химическое оборудование.

came - Past Indefinite Active от глагола to come

were studying - Past Continuous Active от глагола to study

Образец №5 (к упражнению №5):

Thank you for reminding me of the meeting.

Спасибо, что напомнили мне об встрече.

reminding - the Gerund, дополнение.

Образец №6 (к упражнению №6):

I must make an appointment with Mr. Green for Friday because I am very busy now.

Я должен назначить встречу с г-ном Гринном на пятницу, потому что сейчас я очень занят.

Вариант №1

Упражнение 1. Перепишите следующие предложения, выбрав нужное слово из данных в скобках. Переведите предложения на русский язык (см. образец выполнения №1).

1. Our manager writes (many, much) letters every day.
2. We usually receive (few, little) cables from Green and Co.
3. Blake and Co. sells (many, much) equipment to foreign companies.
4. As a rule our firm does business with (a few, a little) foreign ones.
5. There is (many, much) furniture in Mr. Bell's office.
6. Today the General Director has (few, little) mail from his customers.

Упражнение 2.

а) Прочитайте и перепишите следующие предложения. Выпишите прилагательные (наречия), укажите их степени сравнения. Переведите предложения на русский язык (см. образец выполнения №2а).

1. The prices from Smith and Co. seem the most reasonable.
2. State the earliest date on which you can guarantee despatch.
3. The capacity proved even higher than contractual.
4. Much more difficult is the case where the customer's complaint is not justified.

б) Прочитайте и перепишите следующие предложения. Подчеркните сравнительные конструкции. Переведите предложения на русский язык (см. образец выполнения №2б)

1. Brain is as well-qualified as his boss.
2. The salary of Dunn and Sons is not so high as that one of Bell and Co.
3. The more experiments we carry out, the more data we obtain.

Упражнение 3. Прочитайте и перепишите следующие предложения. Подчеркните Participle I или причастный оборот с ним и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №3).

1. The inspector examining the goods is a competent engineer.
2. Foreign buyers scrambled to buy high-yielding governments bonds.
3. We wrote to you giving full details of our production.
4. We enclose our price-list becoming valid on October, 31.
5. We have some specific questions concerning the packing.
6. When speaking at the meeting yesterday, I forgot this fact.

Упражнение 4. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол-сказуемое и определите его видо-временную форму. Переведите предложения на русский язык (см. образец выполнения №4).

1. We are writing to notify you of the serious delays which are arising in the performance of the inspection.
2. When the telephone rang Mr. Harris was having talks with the representatives from French companies.
3. Who was your boss talking with when you wanted to see him?
4. At 10 o'clock tomorrow Mr. Simon will be working.
5. We are now putting the project into practice.
6. Alan is going on business to the USA.

Упражнение 5. Прочитайте и перепишите следующие предложения. Подчеркните герундий и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №5).

1. We are interested in receiving new samples.
2. Instead of correcting the defects they replaced the whole unit.
3. We objected to their packing the goods in wooden crates.
4. They avoid selling goods on CIF terms.
5. The secretary asked if I would mind waiting for a few minutes.
6. Furious with his employees for turning up late each morning, the manager decided to have a serious talk with them.

Упражнение 6. Прочитайте и перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Переведите предложения на русский язык (см. образец выполнения №6).

1. The Seller is to notify the Buyer about the readiness of the equipment for inspection.
2. The Buyer's inspector shall issue in due time to the Seller a Release Certificate for Shipment on the basis of the Test Certificate.
3. The Buyer's informed us that their inspector cannot be present on the appointed date.
4. Sellers are not always responsible for damage which may occur during the guarantee period.
5. I think we'll be able to deliver the compressors in time.
6. We had to clarify some matters with the General Director.

Упражнение 7. Прочитайте и письменно переведите 1, 2 и 3й абзацы.

Упражнение 8. Прочитайте 4 и 5 й абзацы текста и письменно ответьте на следующие вопросы:

1. The Buyers should pay for import duties, shouldn't they?
2. When can the inspection be made?

Dear Sirs,

This is to inform you that we are completing the fulfilment of contractual obligations under our contract for the construction of the power station in your country and are making arrangements for taking back to Russia part of the building equipment and unused materials brought to your country on a re-exportation basis.

As you know it is now standard practice to sell building equipment and unused materials in the country of the Customer upon completion of the works executed on a «turn-key» basis. We also intend to sell part of the equipment and materials in your country. Since you have expressed your intention to have a first option in purchasing our building equipment, we are sending you a list of the equipment and materials which we would like to sell in your country.

All the equipment is serviceable and will be sold with a standard set of spare parts. The equipment will be sold at reasonable prices with allowance made for depreciation of the equipment.

The prices do not include import duties, which should be paid by the Buyer of the equipment in compliance with the customs regulations in force in your country.

The inspection of the equipment and materials can be made at any time convenient for you.

Yours faithfully,

Notes:

turn-key - под ключ

Вариант №2

Упражнение 1. Перепишите следующие предложения, выбрав нужное слово из данных в скобках. Переведите предложения на русский язык (см. образец выполнения №1).

1. We read (many, much) letters every day.
2. Our firm has (few, little) money to pay for the whole equipment at once.
3. Green and Sons usually has (many, much) contracts with British companies.
4. They discussed only (a few, a little) clauses of the contract.
5. There is (few, little) new equipment at the Likhachev plant.
6. We've got (much, many) built-in furniture in our kitchen.

Упражнение 2.

- a) Прочитайте и перепишите следующие предложения. Выпишите прилагательные (наречия), укажите их степени сравнения. Переведите предложения на русский язык (см. образец выполнения №2а).

1. The personnel from Soyusexport is more efficient.
2. It was the most important information for today.
3. This will be the easiest way to settle the problem.
4. I suggested in my letter of December 22, that you should mark the smaller sizes of hardboard with a colour stripe on the crate.

b) Прочитайте и перепишите следующие предложения. Подчеркните сравнительные конструкции. Переведите предложения на русский язык (см. образец выполнения №2b)

1. Their proposal is as reasonable as ours.
2. Today Mr. Carrol is not so angry as yesterday.
3. The longer I stay here the better I like it.

Упражнение 3. Прочитайте и перепишите следующие предложения. Подчеркните Participle I или причастный оборот с ним и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №3).

1. The exhibition showing the latest achievements in hotel equipment was organized in London.
2. The firm sent us some booklets describing the new method of production.
3. They discussed this point when signing the contract.
4. The government is rising prices at the moment.
5. This is to confirm our discussion with you concerning the problem we have with the machine-tools.
6. Not knowing the language he could not understand the conversation.

Упражнение 4. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол-сказуемое и определите его видовременную форму. Переведите предложения на русский язык (см. образец выполнения №4).

1. We consider that we are performing our obligations under the Contract and we are making additional efforts to facilitate the carrying out by the Inspectors of their assignment.
2. When we were looking at the displays we saw many new models of the computers.
3. Freddy is going to talk to his boss about his further promotion.
4. They will not be talking about inflation tomorrow at 13 o'clock .
5. At the moment the executive manager is having talks with our Australian partners.
6. How many customers were you expecting to come yesterday from 10 till 15?

Упражнение 5. Прочитайте и перепишите следующие предложения. Подчеркните герундий и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №5).

1. We are experiencing great difficulties in despatching the last shipment.
2. They objected to making modifications.
3. He suggested discussing terms of delivery first.
4. We are interested in carrying out preliminary tests.
5. For many years the banks denied receiving deposits from criminal sources.
6. The equipment needs repairing.

Упражнение 6. Прочитайте и перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Переведите предложения на русский язык (см. образец выполнения №6).

1. We hope you will be able to ship the goods in time.
2. In the circumstances we have to stop the deliveries for some time.
3. The fact is the inspector is afraid that your method can lead to quick wearing of the drums of

the presses.

4. You can be sure that the goods now on the way to you are of the same high standard of workmanship and material.
5. Your inspector should be present at the second test.
6. We could deliver you spare parts in addition to the first consignment.

Упражнение 7. Прочитайте текст №1 и письменно переведите его.

Упражнение 8. Прочитайте текст №2 и письменно ответьте на вопрос:
What do the Sellers inform about?

Текст 1

Priority for Exports.

The terms of payment and the methods by which settlement will be effected are matters for negotiation between the exporter and his customer. The principal methods of payment for exports are as follows:

1. The buyer arranges through his bank to open a Documentary Letter of Credit in favour of the exporter.
2. The exporter draws a bill of exchange on the buyer which together with the shipping documents is dealt with on a collection basis.
3. The buyer arranges settlement by blank draft or by mail or telegraphic transfer through a bank in favour of the exporter.

When a buyer has agreed to pay by Documentary Letter of Credit, he makes arrangements with his own bank whereby the latter will instruct a bank in the exporter's country to make payment to the exporter against specified documents and on specified conditions.

Notes:

negotiation - переговоры, обсуждение условий
a Documentary Letter of Credit - аккредитив
a bill of exchange - вексель

Текст 2

Dear Mr. Brown,

Thank you very much for your letter and your order.

Unfortunately, in common with other suppliers, our prices have risen since you placed an order with us two years ago, but you will be pleased to hear that we supply your current order at the old price.

I enclose our new catalogue and price lists, which contain several exciting new products and our latest prices.

I will keep you fully informed about the progress of your order. If you would like to get in touch with me urgently, our new fax number is 998321 or, of course, you may prefer to phone or telex me as before.

Yours sincerely,
Sales Director

Notes:

to get in touch with - связаться с

Вариант №3

Упражнение 1. Перепишите следующие предложения, выбрав нужное слово из данных в скобках. Переведите предложения на русский язык (см. образец выполнения №1).

1. Our company receives (many, much) cables every day.
2. Mr. Bell likes (few, little) sugar in his tea.
3. The General Director usually meets (many, much) representatives from different firms.

4. They produce (a few, a little) machines a year.
5. Today Mr. Sun has (many, much) work to do.
6. There is (few, little) mail on the secretary's desk.

Упражнение 2.

а) Прочитайте и перепишите следующие предложения. Выпишите прилагательные (наречия), укажите их степени сравнения. Переведите предложения на русский язык (см. образец выполнения №2а).

1. The offer from Bell and Co is more attractive than that one from Green and Co.
2. We want to get this information in mid-May at the latest.
3. At the expiration of the guarantee period all further liability on our part ceases.
4. We certify that the goods conform to the highest standard of quality for such equipment.

б) Прочитайте и перепишите следующие предложения. Подчеркните сравнительные конструкции. Переведите предложения на русский язык (см. образец выполнения №2б).

1. The compressors of Bell and Co are as expensive as those ones of Green and Co.
2. Their terms are not so suitable as ours.
3. The more I thought of that plan the less I liked it.

Упражнение 3. Прочитайте и перепишите следующие предложения. Подчеркните Participle I или причастный оборот с ним и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №3).

1. The goods arriving at the port were always transported to the clients without delay.
2. We received a letter from the firm supplying us with the pumps.
3. We shall take part in this year's Hannover Fair exhibiting a number of new products.
4. Every month the company sends us a report advising about our expenses.
5. The experts later discussed several points arising from the guarantee clause.
6. Being busy, the director could not see me.

Упражнение 4. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол-сказуемое и определите его видо-временную форму. Переведите предложения на русский язык (см. образец выполнения №4).

1. We are sending the letter in duplicate.
2. He was standing at the entrance and reading the advertisement.
3. While talking to that person your boss was getting more and more agitated.
4. Tomorrow at 4 o'clock I shall be meeting our business partners from China.
5. All morning after tomorrow we'll be discussing the company's profits and shareholder's dividends.
6. We are writing to you to express our deep concern about the delay in delivery of the consignment under the above order.

Упражнение 5. Прочитайте и перепишите следующие предложения. Подчеркните герундий и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №5).

1. They stopped selling goods on credit.
2. They avoid buying goods on CIF terms.
3. We objected to their shipping the goods in two lots as we needed all the goods immediately.
4. Mr. Bell suggested discussing clauses of the Contract first.
5. It is worth carrying out tests now.

6. The delivery of the equipment under the present Contract is to be completed in 26 months from the date of signing the Preliminary Project Acceptance Protocol.

Упражнение 6. Прочитайте и перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Переведите предложения на русский язык (см. образец выполнения №6).

1. We can provide you with a separate guarantee for the drums.
2. As to the machine manufactured by our subcontractors it is to be inspected and passed out by the Buyer's Inspector.
3. These seemingly minor alterations may entail radical changes in the design.
4. This metal should stand up well to high temperatures.
5. We'll be able to clarify all the matters only with the manufacture.
6. I often have to write letters to foreign companies.

Упражнение 7. Прочитайте и письменно переведите 1, 2 и 3-й абзацы.

Упражнение 8. Прочитайте 4 абзац текста и письменно ответьте на вопрос: Whom can we call «a good sales person»?

Текст

Anyone who has contacts with customers is a sales person - that includes the telephonist who answers the phone and the service engineer who calls to repair a machine. So that probably includes you!

The relationship between a sales person and a client is important: both parties want to feel satisfied with their deal and neither wants to feel cheated. A friendly relationship is more effective than an aggressive, competitive one.

A sales person should believe that his product has certain advantages over the competition. A customer wants to be sure that he is buying a product that is of good value and of high quality. No one in business is going to spend his company's money on something they don't really need (unlike consumers, who can sometimes be persuaded to buy "useless" products like fur coats and solid gold watches!)

Some sales people prefer a direct «hardsell» approach, while others prefer a more indirect "soft sell" approach. Whichever approach is used, a good sales person is someone who knows how to deal with different kinds of people and who can point out how his product will benefit each individual customer in special ways. A successful meeting depends on both the sales person and the customer asking each other the right sort of questions.

Notes:

to deal with - торговать с кем-л

benefit - выгода, польза

Вариант №4

Упражнение 1. Перепишите следующие предложения, выбрав нужное слово из данных в скобках. Переведите предложения на русский язык (см. образец выполнения №1).

1. Our firm usually writes (many, much) telexes.
2. Mr. White has got (few, little) letters on his desk today.
3. There were (many, much) mistakes in the contract.
4. The company wants to buy (a few, a little) office equipment from Dunn and Co.
5. Bell and Co. receives (many, much) mail every day.
6. We do (few, little) business with foreign companies.

Упражнение 2.

а) Прочитайте и перепишите следующие предложения. Выпишите прилагательные (наречия), укажите их степени сравнения. Переведите предложения на русский язык (см. образец выполнения №2а).

1. There are more than 100 people in our company.
2. We'll send the catalogues earlier than you required.
3. The Delivery Clause is the most important clause when the execution of the contract starts.
4. The containers should stand up to the roughest transport conditions.

б) Прочитайте и перепишите следующие предложения. Подчеркните сравнительные конструкции. Переведите предложения на русский язык (см. образец выполнения №2б)

1. New model is as reliable as the old one.
2. The terms of delivery of our firm are not so strict as yours.
3. The longer we work together the better we know each other.

Упражнение 3. Прочитайте и перепишите следующие предложения. Подчеркните Participle I или причастный оборот с ним и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №3).

1. We got in touch with the firm producing computers.
2. Thank you for you cable advising about the arrival of the steamship.
3. You will receive from us different catalogues for this equipment giving a full idea of this new line of our products.
4. Being a stranger, he was the most eligible for suspicion.
5. A man without a smiling face must not open a shop.
6. Knowing the equipment well the engineer was not afraid of the coming tests.

Упражнение 4. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол-сказуемое и определите его видо-временную форму. Переведите предложения на русский язык (см. образец выполнения №4).

1. Your consignment of the chemicals is now ready for the despatch and we are arranging shipment by m.v. «Mercury».
2. When we were negotiating conditions of purchase we informed the Sellers that we needed the goods urgently.
3. At 11 o'clock tomorrow Geoff will be analysing statistics on the department activities over the past quarter.
4. Mr. Black is going to participate in the talking with Spanish businessmen.
5. The director was looking through the catalogues at 2 yesterday.
6. All day today we are studying the offer of Bell and Co.

Упражнение 5. Прочитайте и перепишите следующие предложения. Подчеркните герундий и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №5).

1. In the circumstances we object to your remitting the money in the second quarter.
2. I suggest discussing the terms of payment.
3. We objected to changing the wording of the paragraph.
4. Excuse my making a comment, please.
5. He usually assists me in filling in the form.
6. At the moment we are in the process of getting the required vessel.

Упражнение 6. Прочитайте и перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Переведите предложения на русский язык (см. образец выполнения №6).

1. They are to fulfil the contractual obligations in respect of the delivery date.
2. Only experienced engineers could make these modifications.
3. You also shouldn't forget to mark the centre of gravity on the oversized packages.
4. In view of this unforeseen complication we had to stop deliveries.
5. Unfortunately we cannot meet your request.
6. Mr. Brown will be able to receive you only in the afternoon.

Упражнение 7. Прочитайте и письменно переведите 1, 2 и 3-й абзацы текста.

Упражнение 8. Прочитайте 4 абзац и письменно ответьте на вопрос:
What does the price of a share depend on?

Текст

If you want to buy or sell shares you can go to the local branch of your bank and tell them what and how many shares you want to buy. The bank will turn to a broker who goes to the Stock Exchange on your behalf. The broker works for you on a commission, which is a small percentage of what the shares cost. The shares or stock certificates are documents stating that you have a share in a specific company because you have invested money in it.

The company can utilise your money for investment in new projects, to enlarge existing premises or to expand into new markets.

You have lent your money to the company, and for your loan you are entitled to receive money in return, the interest. The interest you get from the company is called the dividend. Some stocks pay a fixed rate of interest—usually between 5 and 8 per cent—and some give a share in the net profit that a company makes. In the first case the rate of interest is guaranteed, regardless of the company's profits or losses. In the second case you get a big dividend if the profits are high and no dividend at all if the company makes a loss.

The Stock Exchange is actually a market for buying and selling shares. The price of a share is fixed by supply and demand. If many people buy a particular share, its price on the stock market will go up, whereas there will be a fall in price if many people sell.

Notes:

the Stock Exchange - фондовая биржа

Share - акция

on your behalf - с Вашей стороны

Вариант №5

Упражнение 1. Перепишите следующие предложения, выбрав нужное слово из данных в скобках. Переведите предложения на русский язык (см. образец выполнения №1).

1. Our company sometimes has (many, much) offers for office equipment.
2. On Monday we usually receive (few, little) customers.
3. There was (many, much) furniture in Mr. Smith's office.
4. The inspectors tested (a few, a little) new machines Model5.
5. Mr. Bond discussed (many, much) business matters with his customers.
6. Our manager likes (few, little) milk in his tea.

Упражнение 2.

a) Прочитайте и перепишите следующие предложения. Выпишите прилагательные

(наречия), укажите их степени сравнения. Переведите предложения на русский язык (см. образец выполнения №2а).

1. Petrov's office is the largest in our company.
2. In the circumstances it is more important to notify the Buyer about the delay of the goods.
3. You remember that the last consignment we got was marked very carelessly.
4. Could you deliver the goods sooner?

б) Прочитайте и перепишите следующие предложения. Подчеркните сравнительные конструкции. Переведите предложения на русский язык (см. образец выполнения №2б)

1. The Guarantee Clause is as important as the Insurance Clause.
2. The deliveries of this year are not so frequent as of last one.
3. The more I studied English the more I liked it.

Упражнение 3. Прочитайте и перепишите следующие предложения. Подчеркните Participle I или причастный оборот с ним и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №3).

1. The exhibition showing the latest achievements in the field of hotel equipment is presented every two years.
2. The first world industrial exhibition displayed exhibits of 40 participating nations.
3. Please send us all future orders taking into consideration these new prices.
4. She looked at him as if waiting for an answer.
5. Frankly speaking, I don't know the answer.
6. Having a lot of time before the talks they decided to go sightseeing.

Упражнение 4. Прочитайте и перепишите приведенные ниже предложения. Подчеркните в каждом из них глагол-сказуемое и определите его видо-временную форму. Переведите предложения на русский язык (см. образец выполнения №4).

1. International trade is quickly growing and there is always a demand to expand the exhibition areas.
2. When we were signing the contract we stressed the importance of using this particular material.
3. We'll be carrying out tests next week.
4. We are going to work out the project on the company's further development.
5. Our manager was clarifying the delivery terms with Mr. Bell when I came.
6. We are looking forward to establishing good business relations with your company.

Упражнение 5. Прочитайте и перепишите следующие предложения. Подчеркните герундий и укажите его функцию. Переведите предложения на русский язык (см. образец выполнения №5).

1. We object to waiving inspection.
2. Excuse my raising this question.
3. Before signing the contract we must finalize some points.
4. Now we are interested in selling our new models.
5. I'm afraid we have some problems in getting a vessel of the necessary tonnage.
6. They ran risk of losing their clients.

Упражнение 6. Прочитайте и перепишите следующие предложения. Подчеркните в каждом из них модальный глагол или его эквивалент. Переведите предложения на русский язык (см. образец выполнения №6).

1. What packing problems may arise in the course of executing orders?
2. These wooden containers should stand up to rough transport conditions.

3. The goods are to be delivered in full conformity with the samples.
4. I am afraid we can't meet your requirements in this particular case.
5. The Buyers could not claim compensation from the subcontractors.
6. Tomorrow I'll have to be there a bit earlier to look through some documents.

Упражнение 7. Прочитайте и письменно переведите 1-4й абзацы.

Упражнение 8. Прочитайте 5й абзац и письменно ответьте на вопрос:
What companies will be tomorrow's business leaders.?

Текст

To reach these or other financial goals, you will probably have to accumulate capital over the years ahead. And this, of course, means putting money aside.

But just putting money aside is not enough. You must put it into a program that gives dollars a chance to grow to keep pace with inflationary trends. Many people have found that one of the most effective ways to keep pace with the increased living costs and to share in the opportunities of economic growth is to invest in common stocks in particular the kind which offer greater possibilities for capital growth.

Although there are times when stock prices and living costs move in opposite directions, common stocks have generally risen as the purchasing power of the dollar has declined.

While speculative stocks offer an exceptional opportunity, there is risk involved and there can be no assurance that an objective will be reached. Will you have the time, information and know-how to help you make a decision? How many stocks should you own? When should you buy, sell or hold?

We all know that the stocks of many leading corporations were at one time speculative in nature. And it is reasonable to assume that certain companies whose stocks are in this position today will prosper and grow into tomorrow's business leaders.

Notes:

goal - цель

stock - акционерный капитал; акции, фонды

КОНТРОЛЬНАЯ РАБОТА №3

Для правильного выполнения контрольной работы №3 необходимо усвоить следующие разделы грамматики английского языка:

1. Причастие II (Participle II).
2. Времена группы Perfect.
3. Времена группы Perfect Continuous (Present, Past).
4. Повелительное наклонение (The Imperative Mood).

Используйте образцы выполнения упражнений:

Образец №1 (к упражнению №1)

This is an improved model. - Это улучшенная модель.

Improved - причастие II в функции определения

Образец №2 (к упражнению №2)

I (not to meet) him since I saw him at the exhibition in Moscow.

I haven't met him since I saw him at the exhibition in Moscow.

Я не встречал его с тех пор, как видел его на выставке в Москве.

Образец №3 (к упражнению №3)

He has been reading the catalogue since 9 o'clock.

Он читает каталог с 9 часов.

Образец №4 (к упражнению №4)

Пожалуйста, назначьте встречу с Лавровым на понедельник.

Please, make an appointment with Lavrov for Monday.

Вариант №1

Упражнение 1. Перепишите предложения, укажите функцию причастия II в предложении. Переведите на русский язык:

1. Business letters are usually written by our Sales Manager.
2. The novel translated by my friend is very interesting.
3. If used this method will help us to increase the output.
4. Has Mr. Brown spoken to you?
5. Will the goods be delivered in January?
6. If required this catalogue be sent to you.

Упражнение 2. Вставьте глагол в нужной форме. Переведите на русский язык:

1. We (to be) in the office since two o'clock.
2. ... they (to make) their experiment by 5 o'clock yesterday?
3. The engineers (to sign) the contract before the secretary came.
4. By what time ... you (to finish) the talks?
5. Borisov (to come) just to London to make a contract with Spencer and C for their new model of pumps.
6. Recently Mr. Stanley (to arrive) in Moscow to discuss the delivery dates and terms of payment of the future contract.

Упражнение 3. Перепишите и переведите на русский язык:

1. He has been working in this company since 1993.
2. It had been raining heavily for a week before I came here.
3. He has been looking through the journal for an hour.
4. We had been advertising the model for a few months before it was a success on the market.
5. The firm had been producing Model A-5 for 5 years before they started producing Model A-6.
6. I had been shopping all day and I was awfully tired.

Упражнение 4. Перепишите, переведите на английский язык:

1. Пожалуйста, позвоните мистеру Брауну в четверг.
2. Назначьте цены, пожалуйста, как можно скорее.
3. Не заполняйте бланк сейчас.
4. Пусть он читает.
5. Давайте начнем переговоры.

Упражнение 5. Прочитайте текст, перепишите и письменно переведите 5 абзац

Упражнение 6. Ответьте письменно на вопрос к тексту:

What is the first and the most important function of a central bank?

The Bank of England

The first and most important function of a central bank is to advise the government on the making of the country's financial policy and then help to carry it out which means carefully monitoring the money supply. This was by no means clear when the Bank of England was founded. Its business at first was to receive money on deposit, discount approved bills of exchange and lend against satisfactory security. At first this lending was nearly all to the government, and gradually the Bank came to perform other services on behalf of the government, and so to become regarded as "banker to the government".

As in country areas people had general suspicion of notes of many country banks. The Bank of England was empowered to open country branches. The present day branches of the Bank are found in Birmingham, Bristol.

From the time of its foundation the Bank had strong links with the government and these strengthened over the centuries until in 1946 it was nationalised and became publicly owned. The Bank of England is controlled by a Court of Directors - similar to a board of directors running a large public company - made up of the Governor, the Deputy Governor and sixteen directors. They are all appointed by the Crown.

As the central bank of the United Kingdom, the Bank of England:

- Implements the monetary policy of the government. It decides what percentage of bank deposits is held as cash, and what percentage may be lent. The Bank of England issues directives to other banks and finance organisations. It has regular meetings with the big banks. Bank notes are printed to its order, and it alone issues notes in England and Wales.

- Acts as banker to the government. It administers exchange control and keeps the nation's gold and foreign currency reserves. The Bank keeps the government's banking accounts, manages the accounts and funds of various governmental departments. The Bank of England handles the government's treasury bill issues. It manages the National Debt (borrowing by the government).
- Acts as banker to the deposit banks. It keeps the accounts of other banks.

- Acts as lender of last resort to discount houses. Through the banks and the money market, it ensures that there is sufficient cash in the system.

- Has about 90 accounts for overseas central banks and for such bodies as the International Monetary Fund and the International Bank for Reconstruction and Development (the World Bank).

Вариант №2

Упражнение 1. Перепишите предложения, укажите функцию причастия II в предложении. Переведите на русский язык:

1. The progress achieved by our company in industry is great.
2. When written the letter was given to the manager.
3. The price of presses quoted by the firm is very high.
4. We have signed the contract this morning.
5. This catalogue is written in English.
6. I was told they had settled the matter.

Упражнение 2. Вставьте глагол в нужной форме. Переведите на русский язык:

1. This exhibition (to show) the latest achievements in agriculture.
2. ... your friend (to study) the culture of old England lately?
3. After Mr. Brown (to look through) the catalogue for the Model BC machine-tool he (to phone) Borisov immediately.
4. The secretary (to write) the letters by 4 o'clock.

5. Why ... Mr. Harold (to come) to our office?
6. What ... foreign films you (to watch) on TV recently?

Упражнение 3. Перепишите и переведите на русский язык:

1. He has been reading the journal since 9 o'clock.
2. I have been waiting for them for an hour.
3. They have been examining the samples for a few months.
4. Had they been discussing the price problem for a few days before they agreed to sign the contract?
5. It had been snowing hard for five days before our arrival.
6. Has he been waiting for the Sales Manager since 10 o'clock?

Упражнение 4. Перепишите, переведите на английский язык:

1. Пожалуйста, назначьте встречу с мистером Бондом на пятницу.
2. Просмотрите расценки от этой британской кампании, пожалуйста.
3. Не высылайте телеграмму в четверг.
4. Давайте обсудим условия поставки немедленно.
5. Пусть она читает.
6. Давайте посмотрим этот видеофильм.

Упражнение 5. Прочитайте текст, перепишите и письменно переведите 3 абзаца

Упражнение 6. Ответьте письменно на вопрос к тексту:

What functions has the Federal Reserve System?

Текст

We have seen how Banking started in Great Britain. In the United States the origins of some banking services were quite different. They were associated with the Gold Rush. The first gold strike occurred in California in 1848. In the wake came the problems of carrying mail and gold dust over hundreds of miles. A concern called Adams and Company opened its office in San Francisco in 1849. It provided an express mail and stage-coach service to the mines. The express company received the miner's gold for the purpose of shipment. It weighed the gold, gave a receipt for it, and assumed responsibility for its safety. Thus the express company's iron safe became the local bank. About this time in Sacramento a group also opened a bank. There were three clerks, all armed with Colt revolvers and knives, and the banking hours were from six in the evening until ten at night. It was in 1852 that Wells Fargo and Company was born. In July of that year two of its senior men arrived in California, one to be responsible for the express services, the other for banking. The company forwarded packages, parcels and freights of all descriptions between New York and San Francisco, purchased and sold gold dust, bullion and bills of exchange. It also attended to the payment and collection of notes, bills and accounts.

It was very different from the goldsmiths and their notes. And yet the basic functions of providing security, accepting deposits, paying and collecting bills, were exactly the same. All that has happened since has been only a development of these basic functions.

At present the Federal Reserve System is the core of the country's financial institutions, payment processes, markets and instruments. The system has four basic functions: (1) influencing the supply of money and credit, (2) regulating and supervising financial institutions, (3) serving as a banker and fiscal agent for the government, and (4) supplying payments and services to the public through depository institutions. The system is an unusual system of public and private elements and centralized and decentralized components. At the head of its formal organization is the Board

of Governors, located in Washington, D.C. The seven members of the board are appointed for 14-year terms by the President with the advice and consent of the Senate. At the next level are the regional Federal Reserve Banks. Each of the 12 Reserve Banks serves a certain region of the country. The Reserve Banks are not profit motivated. Instead their policy is based on the System's estimates of the needs of the economy. The organizations of the System also includes The Federal Open Market Committee. It is the most important money policy-making body because it exercises broad control over the growth of the nation's money supply.

Вариант №3

Упражнение 1. Перепишите предложения, укажите функцию причастия II в предложении. Переведите на русский язык:

1. When signed the enquiry was sent to Brown and Co.
2. A lot of compressors will be exported next month.
3. The progress achieved by our heavy industry is great.
4. I haven't seen this machine-tool in operation yet.
5. Did our manager take part in the talks held last Friday?
6. Have you received the new catalogue?

Упражнение 2. Вставьте глагол в нужной форме. Переведите на русский язык:

1. It (to begin) raining after I (to come) home from work.
2. ... you (to read) the offer from Bell and Co?
3. The managers (to sign) the contract by 5 o'clock.
4. Why ... you (not to go) to the plant yet?
5. I thought that the contract (to sign) a week before.
6. ... accommodation (to reserve) for Mr. Camp before he left for Glasgow?

Упражнение 3. Перепишите и переведите на русский язык:

1. The father is working in the garden. Since when has he been working there?
2. Has she been listening to music since she came home?
3. We have been discussing the prices for two hours.
4. Have they been clarifying business matters with the president since 10 o'clock.
5. He hasn't been reading newspapers since he came back from the office.
6. We had been advertising this model for three months before it was a success on the world market.

Упражнение 4. Перепишите, переведите на английский язык:

1. Пусть они читают.
2. Давайте обсудим условия отгрузки.
3. Пожалуйста, зайдите за мной в 2 часа.
4. Изучите этот прейскурант, пожалуйста.
5. Не вылетайте в Лондон в пятницу.
6. Пусть она говорит.

Упражнение 5. Прочитайте текст, перепишите и письменно переведите 1 абзац

Упражнение 6. Ответьте письменно на вопрос к тексту:

When was the origin of the Clearing House?

Текст

Banking in Great Britain started with small local banks in each town, but to increase their funds

and widen their business, mergers and takeovers began to take place on a large scale. So, that now there are only a few banks, each with many branches (the Big Six - Barclays, Coutts, Lloyds, Midland, National Westminster and Williams and Glyn's). They are clearing banks, i.e. they have a seat in the Clearing House. This is an arrangement for a quick settlement of payments between different banks. Those banks without a seat in the Clearing House get their cheques cleared by a bank which has, acting as an agent. Clearing is the process whereby the amount of a cheque is transferred from the drawer's bank to the payee's bank. The origin of the Clearing House was somewhere in the 1770s, when the clerks of the private banks of those days met each other daily to exchange cheques on their various banks and to settle up.

The clearing banks have many competitors in different sections of their business.

These rival bodies want to collect and use the public's savings for different purposes.

Merchant banks carry on a great variety of business, and each tends to specialize in certain activities or in transactions with particular countries. Some activities, however, are basic to all of them. These are deposit banking, underwriting, and the management of client funds.

The National Giro is a nationally owned scheme for the fast transfer of payments through post offices. The National Giro was set up to modernize the remittance services of the Post Office. The Giro system is particularly appropriate for the payment of rates and bills by instalments, hire purchase and mail order remittances, and mail order remittances, and payments for the renting of consumer durables.

One big drawback to the service provided by the clearing banks is the restricted hours during which they are open to the public. This led to the establishments of money shops. These are operated by finance companies and some American banks.

Вариант №4

Упражнение 1. Перепишите предложения, укажите функцию причастия II в предложении. Переведите на русский язык:

1. The price of pumps quoted by the firm is very high.
2. Have you looked through the latest catalogues?
3. I didn't visit the exhibition of electronic equipment which was held last week.
4. When written the telegram was immediately sent to the Buyers.
5. The goods ordered under Contract №23/7615 arrived with a three weeks' delay.
6. This device is to be used at our plant.

Упражнение 2. Вставьте глагол в нужной форме. Переведите на русский язык:

1. The construction of the new hotel (to complete) by last June.
2. I wonder if they (to test) already the equipment at the plant.
3. He (to be) in Great Britain since October.
4. They (to make) their experiment before the professor comes.
5. She (to receive) a new flat, ... she?
6. How many enquiries for your machines ... you (to get) this month?

Упражнение 3. Перепишите и переведите на русский язык:

1. It had been snowing hard for 3 days before I came here.
2. Have these businessmen been waiting for the Sales Manager since 11 o'clock?
3. I have been looking through your quotation since morning.
4. Since when has he been working at this plant?
5. She hasn't been reading journals since she came back home.
6. They had been advertising this model for six months before it was a success on the world market.

Упражнение 4. Перепишите, переведите на английский язык:

1. Пожалуйста, идите туда немедленно.
2. Давайте посмотрим ваши каталоги сейчас.
3. Пусть она пишет письмо.
4. Изучите этот деловой вопрос, пожалуйста.
5. Не звоните сейчас туда.
6. Пусть он читает.

Упражнение 5. Прочитайте текст, перепишите и письменно переведите его, начиная со слов «Electronics has changed» до «can be handled by telephone».

Упражнение 6. Ответьте письменно на вопрос к тексту:

What are ATMs?

Текст

Electronics has changed banking today, and one result is greater convenience and security for the customer. The most visible form of electronic banking is the automated teller machine (ATM). ATMs are electronic terminals that provide around-the-clock banking in convenient locations. They offer customers most of the services available at teller windows. ATMs are activated by plastic access cards, also called debit cards, that are issued by depository institutions. Access can both credit and debit the customer's account (through deposits and withdrawals) at the moment of the transaction through an electronic hook up. While most ATMs offer the same general banking services, at some ATMs the customer can request information or send messages to the bank. A few of the latest ATMs even talk to the customer as well as display instructions on the screen. Most ATMs enable the customer to make deposits into deposit accounts, transfer funds between the customer's deposit accounts, verify balances in the customer's various deposit accounts, make payments (at some ATMs the customer can even pay bills to outside institutions such as electric and gas companies.) Many depository institutions offer their customers the opportunity to pay recurring bills by telephone or to have the payments made automatically. Just about any regular monthly billing can be handled over the telephone or automatically, if the customer has made the proper arrangements. Variable payments, too, can be handled by telephone.

Вариант №5

Упражнение 1. Перепишите предложения, укажите функцию причастия II в предложении. Переведите на русский язык:

1. The computers offered by the firm are of high quality.
2. Are you satisfied with the transaction concluded between these two firms?
3. The inspectors haven't found any defects in these machine-tools.
4. If used this method will help us to make profit.
5. The office equipment exhibition held in Liverpool was a great success.
6. Which of you has not seen the advertisement of this equipment?

Упражнение 2. Вставьте глагол в нужной форме. Переведите на русский язык:

1. ... Mr. Blake ever (to be) in Moscow?
2. The manager (to receive) many businessmen today, ... he?
3. What business matters ... Orlov (to discuss) lately?
4. The letters (to type) by 5 o'clock.
5. I wonder if they already (to complete) the talks with Brown and Co.
6. We just (to visit) the Sellers' plant and (to see) the machines we are going to buy in operation.

Упражнение 3. Перепишите и переведите на русский язык:

1. The efficiency of this device has been steadily increasing since this innovation was applied.
2. I had been translating this article for an hour before you came.
3. The manager has been discussing this business matter since 9 o'clock in the morning.
4. They had been advertising these machine tools for 3 months before they were a success on the world market.
5. It had been raining for 2 days before I came here.
6. Has she been watching TV since she came home?

Упражнение 4. Перепишите, переведите на английский язык:

1. Давайте обсудим ваши цены на эту модель компьютера.
2. Пожалуйста, позвоните мне завтра в 2 часа.
3. Не посылайте телеграмму, в этом нет необходимости.
4. Пусть они говорят.
5. Изучите это предложение, пожалуйста.
6. Давайте посмотрим расписание самолетов.

Упражнение 5. Прочитайте текст, перепишите и письменно переведите 1 абзац.

Упражнение 6. Ответьте письменно на вопрос к тексту:

Where can people deposit money?

Текст

People have more choices than ever before when deposit money today. Many financial institutions, such as banks, savings and loan associations and credit unions, offer different types of accounts. The normal banking account is the current account, running from day to day. A balance is shown as the end of any day on which there has been a debit or credit entry. No interest is normally allowed on a current account. The bank is always seeking to attract new customers as it works to extend its business. Nevertheless, the holder of a current account must be carefully checked before he gets a cheque book. The bank sends its customer statements of the account quarterly or half-yearly, or more often if he wishes. The account may remunerate the banker because a good average credit balance is kept, but if it does not a commission charge may be debited to the account quarterly or half-yearly.

If a current account is defined as an account which is opened so that cheques may be drawn on it, then a deposit account can be defined as an account which is open to earn interest. Deposit interest is paid at a rate determined by the bank's base rate. No cheques are supposed to be collected from deposit account holders and no cheque book is issued. With draws are nominally at seven days' notice, but can be obtained on demand. Interest is credited to the current account, if there is one, half-yearly, otherwise it is added to the balance of the deposit account. Interest rates may fixed or variable, they may be simple or compounding. The annual simple interest rate states how much money the bank will pay on a deposit at the end of one year without compounding. However, the interest can be compounded that is, interest can be earned on accumulated interest as well as the amount initially deposited.

КОНТРОЛЬНАЯ РАБОТА №4

Для правильного выполнения контрольной работы №4 необходимо усвоить следующие разделы грамматики английского языка:

1. Страдательный залог (The Passive Voice).
2. Порядок слов в восклицательном предложении (Word Order in Exclamatory Sentences).

3. Согласование времён (The Sequence of Tenses).
4. Прямая и косвенная речь (Direct and Reported Speech).

Образец №1 (к упражнению №1):

The contract (to sign) tomorrow.

The contract will be signed tomorrow.

Контракт будет подписан завтра

Образец №2 (к упражнению №2):

The engineers always look through catalogues closely.

Инженеры всегда внимательно просматривают каталоги.

The catalogues are always looked through by the engineers closely.

Каталоги всегда внимательно просматриваются инженерами.

Образец №3 (к упражнению №3):

How, is, she, beautiful.

How beautiful she is!

Какая она красивая!

Образец №4 (к упражнению №4):

I didn't know she already (to receive) all shipping documents for these goods.

I didn't know she had already received all shipping documents for these goods.

Я не знал, что она уже получила все отгрузочные документы на эти товары.

Образец №5 (к упражнению №5):

Mary said to me: «I want to discuss some matters with you».

Mary told me that she wanted to discuss some matters with me.

Мэри сказала мне, что она хочет обсудить со мной некоторые вопросы.

Образец №6 (к упражнению №6):

He asked me when I should call on him.

He asked me: «When will you call on me?»

Он спросил меня: «Когда ты ко мне зайдёшь?»

Вариант №1

Упражнение 1. Перепишите предложения, раскрыв скобки, поставьте глагол в требуемом времени и залоге. Переведите предложения на русский язык (см. образец выполнения 1).

1. The goods (to deliver) in several lots yesterday.
2. The new offer (to talk) about every day.
3. The letter of Credit (to open) by the Buyer tomorrow.
4. The equipment (to offer) just with a 5% discount to Brown & Co.
5. Exhibitions and fairs (to hold) every year in many countries of the world.
6. Their price-list (to study) before they started talks.

Упражнение 2. Перефразируйте предложения, употребив страдательный залог. Переведите предложения на русский язык (см. образец выполнения 2).

1. The manager clarified the matter during the talks with Brown & CO.
2. Our company has just sent the inspectors to the Seller's plant.
3. Our firm had received an offer by the end of last month.
4. Look, the hotel porter is bringing in our luggage.
5. Our company always advertises the latest models.

6. The manager will send me on business abroad soon.
7. The professor has just examined the last student.

Упражнение 3. Составьте восклицательные предложения из следующих слов. (см. образец выполнения 3). Переведите их на русский язык.

1. an interesting exhibition, what, was, it.
2. what, a nice pair of shoes, have, we.
3. a pretty dress, I, have, what, bought.

Упражнение 4. Перепишите предложения. Раскрыв скобки, поставьте глагол в необходимой видо-временной форме, соблюдая правила согласования времён. Переведите предложения на русский язык (см. образец выполнения 4)

1. When I (to call for) Pete his mother told me that he (not to come back) from abroad yet.
2. We were afraid that the goods (not to arrive) yet.
3. He told me that they (to wait for) me outside the Ministry at 5 o'clock the next day.
4. I knew that the manager (to discuss) the matter at that moment.
5. He informed us that their company always (to enjoy) a first-class reputation.
6. We learned that the products of this Company (to export) to many countries.

Упражнение 5. Перепишите предложения. Преобразуйте прямую речь в косвенную. Переведите предложения на русский язык (см. образец выполнения 5)

1. The manager said, «I want to clarify the matter now».
2. Mr. Brown asked me, «Will the contract stipulate your requirements?»
3. He said to me, «We sent you our Notification of Readiness yesterday».
4. Mr. Fox asked, «When do you expect a Test Report to be submitted?»
5. I said to Mr. Brown, «Please, enclose drawing and specification with this letter tomorrow.»
6. The director said, «We have quoted for the majority of spare parts in accordance with the details in your enquiry».

Упражнение 6. Перепишите предложения. Преобразуйте косвенную речь в прямую. Переведите предложения на русский язык (см. образец выполнения 6)

1. Mr. Brown asked Lamov what discount he could give him.
2. I wondered if Tom would go on business abroad the next year.
3. Mr. Black said that the weather was cold in Moscow then.
4. The General Director told Mr. Brown that they would send them an offer soon.
5. The passenger said that he hadn't collected his luggage yet.
6. Lamov said that he was leaving Brest for Moskow the next day.

Упражнение 7. Перепишите текст 1. Переведите его на русский язык письменно.

Упражнение 8. Прочитайте текст 2. Письменно ответьте на поставленный вопрос:
In what way are payments for commission made by the authors of this letter?

Текст 1

Dear Sirs,

Much to our regret we have to inform you that so far we have not received a bank guarantee from you. We would like to remind you in this connection your letter of 29th May this year, in which you asked us to change the method of payment by L / C as inconvenient owing to the difficulties and extra expenses connected with its opening.

Understanding your difficulties, our firm made you a concession and offered payment for collection terms. You accepted the proposed method of payment and undertook to submit within three weeks a first-

class bank guarantee for 80 % of the contract value.

Further we authorized our counsellor for economic affairs in your country to sign an addendum to our contract providing for the change in the original method of payment. The above addendum was signed on 15th June this year.

After signing the addendum to the contract, our firm instructed the manufacturing works to start shipping the spare parts to the port.

However, as we are still without your bank guarantee we have had to suspend the shipment of the above spare parts. At present more than 500 tons of spare parts are at the port and the expenses on their storage will be charged to your account.

We urge you to inform us immediately when the bank guarantee will be submitted and ask you to confirm your consent to cover the expenses on the storage of the spare parts kept at our port.

Yours faithfully

Текст 2

Dear Sirs,

We thank you for your cable of December 18 this year. We are offering apologies for the delay in sending a reply to your letter of November 20 this year, with your Draft Agency agreement enclosed.

We have carefully studied the Draft and are sorry to have to tell you that we are unable to accept some of the articles as they are worded in the present draft.

Will you please note that we would like your obligations to include not only obtaining orders for us and providing assistance in arranging our participation tenders invited in your country; we also would like you to keep us informed of your country's market conditions and run a wide publicity campaign of our equipment.

We would also request you to supervise unloading, transportation and storage of our equipment in your country while executing «turn-key» contracts.

As regards payments of commission to you we would emphasize that we usually do that only after we have received payments from the Customers and in the currency of these payments only.

We also think it necessary for you to include an article providing that the present Agency agreement does not cover design works, sales of equipment or rendering technical assistance in your country under the Intergovernmental agreements now in force between your country and ours.

We trust the above suggestions and alterations will be found acceptable.

Yours faithfully,

Вариант №2

Упражнение 1. Перепишите предложения, раскрыв скобки, поставьте глагол в требуемом времени и залоге. Переведите предложения на русский язык.(см. образец выполнения 1).

1. The documents (to send) to the Buyers last week.
2. The reply (to give) to Brown & CO tomorrow.
3. The prize (to accept) already by the Buyers when we arrived at the plant.
4. The inspector (to invite) to the plant every month.
5. Many interesting exhibitions just (to hold) in Moscow.
6. A lot of letters (to receive) three weeks before the opening of the exhibition.

Упражнение 2. Перефразируйте предложения, употребив страдательный залог. Переведите предложения на русский язык.(см. образец выполнения 2).

1. Our company will build the assembly shop in time.
2. The Seller has shipped the compressors to Smith & CO.
3. They had discussed the Contract before he sent an offer to them.
4. We make the compressor for those machines here.
5. He has not fixed the date for the next appointment.

6. Our firm received an enquiry for compressors three month ago.
7. We were examining new machines when the President came in.

Упражнение 3. Составьте восклицательные предложения из следующих слов.(см. образец выполнения 3).Переведите их на русский язык.

1. How, I, fast, walked.
2. a wonderful trip, it, what, was.
3. What, a comfortable hotel, was, it.

Упражнение 4. Перепишите предложения. Раскрыв скобки, поставьте глагол в необходимой видо-временной форме, соблюдая правила согласования времён. Переведите предложения на русский язык. (см. образец выполнения 4).

1. I was just about to go out when my friend (to call on) me.
2. I thought you (to buy) already compressors from Green & CO.
3. I understood that our manager(to speak) on the phone at the moment when I (to decide) to come into his office.
4. She told us that she (to be going) to visit the Pushkin Museum on Monday.
5. They informed us that they (to send) just a Notification of Readiness.
6. They promised that they (to start) producing a new model soon.

Упражнение 5. Перепишите предложения. Преобразуйте прямую речь в косвенную. Переведите предложения на русский язык. (см. образец выполнения 5).

1. He said, «A group of businessmen came to our town yesterday».
2. The manager asked the engineers, «When was the first French press bought by our company?»
3. He asked Mr. Bell, «Are you going to reduce your prices?»
4. Mr. Brown said to us, «Our representatives will visit your plant on Monday.»
5. The secretary said to me, «Phone Mr. Brown. He is waiting for you.»
6. The Sales Manager said, «Our firm always established business relations with other firms.»

Упражнение 6. Перепишите предложения. Преобразуйте косвенную речь в прямую. Переведите предложения на русский язык. (см. образец выполнения 6).

1. John told Mary to type the letter.
2. Mr. Brown asked us not to use the invoice by fax.
3. He asked me if I had sent the letter.
4. John asked me how long I had been working for this company.
5. Tom said that he had sent the letter the day before.
6. Nick said he would come to our place the next day.

Упражнение 7. Перепишите текст 1. Переведите его на русский язык письменно.

Упражнение 8. Прочитайте текст 2. Письменно ответьте на поставленный вопрос:
In what way will payments for the sales be made?

Текст 1

Dear Sirs,

In accordance with Contract No. ... of 22nd March this year, we have sent to your country competent specialists to render you assistance in preparing memorandum of instructions for the ore-dressing complex, collecting initial data and carrying out survey works in area of construction.

Payments for the services of our specialists are to be made by you quarterly against our invoices with detailed calculations attached. The procedure of payments is stipulated in Article 10 of the above contract, according to which we have made out our first invoice for the services of our specialists.

Our invoice, however, has not been fully paid by you. You have not covered the travel expenses and cost of luggage transportation of the dependents of our specialists. Moreover, the reimbursements are calculated by you from the time of the border. You have reduced the amount of the invoice without our consent to it which contradicts Article 25 of our contract, providing for consultation between the sides on matters of dispute and solution of such matters in a friendly way.

We send you the present letter with the calculation stating the outstanding sums enclosed and ask you to consider it without delay and to pay the debt.

At the same time we would like to note that so far you have not fulfilled the provisions of the contract pertaining to free medical treatment of our specialists. In addition the transport facilities you use to take the specialists to the places of their work are in bad conditions owing to which the specialists are often late for work. Moreover we are concerned about their safety on these trips. We ask you to take most drastic measures to settle the matters.

Awaiting your early reply,

Yours faithfully ✓

Текст 2

Dear Sirs,

We are pleased to confirm our readiness to act as your Agents for the sale of your equipment in this country.

Before you send us your draft Agency agreement we would like to re-state the main points of the agreement reached in London, namely:

1. We undertake to operate as your Sole Agents for a period of three years from the date of agreement.
2. We shall receive a commission of 8 % of all sales of your equipment on the contractual territory.
3. You will send us the first lot of your equipment on consignment for a period of 12 months and let us have publicity material (brochures, catalogues, samples, working models, films) to arrange a publicity campaign. On our part we shall open show rooms in Brest and London, and place advertising material in our magazines.
4. We undertake to present quarterly sales accounts. Quarterly payments for the sales will be made by an irrevocable letter of credit against our invoices.

We believe the agreement will be mutually beneficial and open up ways for further cooperation.

Yours faithfully,

Вариант №3

Упражнение 1. Перепишите предложения, раскройте скобки, поставьте глагол в требуемом времени и залоге. Переведите предложения на русский язык. (см. образец выполнения 1).

1. Usually the contract (to sign) by our manager, but today he (to be) absent.
2. The order for Model A (to place) last year.
3. The equipment (to show) in operation next year.
4. The pumps (to test) recently by the engineers.
5. The exhibits (to send) before you arrived at the exhibition.
6. The goods (to ship) just to the Customer.

Упражнение 2. Перефразируйте предложения, употребив страдательный залог. Переведите предложения на русский язык. (см. образец выполнения 2).

1. We sent the consignment last week.
2. Mr. Johnson had given all the necessary information by the end of last week.
3. Our company will deliver the goods in May.
4. We received the offers for this chemical equipment last week.
5. The firm has exported the Model A pumps this year.
6. We always clear up all the points of our contracts.

7. He is looking through the specification for these machines.

Упражнение 3. Составьте восклицательные предложения из следующих слов.(см. образец выполнения 3).Переведите их на русский язык.

1. full, how, my, basket, was.
2. a warm day, has, what, it, been.
3. how, the sky, is, blue.

Упражнение 4. Перепишите предложения. Раскрыв скобки, поставьте глагол в необходимой видовойременной форме, соблюдая правила согласования времён. Переведите предложения на русский язык. (см. образец выполнения 4).

1. Our manager informed us that he (to invite) Mr. Adams to visit our company because he (to want) to discuss some matters with him.
2. He didn't know that I (to be) a manager. But last year I (to leave) this work.
3. I didn't know she (to send) shipping documents the next day.
4. I was informed that the Sales Manager (to arrive) already I wanted to have talks with him.
5. She told us that she (to travel) to Scotland and she (to buy) tickets for an overnight train.
6. We understood that the Buyers (to know) the Sellers to quote FOB terms of delivery.

Упражнение 5. Перепишите предложения. Преобразуйте прямую речь в косвенную. Переведите предложения на русский язык. (см. образец выполнения 5).

1. He said, «We have just visited the British pavilion at the exhibition in London».
2. The director asked, «When will you go on business abroad?»
3. Mr. Brown asked, «Were you ready to receive foreign businessmen?»
4. I said to him, «Don't go there, the manager is busy now.»
5. The manager stated, «We always ship the goods on time.»
6. I said, «I shall send the cable to Bell & Co tomorrow».

Упражнение 6. Перепишите предложения. Преобразуйте косвенную речь в прямую. Переведите предложения на русский язык. (см. образец выполнения 6).

1. Mr. Brown asked me if I could supply them with the Model A pump.
2. I asked Mr. Brown when he had arrived at our plant.
3. Mr. Bobrov told me that they were quoting their best prices.
4. He added that all the Buyers found the prices reasonable.
5. The secretary asked me to get in touch with the Manager.
6. I told Mr. Brown that I would study all the technical data the next day.

Упражнение 7. Перепишите текст 1. Переведите его на русский язык письменно.

Упражнение 8. Прочитайте текст 2. Письменно ответьте на поставленный вопрос:

What does article 6 of the contract state?

Текст 1

Dear Sirs,

We thank you for the competitive materials handed over to us by your representative on May 20th this year, in accordance with which you consider our price overestimated by 20%.

We have carefully studied the materials and come to the conclusion that we cannot meet your request and reduce the price of the equipment and materials stated in our draft contract. We believe that the price offered by us is at the level of prices stated in the materials handed over by you.

At the same time we should like to draw your attention to the following:

1. We believe that the terms of payment indicated by us are more advantageous than those of our com-

petitors. In accordance with our draft contract we suggest payments be made on the basis of commercial credit to be granted for 8 years at a 5% annual interest rate, while our competitors offer you commercial credit for a shorter period of time and at a higher interest.

2. We undertake to deliver the equipment and materials within 30 months of the date of signing the contract. The delivery period under our competitors offers is 40 months.

3. In addition, the volume of deliveries, according to the submitted competitive materials, does not include the equipment for the automatic control system of the production process.

In view of the above, we find our price quite reasonable. We should, however, be pleased to allow you a discount of 5% if you care, upon completion of construction of the first stage of the plant, to order from us equipment and materials for its further extension.

We hope you will see a real opportunity in our new proposal.

Yours faithfully,

Текст 2

Dear Sirs,

We acknowledge receipt of your letter enclosing a list of the trainees to be sent to Russia this year to undergo vocational training.

We are surprised to learn from your letter that you have already fixed the departure of your trainees for January 20 this year. In this connection we consider it necessary to remind you that first of all you are to forward a list of the specialities you intend your trainees to undergo vocational training in.

We take the opportunity to remind you of Article 6 of the contract which states that the data on the trainees who are being sent to Russia should be submitted to the firm not later than two months before their arrival in Russia. In addition to that, in accordance with this article you are to inform the firm of the data of the trainees arrival in Russia 10 days before their departure.

Our firm requires the above data so that they can coordinate the trainees arrival with the appropriate Ministries and receiving factories, and also book accommodation in hotels, provide transport facilities in Moscow and arrange the transport for your trainees to the places of training.

As the above mentioned information has not reached us, we have to inform you that we are not in a position to receive your trainees earlier than in April this year.

Awaiting your reply,

Yours faithfully,

Вариант №4

Упражнение 1. Перепишите предложения, раскрыв скобки, поставьте глагол в требуемом времени и залоге. Переведите предложения на русский язык. (см. образец выполнения 1).

1. The documents (to send) to the Buyers last week.
2. A large Russian exhibition (to hold) in the USA before the USA exhibition (to open) in Russia.
3. The bill (not to pay) yet. I (to pay) it tomorrow.
4. Business relations with French companies (to establish) by the end of last year.
5. The offers (to receive) by the manager every week.
6. The chemical equipment (to sell) to the Customers next month.

Упражнение 2. Перефразируйте предложения, употребив страдательный залог. Переведите предложения на русский язык.(см. образец выполнения 2).

1. We could not cancel the order because they had already sent it.
2. They will make their advertisement soon.
3. We are printing our catalogues this week.
4. Our plant delivered the compressors to Bell & CO.

5. We have advertised the goods in the journal «Foreign Trade».
6. The engineers will discuss the terms of delivery, payment and shipment next Tuesday.
7. We were studying the working characteristics of a new model when the secretary brought in the cable.

Упражнение 3. Составьте восклицательные предложения из следующих слов.(см. образец выполнения 3). Переведите их на русский язык.

1. a, start, gave, they, what.
2. what, it, was, a voice.
3. we, delightful, what, are, weather, today, having.

Упражнение 4. Перепишите предложения. Раскрыв скобки, поставьте глагол в необходимой видовойременной форме, соблюдая правила согласования времён. Переведите предложения на русский язык. (см. образец выполнения 4).

1. We understood that our computers (to be) in great demand on the world market soon.
2. They knew that order (to increase) to five computers and they (to be able) to give a 2% discount on the price.
3. When we (to arrive) at the airport the plane (to take off).
4. The firm did not accept our offer because they already (to buy) the goods from another firm.
5. When I (to see) that man last night I (to think) that I (to meet) him before.
6. We were informed that they (to go) home by ship and we (to be) to meet them.

Упражнение 5. Перепишите предложения. Преобразуйте прямую речь в косвенную. Переведите предложения на русский язык. (см. образец выполнения 5).

1. The manager asked, «What discount do you expect to get from the company?»
2. The secretary said to Mr. Brown, «Come in. The President is waiting for you».
3. Mr. Slake said, «We expect that the company would increase their order to 25 machines.»
4. I asked, «Can you guarantee prompt delivery?»
5. The director said to us, «The matter is very urgent».
6. Mr. Smith said, «We know the prices of other companies».

Упражнение 6. Перепишите предложения. Преобразуйте косвенную речь в прямую. Переведите предложения на русский язык.(см. образец выполнения 6).

1. Our manager asked Mr. Brown to state the time of delivery.
2. I asked if he was visiting London then.
3. The manager announced that the meeting would be held at 3.
4. Mike told Mrs. Green that she had been kind to him he would never forget it.
5. The director wanted to know when the equipment would be tested.
6. The manager asked if they could supply us with this model.

Упражнение 7. Перепишите текст 1. Переведите его на русский язык письменно.

Упражнение 8. Прочитайте текст 2. Письменно ответьте на поставленный вопрос: In what way will payment for erection works, insurance of works and buildings be made?

Текст 1

Dear Sirs,

We have received your letter of January 10th this year, in which you ask us to grant you a discount of 25% off the price offered by us in our draft contract for the delivery of equipment and materials for the extension of the aluminium plant. In doing so, you refer to our Contract No. 17A for the delivery of equipment and materials for the construction of the first stage of the plant.

We regret to inform you that we cannot meet your request because of the following reasons:

1. You consider that the prices of this kind of equipment have gone up by 20% since the time of signing our contract, i.e. for 6 years. According to the price indexes put out in Germany, USA and UK, however, the average annual rise in prices of machines and equipment makes 8-10%, i.e. 48-60% for 6 years, which corresponds to the 60% price rise accepted by us.

2. According to the published data, the production of one ton of aluminium requires investment equal to \$ 912.

You certainly know that the cost of equipment makes 23 % of the investment required for the construction of an aluminium plant. This also proves that our price is reasonable.

Meanwhile we would like to draw your attention to the fact, that the equipment intended for delivery meets modern requirements and its level of automation is considerably higher than that of the equipment supplied before.

With this we are sending you our calculation of prices of the equipment and materials as well as information on the cost of construction of aluminium plants in different countries and ask you to consider the materials which, we are sure, will help you to accept our proposal.

We look forward to your reply.

Yours faithfully,

Текст 2

Dear Sirs,

Having carefully studied your comments on our Draft Contract for the construction of the thermal power station on a «turn-key» basis, we would like to draw your attention to the following points of your comments on the clause «Terms of Payment»:

1. Credit part of contract price.

We are puzzled to learn that you suggest making payments of the credit part of the contract price in accordance with a schedule of payments. The proposed method of payment contradicts the terms and conditions of the agreement, providing for making out invoices following deliveries of equipment and materials and under which the date of the utilization of the credit is the date of shipment, stated in the shipping documents.

2. Payments in local and hard currencies.

We agree that payments for the customs clearance, delivery of equipment and materials to the construction site, execution of civil and erection works, insurance of the works and buildings, etc. will be made in accordance with a schedule of payments. Having considered your schedule of payments and schedule of civil and erection works, however we believe that the amounts of monthly payments during the first year of construction should be increased and adjusted to the volumes of work planned to be executed.

As to the payments in hard currency, we share your point of view that they will not be considerable and agree to receive them in the currency suggested by you.

We ask you to reconsider your view on the clause «Terms of Payment» taking into account our draft contract and the present letter.

Awaiting your reply,

Yours faithfully,

Вариант №5

Упражнение 1. Перепишите предложения, раскрыв скобки, поставьте глагол в требуемом времени и залоге. Переведите предложения на русский язык.(см. образец выполнения 1).

1. The equipment (to receive) before the inspectors arrived at the plant.
2. Our business relations already (to establish) with this firm by 1966.
3. The latest model of cars (to introduce) to the market in May last year.
4. The price problem (to settle) with Green & Co tomorrow.
5. The new commercial center (to open) just in Minsk. You should visit it.

6. New colour TV-sets (to send) to the exhibition every year.

Упражнение 2. Перефразируйте предложения, употребив страдательный залог. Переведите предложения на русский язык (см. образец выполнения 2).

1. Our manager had already studied the contract form when our guests arrived.
2. The secretary sent a telex to one of the foreign trade company.
3. Our engineer will study the latest catalogues of up-to-date models.
4. They have booked the tickets for the performance.
5. Their chemical equipment impressed us greatly.
6. He has not finished the dictation yet.
7. We are making new experiments in chemistry now.

Упражнение 3. Составьте восклицательные предложения из следующих слов.(см. образец выполнения 3).Переведите их на русский язык.

1. bought, has, she, a, nice, hat, what.
2. a, what, I, had, comfortable, flight.
3. warm, it, how, was, there.

Упражнение 4. Перепишите предложения. Раскрыв скобки, поставьте глагол в необходимой видовойременной форме, соблюдая правила согласования времён. Переведите предложения на русский язык.(см. образец выполнения 4).

1. He promised to wrote me a letter after he (to see) her.
2. I was told that she (to be) ill.
3. The manager pointed out that our prices (to be) very high and it (to be) necessary to reduce them.
4. We know that our engineers (to make) calculations and we (to receive) a profit.
5. When I (to come) into the departure lounge of the airport the plane (to take off). I understood that I (to be) late.
6. Our director informed us that (to fly) to London soon.

Упражнение 5. Перепишите предложения. Преобразуйте прямую речь в косвенную. Переведите предложения на русский язык (см. образец выполнения 5).

1. The manager said, «I am afraid the price is extremely high».
2. I asked the engineers, «When will you complete this work?»
3. Mr. Brown asked the secretary, «Were you present at the talks?»
4. The secretary said to Mr. Brown, «The talks were held yesterday, but I was ill».
5. Mr. Lamov said, «We shall deliver the goods tomorrow».
6. Tom said to Nancy, «Don't send this cable. It's not ready».

Упражнение 6. Перепишите предложения. Преобразуйте косвенную речь в прямую. Переведите предложения на русский язык.(см. образец выполнения 6).

1. Mr. Smith asked if we could give them a discount on the price.
2. The director said that he would send the samples of this wool.
3. I asked Mary when she had arrived in Moscow.
4. He told me that he had settled the matter the day before yesterday.
5. They said that fairs and exhibitions were called an eye-opening experience.
6. We were told that he had been appointed President the previous month.

Упражнение 7. Перепишите текст 1. Переведите его на русский язык письменно.

Упражнение 8. Прочитайте текст 2. Письменно ответьте на поставленный вопрос:
In what currency will all payments for the equipment be made?

Текст 1

Dear Sirs,

We have carefully studied your comments on our draft contract for the construction of the power station in Minsk on a «turn-key» basis.

We have accepted some of your requests and instructed our representative to amend the draft contract accordingly.

Much to our regret, we cannot accept your suggestions on the points listed below:

1. The 5% of the contract value suggested by you for mobilization expenses is 4 times less than the 20% stated by us in our draft contract and is not sufficient to cover our expenses on the organization of construction.
2. The 7.5% of the contract value in free currency will not allow us to purchase the required equipment in third countries. The 12% stated in our draft contract is based on the actual requirements in the equipment and covers only the cost of the equipment, according to world prices, freight, insurance and our expenses to the construction site.
3. The unit cost of labour and materials stated in our draft contract are calculated on the basis of official documents, received by us from your state organizations and would-be subcontractors - your local civil-engineering firms.

We ask you to withdraw your suggestions on the above points and agree to the provisions of our draft contract.

To substantiate our point of view we are sending you additional materials on our calculations of mobilization expenses as well as copies of offers and materials containing unit cost.

Faithfully yours,

Текст 2

Dear Sirs,

Thank you for your letter of 15th March this year, in which you ask us to specify the terms of payment. We are ready to inform you of the following:

1. All payments for the equipment to be delivered shall be made in pounds sterling in accordance with the Trade and Payments agreements in force between our countries, the sums due to us being remitted to the account of the Bank for Foreign Trade of Russia with the Central Bank of your country in favour of our firm.

2. Payments under the contract shall be made in the following way:

- advance payment of 25% of the contract value shall be paid within 30 days of the date of signing the contract;

- the remaining 75% shall be paid by five annual installments of 15% each, the first installment being paid within 12 months of the date of the Bill of Lading for the last consignment of the equipment.

At the date of the last shipment the Supplier will draw five drafts on the Customer. The drafts shall be accepted by the Customer within 5 days of the date of their receipt.

For using the credit the Customer will pay to the Supplier a 3.5% interest per annum. The amount of each draft will include the interest due on the maturity date of the draft.

We trust the information we have given you is sufficient to enable you to consider favourably the proposed terms of payment and we shall be able to discuss them in detail during our talks.

Yours faithfully,

КОНТРОЛЬНАЯ РАБОТА №5

Для правильного выполнения контрольной работы №5 необходимо усвоить следующие разделы грамматики английского языка:

1. Инфинитив. Формы инфинитива.(The Infinitive.Forms of the Infinitive).

2. Сложное дополнение с инфинитивом.(Complex Object)
3. Сложное подлежащее с инфинитивом.(Complex Subject)
4. Безличные предложения.(Impersonal sentences)

Используйте образцы выполнения упражнений:

Образец №1(к упражнению №1):

The secretary was told to make a contract form.

Секретарю сказали составить контракт.

to make - The Indefinite Infinitive .Active в функции дополнения.

Образец №2(к упражнению №2):

I want him to be invited to the talks.

Я хочу, чтобы его пригласили на переговоры.

Образец №3 (к упражнению №3):

Он попросил секретаря принести ему утренние газеты.

He asked the secretary to bring him morning newspapers.

Образец №4(к упражнению №4):

This fruit is known to be grown in the North.

Известно, что этот фрукт выращивают на севере.

Образец №5(к упражнению №5):

It seems that this book is very popular with children.

This book seems to be very popular with children.

Кажется, что эта книга очень популярна среди детей.

Образец №6(к упражнению №6):

На улице холодно.-It is cold in the street.

Вариант №1

Упражнение 1. Переведите на русский язык, обращая внимание на форму инфинитива. Выпишите инфинитив и определите его форму и синтаксическую функцию в предложении:

1. It is necessary to invest money.
2. Your duty was to inform me of the terms of payment immediately.
3. The secretary was taught to make a contract form.
4. The cargo to be insured by the sellers with a first-class company.
5. The arbitration to be held in Moscow.
6. The delegation is said to have left Moscow.
7. The firm is reported to be conducting negotiations for the purchase of sugar.
8. They are said to have been conducting negotiations for a long time.

Упражнение 2. Переведите на русский язык:

1. They expect the steamer to leave tonight .
2. I want him to be invited to the talks.
3. We expect the goods to be packed and loaded at once.
4. We noticed the captain appear on the bridge .
5. I heard him speak English.
6. I suppose him to be about fifty.

Упражнение 3. Переведите на английский язык, употребляя оборот «объектный падеж с инфинитивом»:

1. Управляющий компанией попросил секретаря зайти к нему.
2. Заказчик хотел ,чтобы его товары были отправлены немедленно.
3. Хочет ли он, чтобы мы были на переговорах?
4. Мы ожидали, что контракт будет заключен в ближайшем будущем.
5. Директор приказал секретарю отослать письмо немедленно.
6. Он попросил ее принести ему утренние газеты.

Упражнение 4. Переведите на русский язык:

1. The motor-vessel «Smolny» is reported to have arrived in Odessa.
2. He is supposed to know it .
3. The price is considered to be too high by the buyers.
4. The goods are unlikely to be unloaded today.
5. This book is known to be published in 119 languages.
6. This fruit is known to be grown in the north.

Упражнение 5. Замените сложные предложения простыми при помощи оборота «именительный падеж с инфинитивом» и переведите на русский язык:

1. It seems that this book is very popular with children.
2. It seems that the secretary knows French well.
3. It appears that the house was built in the eighteenth century.
4. It happened that he was at home at that time.
5. It is likely that there will be a heated discussion of this question .
6. It is reported that there are rich deposits of coal in this region.

Упражнение 6. Переведите на английский язык безличные предложения:

1. Трудно говорить на иностранном языке без ошибок.
2. Необходимо назначить встречу на вторник .
3. На улице холодно.
4. Сейчас пять часов.
5. От нашего офиса до вокзала 1 километр.
6. Морозило.

Упражнение 7. Прочитайте текст и письменно переведите 1 абзац.

Упражнение 8. Письменно ответьте на вопросы:

1. What are the main characteristics of the American economy?
2. What is the role of the government in the market-place economy?
3. How do the U.S.citizens express their economic preferences?

The Outline of the American Economy

The American economy is a dynamic, free-market system that is constantly evolving out the choices and decisions made by millions of citizens who play multiple roles as consumers, producers, investors and voters. The United States is generally described as a mixed economy which is to say that even though the great majority of productive resources are privately owned, the Federal Government does play an important part in the market-place.

Although the American economy has transformed itself over the years, certain issues have persisted since the early days of the republic. One is the continuing debate over the proper role for government is what is basically a market-place economy. An economy based on free enterprise is

generally characterized by private ownership and initiative, with a relative absence of government involvement. However, government intervention has been found necessary from time to time to ensure that economic opportunities are fair and accessible to the people, to prevent flagrant abuses, to dampen inflation and to stimulate growth.

Another recurrent theme has been the transformation of the U.S. economy by emerging technologies. Once a nation of farmers, the United States was changed dramatically by successful adaptation of the machinery and production processes of the Industrial Revolution and then transformed again by what amounts to a "second" Industrial Revolution.

A third theme has been the continuous debate over international trade policy and thus over the degree of integration of the United States into the world economy.

Each of these themes underscores certain fundamental characteristics of the American economy. The economy is changing continuously, as citizens freely express their economic preferences directly in the market-place and indirectly in the voting booth.

Вариант №2

Упражнение 1. Переведите на русский язык, обращая внимание на форму инфинитива. Выпишите инфинитив и определите его форму и синтаксическую функцию в предложении:

1. The first question to be considered is whether the offer of the sellers should be accepted.
2. The goods to be loaded on this steamer consist of different kinds of machinery.
3. He cannot be working in the office so late .
4. He is known to have been working on this problem for many years.
5. Can they have gone ?
6. His aim was to make a contract with GML.
7. To have a rest after a busy day is pleasant.

Упражнение 2. Переведите на русский язык:

1. I don't consider him to be a reliable partner .
2. I find him to be a very initiative businessman.
3. Nobody noticed the secretary leave the room .
4. They saw the fascist plane fly over the houses; they heard the bombs drop and felt the earth shake .
5. They will expect us to come on Sunday.
6. Wanting him to finish the work in time, I decided to help him.

Упражнение 3. Переведите на английский язык, употребляя оборот «объектный падеж с инфинитивом»:

1. Никто не хочет, чтобы переговоры откладывали.
2. Президент компании любит, чтобы почта приносилась вовремя.
3. Никто не любит, чтобы его прерывали.
4. Он попросил отослать товары немедленно.
5. Я хотел бы, чтобы мы обсудили условия поставки еще раз.
6. Я видел, как ящики были погружены на пароход .

Упражнение 4. Переведите на русский язык:

1. The goods are reported to have been awaiting shipment for several days.
2. Paper bags are said to give better protection against frost than jute bags.
3. The experiment which is believed to have proved most successful will be discussed at the conference.

4. Many million tons of coal reserves are known to exist in that district.
5. Two shiploads of ore expected to arrive shortly will be sent to that works.
6. A great number of invention is known to have been suppressed by monopolistic industrial associations.

Упражнение 5. Замените сложные предложения простыми при помощи оборота «именительный падеж с инфинитивом» и переведите на русский язык:

1. It is said that there are many difficulties in solving this problem.
2. It proved that he was a very experienced worker.
3. It seems that the talks have made a deep impression on him.
4. It is likely that there will be a good wheat crop.
5. It proved that there were some broken cups in the case.
6. It was reported that the ship had arrived in Odessa.

Упражнение 6. Переведите на английский язык безличные предложения:

1. Дождь идет с 3 часов.
2. Становится темно.
3. Вашей фирме важно участвовать в переговорах.
4. Был теплый весенний день.
5. До вокзала недалеко.
6. Одиноко оставаться в пустом офисе.

Упражнение 7. Прочитайте текст и письменно переведите 1 абзац.

Упражнение 8. Письменно ответьте на вопросы:

1. What are basic ingredients of the U.S.?
2. What does the strong emphasis place on in the U.S.?
3. What determines the health of the economy?

Basic Ingredients of the U.S. Economy

Every economic system tries to anticipate and then meet human needs through the production and distribution of goods and services. The economic system is the mechanism that brings together natural resources, the labor supply, technology and the necessary entrepreneurial and managerial talents. Although the type of economic system used by a nation is the result of political decision, is also in even larger part the result of historical experience that, over time, becomes a national culture.

The first ingredient of an economic system is the natural resources from which goods are produced. The United States is a land rich in mineral resources and fertile farm soil, together with a moderate climate.

Second, the amount of available labor helps determine the health of an economy.

Generally, the United States has been fortunate in having enough people to provide the labor necessary for a constantly expanding economy. Until shortly after World War I, most of these workers were either immigrants (or their immediate descendants) who came to America from Europe, or African Americans whose forebears were brought to the Americas as slaves. When too many laborers arrived to be absorbed on the East Coast, they could usually move on to farm land in the interior and be productively absorbed in that part of the economy.

Another factor in any economic system is the quality of available labor-how hard people are willing to work and how skilled they are. In the United States, the frontier demanded hard work, and the Protestant work ethic supported that demand. The strong emphasis placed on

education, including technical and vocational education, also contributed to America's economic success. Likewise the willingness to experiment, to change and to invest in technology was significant in a land that had prided itself on being a new experiment in freedom.

But the existence of abundant natural resources and a skillful and willing labor force accounts for only part of the structure of an economic system. The resources must be directed as efficiently as possible into the areas where they will be most productive. In the American economy, managers of enterprises responding to signals from markets perform this function.

Вариант №3

Упражнение 1. Переведите на русский язык, обращая внимание на форму инфинитива. Выпишите инфинитив и определите его форму и синтаксическую функцию в предложении:

1. To elect and to be elected is the right of every man.
2. The duties of a postman are to deliver letters and newspapers.
3. The amount to be paid includes the cost of packing.
4. He is said to have been travelling a great deal.
5. It is important for him to be appointed to this post.
6. To understand the importance of this event you should know all the facts.
7. I want him to help me.

Упражнение 2. Переведите на русский язык:

1. He asked for a telegram to be sent to the manager.
2. The buyers wished the goods to be discharged into lighters.
3. We expected the steamer to arrive in Batumi yesterday, but as the charter ordered part of the cargo to be discharged in Odessa, the steamer will arrive in Batumi tomorrow.
4. We consider ourselves to have the right to claim an allowance of 15 per cent.
5. Tell me what you would like me to do.
6. Seeing her enter the room he rose to greet her.

Упражнение 3. Переведите на английский язык, употребляя оборот «объектный падеж с инфинитивом»:

1. Он не хочет, чтобы товары были отгружены через неделю.
2. Я увидел, что письмо не было подписано.
3. Я хочу, чтобы вы пошли в контору и поговорили с директором об этом.
4. Мы ожидаем, что контракт будет заключен в ближайшем будущем.
5. Мы знаем, что они достаточно опытни, чтобы сделать эту работу.
6. Мы находим, что эта пшеница очень высокого качества.

Упражнение 4. Переведите на русский язык:

1. I happened to leave my office early that day.
2. The results of the talks seemed to have disappointed them.
3. There seem to be no objections to their proposal.
4. There seemed to be many obstacles in their way.
5. It is believed that there is hope of reaching an agreement.
6. It is reported that the delegation has left London.

Упражнение 5. Замените сложные предложения простыми при помощи оборота «именительный падеж с инфинитивом» и переведите на русский язык:

1. It is expected that many people will attend the meeting.
2. It is considered that this mine is the best in the district.

3. It is said that the expedition has reached Vladivostok.
4. It can't be considered that the results of the experiment are bad.
5. It seems that there is a great difference between these two samples.
6. It is unlikely that the meeting will be postponed.

Упражнение 6. Переведите на английский язык безличные предложения:

1. Зима.
2. Холодно и идет снег.
3. Полдень. Идет дождь уже 2 часа.
4. Важно успеть на поезд.
5. Было ясно, что он не придет.
6. Бесполезно об этом говорить.

Упражнение 7. Прочитайте текст и письменно переведите 1 абзац.

Упражнение 8. Письменно ответьте на вопросы:

1. What can you say about the economic system of the USA?
2. What are the differences between socialist economic system and the economic system of the USA?
3. What three groups make the economy function?

A Mixed Economy: The U.S. System

The economic system of the United States is principally one of private ownership. This system, often referred to as «free enterprise system», can be contrasted with socialist economic system, which depends heavily on government planning and public ownership of the means of production.

Yet government has to some extent always had the freedom to choose for whom they will work, and what they will buy. Most importantly, Americans vote for officials who set economic policy. In the U.S. economic system, consumers, producers and the government make decisions on a daily basis, mainly through the price system. The dynamic interaction of these three groups makes the economy function. The market's primary force, however, is the interaction of producers and consumers; this has led analysts to dub the U.S. economic system a market economy.

In this system, when economic forces are unfettered, supply and demand establish the prices of goods and services. Entrepreneurs are free to develop their businesses. In theory, unless they can provide goods or services of a quality and price to compete with others, they are driven from the market, so only the most efficient and those who best serve the public remain in business. In practice, government regulations can interfere with pure competition in order to promote other national policy objectives such as price and income stability, regional development or environmental preservation. Similarly, businesses can interfere with pure competition, through price fixing or other monopolistic practices, in order to maximize profits.

Вариант №4

Упражнение 1. Переведите на русский язык, обращая внимание на форму инфинитива. Выпишите инфинитив и определите его форму и синтаксическую функцию в предложении:

1. How to do it is the question.
2. He didn't know whether to go there or not.
3. He will go to the clinic tomorrow to be examined by the doctor.
4. I have no one to speak to on this question.
5. His desire is to be sent to the conference.

6. The weather seems to be improving.
7. He is said to have been working hard over this problem.

Упражнение 2. Переведите на русский язык:

1. There is no reason for expecting the steamer to arrive tomorrow.
2. I saw him cross the street.
3. I knew them to be right.
4. Do you expect the contract to be signed tomorrow?
5. He knew himself to be strong enough to take part in the expedition.
6. The manager ordered the cargo to be insured.

Упражнение 3. Переведите на английский язык, употребляя оборот «объектный падеж с инфинитивом»:

1. Мы ждали, чтобы они начали переговоры.
2. Таможенник не разрешил, чтобы товар был разгружен.
3. Я не считаю, что он надежный партнер.
4. Президент компании хочет, чтобы работа была сделана немедленно.
5. Он приказал им принести книги.
6. Я думаю, что этот вопрос имеет большое значение.

Упражнение 4. Переведите на русский язык:

1. He is known to be a reliable partner.
2. The price of this metal in England is stated to have risen by 12 percent in December.
3. The devaluation of the pound sterling is known to have led to a rise in the prices of all goods imported into England.
4. There happened to be a secretary among them.
5. There proved to be another solution of the problem.
6. He didn't appear to be surprised at this news.

Упражнение 5. Замените сложные предложения простыми при помощи оборота «именительный падеж с инфинитивом» и переведите на русский язык:

1. It is known that he is an experienced manager.
2. It seemed that he knew the subject well.
3. It appears that the house was built in the eighteenth century.
4. It is likely that he has accepted their offer.
5. It is certain that they will be here on Monday.
6. It is likely that the goods were shipped on Monday.

Упражнение 6. Переведите на английский язык безличные предложения:

1. Было трудно найти подходящего секретаря.
2. Ясно, что он хороший специалист.
3. Весна. Тепло.
4. Пять часов. Время отдыхать.
5. Холодает.
6. Идет дождь целый день.

Упражнение 7. Прочитайте текст и письменно переведите 1 абзац.

Упражнение 8. Письменно ответьте на вопросы:

1. Why does the government regulate and control private enterprise?
2. Does the government help businesses and individuals?

3. Does the government provide aid to farmers?

Government's Role in the Economy

While consumers and producers obviously make most decisions that mold the economy, government activities have at least four powerful effects on the U.S. economy:

DIRECT SERVICES. Each level of government provides direct services. The postal system, for example, is a federal system serving the entire nation, as is the large military establishment. By contrast, the construction and maintenance of most highways is the responsibility of the individual state governments. The public education systems are primarily paid for by state, country or city governments. In general, police and fire protection are the responsibilities of local government.

REGULATION AND CONTROL. The government regulates and controls private enterprise in many ways in order to ensure that business serves the best interests of the people as a whole. Regulation is usually considered necessary in areas where private enterprise has been granted a monopoly, such as in electric or local telephone service, or in other areas where there is limited competition, as with the railroads. Public policy permits such companies to make reasonable profits, but limits their ability to raise prices "unfairly" (as defined by the regulators) because the public depends on their services.

STABILIZATION AND GROWTH. Branches of government, including Congress and such entities as the Federal Reserve System, attempt to control the extremes of boom and bust, and of inflation and depression, by adjusting tax rates, the money supply and the use of credit. They can also affect the economy by changing the amount of public spending by the government itself.

DIRECT ASSISTANCE. The government provides many kinds of help to businesses and individuals. For example, tariffs permit certain products to remain relatively free from foreign competition; imports are sometimes taxed or limited by volume so that American products can better compete with foreign goods.

Government also provides aid to farmers by subsidizing prices they receive for their crops.

Вариант №5

Упражнение 1. Переведите на русский язык, обращая внимание на форму инфинитива. Выпишите инфинитив и определите его форму и синтаксическую функцию в предложении:

1. The goods were to have been delivered at the beginning of May.
2. I intended to have finished my work last night .
3. I hoped to meet him at the talks.
4. Can they be studying at such a late hour?
5. He must be reading the newspaper in the reading hall.
6. He is said to have been talking for two hours.
7. It is necessary to work out a plan.

Упражнение 2. Переведите на русский язык:

1. The Buyers wished the goods to be discharged into lighters.
2. We consider ourselves to have the right to claim an allowance of 15%.
3. They knew him to be a good manager.
4. Tell me what you would like me to do.
5. He asked for a telegram to be sent abroad.
6. We lay in the shade of the tree, waiting for our friends to come.

Упражнение 3. Переведите на английский язык, употребляя оборот «объектный падеж с

инфинитивом»:

1. Мы рассчитываем на то, что вы немедленно застрахуете судно.
2. Он разрешил послать товары самолетом.
3. Покупатели просили нас отгрузить товары первым пароходом.
4. Мы видели, как машины погрузили на пароход.
5. Он любит, чтобы ему задавали вопросы.
6. Необходимо, чтобы документы были отосланы сегодня.

Упражнение 4. Переведите на русский язык:

1. They are very likely to take part in this work.
2. He is sure to be appointed a manager of the factory.
3. He is certain to get the letter tomorrow.
4. The rest of the goods under the contract are likely to be shipped in September.
5. The representatives of both parties appear to be on the verge of reaching an agreement on two important points.
6. Lake Baikal, said to be the deepest lake in the world, is fed by 336 rivers.

Упражнение 5. Замените сложные предложения простыми при помощи оборота «именительный падеж с инфинитивом» и переведите на русский язык:

1. It was not likely that the telegram would reach them in time.
2. It seems likely that an agreement will be reached in the near future.
3. It is known that he has a large collection of pictures.
4. It may be said that the new theatre is the most beautiful building in the town.
5. It is reported that there are rich deposits of coal in this region.
6. It is sure that they will come to Moscow.

Упражнение 6. Переведите на английский язык безличные предложения:

1. До офиса далеко.
2. Морозит.
3. Было трудно найти подходящего управляющего.
4. Бесполезно сейчас об этом говорить.
5. Было ясно, что его уволят.

Упражнение 7. Прочитайте текст и письменно переведите 1 абзац.

Упражнение 8. Письменно ответьте на вопросы:

1. Who makes decisions on what and how to produce?
2. What is GNP?
3. What is a "consumer economy"?

Output of goods and services

Almost two-thirds of the nations total economic output consist of goods and services bought by individuals for personal use. The remaining one-third is bought by government and business. Because of this ratio, the nation is sometimes characterised as a «consumer economy». It is evident, then that the consumer will exert a measure of influence over the market economy. Naturally, most consumers look for good values when they buy, as well as product reliability and safety. If one automaker domestic or foreign, produces a better car at a lower price, the market will begin to shift as that car attracts more sales than its competitors. In theory, this phenomenon rewards efficient producers who maintain high quality at lower prices, and drives out those who cannot compete.

Providers of goods and services include owners, managers and workers. Owners and managers make decisions on what and how to produce relying on what they think the public will buy and expecting to earn a profit from their business operations.

The gross national product (GNP) measures the total output of goods and services in a given year. A word of caution is in order when using GNP or somewhat similar measurement known as gross domestic product (GDP) as an indicator of national well-being. Environmentalists and social commentators point out that neither GNP nor GDP is an adequate measure of the quality of life in a nation—they only measure the market value of the goods and services. By contrast, economic growth can contribute to pollution and exacerbate the difficult problem of maintaining a clean and healthy environment.

The U.S. GNP has been growing steadily, rising from more than \$3,400 thousand-million in 1983 to around the \$5,500 in 1990.

КОНТРОЛЬНАЯ РАБОТА №6

Для правильного выполнения контрольной работы №6 необходимо усвоить следующие разделы грамматики английского языка:

1. Условные предложения 2 типа (The Second Conditionals).
2. Условные предложения 3 типа (The Third Conditionals).

Образец №1 (к упражнению №1):

1. If you (to increase) the order they (to reduce) the price.
If you increased the order they would reduce the price.
Если бы вы увеличили заказ, они бы снизили цену.

Образец №2 (к упражнению №2):

- If you take this medicine it will do you good.
If you took this medicine it would do you good.
Если бы вы приняли это лекарство, вам бы оно помогло.

Образец №3 (к упражнению №3):

1. На вашем месте я бы начал изучать английский язык.
If I were you I would start learning English.
2. Если бы у меня было время, я бы помог вам.
If I had time I would help you.

Образец №4 (к упражнению №4):

- If she (to be) very ill then the doctor (to send) her to hospital.
If she had been very ill then the doctor would have sent her to hospital.
Если бы она тогда была серьезно больна, врач отправил бы её в больницу.

Образец №5 (к упражнению №5):

- If he had some free time, he would start learning French.
If he had some free time last year, he would have started learning French.
Если бы у него было свободное время в прошлом году, он бы начал изучать французский язык.

Образец №6 (к упражнению №6):

- Если бы они смогли тогда посмотреть машины в работе, они получили бы лучшее представление о конструкции.
If they could have seen the machines in operation then they would have got a better idea of the design.

Вариант №1

Упражнение 1. Раскройте скобки, употребив глаголы в соответствующих формах Present Conditional. Переведите предложения на русский язык.

1. If they (to agree) to the terms of the contract they (to accept) this lot of instruments.
2. If she (to be) free today she (not to hesitate) to join us.
3. If my child (to have) such a high temperature I (to call) the doctor immediately.
4. If I (not to be) so tired now I (to be able to do) a much better job.
5. If he (to care for) sport he (to join) us at the stadium.
6. If I (to need) a visa support I (to send) a telex to the firm.

Упражнение 2. Измените предложения, употребив условные предложения 2 типа. Переведите их на русский язык.

1. If she takes bus 27 she will get there in a quarter of an hour.
2. If you get to know them well you will grow fond of them.
3. If he goes out without his coat on he will catch cold.
4. If you get down to business at once you will finish the job today.
5. If the cast is good I shall go to see the play.
6. If it keeps fine we shall stay in the country for a week.

Упражнение 3. Переведите предложения на английский язык, употребив Present Conditionals.

1. Если бы у нас были билеты, мы бы сегодня пошли посмотреть этот матч.
2. На вашем месте я бы зарезервировал номер в гостинице.
3. Если бы сегодня была хорошая погода, мы бы искупались в море.
4. На вашем месте мы бы посетили эту выставку.
5. Он бы помог мне завтра, если бы у него не было переговоров.
6. На вашем месте мы бы сразу составили контракт.

Упражнение 4. Раскройте скобки, употребив глаголы в соответствующих формах Past Conditional. Переведите предложения на русский язык.

1. If you (to send) us the samples in time we (to start) tests a week ago.
2. They (to sign) the protocol yesterday if they (to know) the results of the tests.
3. If they (to accept) their terms of payment at the last talks the firm (to extend) the guarantee period.
4. If we (to make) the modification in the design last year we (to instruct) him to negotiate the price.
5. If we (to have) much time last week we (to go) to the plant.
6. If any complications (to arise) during that period we (to contact) you.

Упражнение 5. Измените предложения, употребив условные предложения 3 типа. Переведите их на русский язык.

1. If you knew him better, you wouldn't blame him.
2. If we had any possibility, we would visit you.
3. If I had a holiday, I would go to Paris.
4. If the weather wasn't nasty, they would go for a walk.
5. If we didn't have much work, we would come in time.
6. If you worked harder, you would know English better.

Упражнение 6. Переведите предложения на английский язык, употребив условные предложения 3 типа.

1. Если бы он не был так занят на прошлой неделе, он бы сделал перевод.
2. Если бы они не проиграли последний матч, они бы приняли участие в международных играх.
3. Мы бы увеличили наши поставки в прошлом году, если бы не начали большое строительство.
4. Если бы они тогда осмотрели машины более внимательно, они бы заметили все изменения.
5. Если бы они согласились с условиями контракта, мы бы снизили цену на 2%.
6. Если бы вы переоборудовали этот цех в прошлом году, вы бы увеличили выпуск продукции.

Упражнение 7. Выполните письменно перевод на русский язык текста №1.

Упражнение 8. Прочитайте текст №2 и письменно ответьте на вопрос:
What subject was discussed at the recent meeting with Mr.Bitov.

Текст 1

We are somewhat concerned about the delay in providing an Inspecting Engineer for equipment now ready at various manufactures in the UK. If your Inspecting Engineer had come to our plant on the 10th of August we would already have completed the tests which I am sure would have been to your satisfaction.

All the present indications show that your Inspecting Engineer will not be available to us until mid-September. This being so, we cannot possibly see how your Inspecting Engineer will be able to clear the amount of equipment ready for inspection to enable us to ship during September, which is the contractual delivery date.

To help alleviate the situation we shall be pleased if you will arrange to have the equipment inspected by one of your resident engineers in the United Kingdom.

Now in accordance with Clause V. 4 of the Contract we enclose duplicate copies of test data for the equipment.

To assist us in meeting delivery requirements, if you are not able to provide an Inspecting engineer from your Trade Delegation, will you please let us have your acceptance of the enclosed test data without delay as stated in Clause V. 4 of the Contract.

We expect you to send us an early reply.

Yours faithfully, {

Текст 2

Dear Sirs,

Contract No ...

We have recently had a meeting with Mr. Bitov of the Trade Delegation in London. One of the subjects discussed was the inspection and Release Certificates for the first machine and 15 sets of tools. It was agreed that we would inspect our own tools in the absence of the Buyer's inspector. As to the machine manufactured by our subcontractors it is to be inspected and passed out by the Buyer's inspector.

As we have now completed the 15 sets of tools with the exception of one set we would ask you to be good enough to prepare the necessary release documents and send these to us in order to

prevent any difficulties later when the machine is in fact ready to be inspected.
Assuring you of our best attention.

Yours faithfully,

Вариант №2

Упражнение 1. Раскройте скобки, употребив глаголы в соответствующих формах Present Conditional. Переведите предложения на русский язык.

1. It (no to do) you any harm if you (to do) this exercise again.
2. If you (to know) him better you never (to say) he was gloomy.
3. If this book (to be) more interesting, it (to be) in greater demand.
4. If my friend (to be) in Moscow now, he (to show) me round the city.
5. If you (to fail) to come to his birthday party he (to feel) very hurt.
6. If by chance the weather (to be) fine tomorrow, I (to wear) this suit.

Упражнение 2. Измените предложения, употребив условные предложения 2 типа. Переведите их на русский язык.

1. Where will you go if you take a holiday in winter?
2. He will go to the theater if he is free tonight.
3. If I like the production I shall go to see the performance again.
4. If the weather is nasty we shall stay at home.
5. If she has time she will start learning French.
6. If you invite him he will go skating with you.

Упражнение 3. Переведите предложения на английский язык, употребив Present Conditionals.

1. Я бы позвонил ему сейчас, если бы я узнал номер его телефона.
2. Я бы зашёл к нему на следующей неделе, если бы у меня было свободное время.
3. Я бы извинился, если бы чувствовал себя неправым.
4. Мы бы согласились с такими результатами, если бы была возможность их улучшить.
5. Они бы погостили здесь подольше, если бы не были так заняты.
6. Она бы не настаивала, если бы дело не было срочным.

Упражнение 4. Раскройте скобки, употребив глаголы в соответствующих формах Past Conditionals. Переведите предложения на русский язык.

1. If you (to work) harder last year, you (not to make) these mistakes.
2. If my grandfather (to have) a chance to study, he (to be) a great man.
3. If I (to have) more money on me at that time, I (to take) a taxi.
4. If he (to come) a minute later then, he (to miss) the train.
5. I (to attend) to the matter myself if I (to know) that it was urgent.
6. If she (to know) English better last year, she (not to fail) at the exam.

Упражнение 5. Измените предложения, употребив условные предложения 3 типа. Переведите их на русский язык.

1. If they discussed all the matters they would sign the contract.
2. If she was more attentive she would understand everything.
3. If they didn't accept the terms, they would phone us.
4. If they made an appointment, they would inform her.
5. If I had some free time, I would go to the theater.
6. If he tried once again, he would be a success.

Упражнение 6. Переведите предложения на английский язык, употребив условные предложения 3 типа.

1. Они бы отложили встречу в прошлый понедельник, если бы дело не было срочным.
2. Вы могли бы выиграть прошлый матч, если бы больше тренировались.
3. Она бы не жаловалась на головную боль вчера, если бы побыла на свежем воздухе.
4. Я не последовал бы этому совету в тот момент, если бы у меня был выбор.
5. Если бы он извинился тогда, я бы простил его.
6. Если бы у нас была возможность в то время, мы бы вам помогли.

Упражнение 7. Выполните письменно перевод на русский язык текста №1.

Упражнение 8. Прочитайте текст №2 и письменно ответьте на вопрос:
Why have some items been supplied in slightly increased quantities?

Текст 1

Letter of Guarantee

Contract No ...

Transaction No ...

We hereby certify that the goods supplied under the above Transaction No ... have been dispatched in one complete lot, in accordance with the documents attached.

We also certify that the goods supplied conform to the highest currently accepted British standard of quality for such equipment, and to the conditions of the Contract.

We hereby guarantee our equipment for a period of twelve (12) months from the date of putting the equipment into operation, but no more than eighteen (18) months from the date of delivery.

Our liability is limited to making good, by repair or replacement, only defects caused by faulty design, materials or workmanship, during normal and proper use of the equipment.

At the expiration of the guarantee period all further liability on our part ceases.

For and on behalf of Cracker Ltd.

Export Manager

Текст 2

Dear Sirs,

Contract No ...

Please find enclosed a copy of our letter to the bank, requesting payment. We trust that you will receive the goods safely.

To assist you in checking the invoice, we have indicated each item shown on the invoices, in accordance with the position of the item in the Contract Appendix.

Please note that we have arranged for Smith & Co. to supply you with item 08 on page 11 of the Appendix (the spare parts you requested) at the price originally quoted by them for this item. You will also find that some items have been supplied in slightly increased quantities to conform with standard package quantities. We trust that this will be acceptable to you. In all cases where this has happened, the unit price of the item has remained firm.

As to the second consignment scheduled for October, we are hopeful that we will have it available during the first half of October. Therefore we would like to remind you that we expect your specialists to arrive at the Smith & Co. premises in the first week of October to inspect the goods and to sign the Release Note for Shipment. If everything goes well we would estimate that the last unit could be shipped to your location near Moscow in the second half of November or early December.

We are looking forward to your yearly reply,

Вариант №3

Упражнение 1. Раскройте скобки, употребив глаголы в соответствующих формах Present Conditionals. Переведите предложения на русский язык.

1. If you (to ask) your friend for advice, he (to tell) you what to do.
2. If you (to make) friends with Nick, it (to be) nice for you.
3. If Ann (to be) in our drama group, it (to be) wonderful.
4. If we (to be) in touch with them, we (to exchange) ideas.
5. If the weather (to be) fine next weekend, they (to take) children with them.
6. If I (to be) in a hurry I (to take) a taxi.

Упражнение 2. Измените предложения, употребив условные предложения 2 типа. Переведите их на русский язык.

1. If she has a sore throat his mother will not let him go out.
2. If nobody helps you, you will get awfully tired.
3. If they don't extend the guarantee period we shall not agree to their prices.
4. If they ask us we shall send them our price-list.
5. If it is cold they will not go swimming.
6. If I have a bad headache I shall not do the translation tonight.

Упражнение 3. Переведите предложения на английский язык, употребив Present Conditionals.

1. На вашем месте я старался бы вести себя лучше.
2. На её месте я прочитала бы эту книгу.
3. Если бы вы попросили меня, я бы помог.
4. Если бы у меня были деньги, я бы купила это платье.
5. Если бы он уезжал в командировку, то попросил бы нас сделать эту работу.
6. На вашем месте я поехала бы в отпуск на юг.

Упражнение 4. Раскройте скобки, употребив глаголы в соответствующих формах Past Conditional. Переведите предложения на русский язык.

1. If they (to set up) a new company last year they (to make) big profits.
2. If they (to start) negotiations then we (to send) our representatives.
3. Some firms (to buy) the patent long ago if his invention (to be) profitable.
4. If you (to work) hard all that week you (to do) the job.
5. If they (to start) the production of the new model three years ago they (to make) big profits.
6. He (to show) us places of interest yesterday if he (not to be) so busy.

Упражнение 5. Измените предложения, употребив условные предложения 3 типа. Переведите их на русский язык.

1. If it didn't rain they would go to the country.
2. If you helped me I would finish the work earlier.
3. If he didn't find her at home, he would leave her a note.
4. If you accompanied me, I would go there.
5. If she didn't have to stay at the institute, he would come in time.
6. If she was free, she would follow them.

Упражнение 6. Переведите предложения на английский язык, употребив условные предложения 3 типа.

1. Если бы они играли лучше на прошлой неделе, они бы не проиграли матч.
2. Если бы у нас не было так много работы вчера, мы пришли бы раньше.
3. Если бы вы обратились ко мне тогда, я бы вам помогла.
4. Если бы он выучил правила, он не сделал бы столько ошибок в прошлой контрольной работе.
5. Если бы у меня была возможность, я поехала бы на юг в прошлом году.
6. Если бы мы назначили встречу на прошлой неделе, то решили бы все проблемы.

Упражнение 7. Выполните письменно перевод на русский язык текста №1.

Упражнение 8. Прочитайте текст №2 и письменно ответьте на вопрос:
What restrictions did the Government apply on the 16th December?

Текст 1

Sri Lanka Seeks World Bank Aid

Sri Lanka has requested \$ 870 m (. 441.6 m) aid for net year from the World Bank-sponsored Sri Lanka Consortium which will have its annual meeting in Paris this week.

Mr.D. B. Wijetunge, the prime minister who is also finance minister, is due to address the donors tomorrow. Sri Lanka received \$784 m last year as budgetary support and project and commodity aid.

The estimates were revised, the Central Bank said, to absorb the triple shocks of the "Gulf crises". Besides the rise in oil prices, Sri Lanka lost the Iraqi tea market and dollar remittance from nearly 100,000 migrant workers, mainly in Kuwait.

Of the SRs 139bn² voted as expenditure SRs 44.8bn would go to service debts. Half this sum would cover interest payments on short-term foreign loans. Another large item of expenditure is defense, for which SRs 11.8bn has been voted.

Notes:

triple- тройной, утроенный

bn=billion-(E) миллиард

-(Am) миллиард

Текст 2

Dear Sirs,

On 20th December, 1999 we again wrote to you (copy attached) informing you that from midnight of 16th December, 1999 the Government had applied restrictions on the use of electricity. The effect of these restrictions was that electricity was only available for industry on five days, each day being of eight hours duration. You can understand that we have been severely affected by the curtailment of the use of electricity creating shortages of essential materials over which we have had no control.

Our original delivery promise was January 1999.

We have given the highest possible priority to the delivery of the machines which are the subject of the Contract. However, in spite of our efforts we cannot promise that the machines will be available for inspection before week commencing 1st April, 1999.

In these circumstances, which are completely beyond our control, we have no option but to claim force majeure on your contract. This is very much to be regretted and we very much hope that you will understand our very difficult position.

Вариант № 4

Упражнение 1. Раскройте скобки употребив глаголы в соответствующих формах Present

Conditional. Переведите предложения на русский язык.

1. If they (to arrive) late they (not to get) a good seat.
2. If they (to win) today, Ted (to be) happy.
3. If he (to give up) smoking, he (to be) healthier.
4. If my car (not to start), I (to be) late for work.
5. If the engine (to break) down, they (to send for) a mechanic.
6. If the children (to run) across the road, drivers (to sound) their horns.

Упражнение 2. Измените предложения, употребив условные предложения 2 типа. Переведите их на русский язык.

1. If it rains they will not go for a walk.
2. If he has a cold he will not go out.
3. If I don't have a lot of things to do I shall join you.
4. If he follows my advice he will not have problems.
5. If the goods are of high quality they will buy them.
6. If we are satisfied with the results we shall continue the work.

Упражнение 3. Переведите предложения на английский язык, употребив Present Conditionals.

1. На ее месте я бы объяснил все преподавателю.
2. Если бы у нас было время, мы бы посмотрели город.
3. На их месте я поехал бы отдыхать в горы.
4. Если бы вы больше читали, вы бы лучше знали английский язык.
5. Если бы он позвонил им сейчас, они выяснили бы этот вопрос.
6. Если бы они составили контракт сегодня, мы бы подписали его завтра.

Упражнение 4. Раскройте скобки, употребив глаголы в соответствующих формах Past Conditional. Переведите предложения на русский язык.

1. I (not to finish) the article last week if he (not to help) me.
2. If they (not to be) so busy they (to come) to see you yesterday.
3. We (to catch) the train last night if we (to start) earlier.
4. If you (to arrive) a few minutes earlier last Sunday you (to meet) him.
5. If you (to go) to see the film last night you (to enjoy) it.
6. I (to call on) him yesterday, if I (to know) of his arrival.

Упражнение 5. Измените предложения, употребив условные предложения 3 типа. Переведите их на русский язык.

1. If he wanted to change the job he would accept their offer.
2. If he made some modifications the engine would work more efficiently.
3. If she had more money she would buy those shoes.
4. If the weather wasn't bad we would enjoy our stay.
5. If he had any free time he would go on holiday.
6. If you took the medicine you would be well.

Упражнение 6. Переведите предложения на английский язык, употребив условные предложения 3 типа.

1. Если бы у нас была возможность, мы посмотрели бы Париж в прошлом году.
2. Если бы у него было много денег, он поехал бы путешествовать.

3. Если бы мы поторопились, то успели бы на поезд вчера.
4. Если бы у меня было время вчера, я навестила бы вас.
5. Если бы он принял лекарство утром, то чувствовал бы себя лучше.
6. Если бы она позвонила мне на прошлой неделе, я бы помогла ей.

Упражнение 7. Выполните письменно перевод на русский язык текста N1.

Упражнение 8. Прочитайте текст N2 и письменно ответьте на вопрос:

1. What are Ford and GM protesting at?

Текст 1

Messrs Black & Co,
London
Dear Sirs,
Re:Order No.

5th July,19..

Further to our letter dated 30th June,19.. we are writing to you to express our deep concern about the delay in delivery of the consignment under the above order.

You will remember that when we sent you our order we pointed out that timely delivery was most essential.

We are also taking this opportunity to remind you that lately we have had numerous complaints from our clients who find fault with the packing of your goods.

We are sure that you are well aware of our previous claims. Therefore we expect you to take urgent steps to speed up the delivery of the above consignment and to give instructions to your packing department to take more care of inside packing of the goods.

Yours faithfully,

Текст 2

Last week, the state of New York adopted California's present emissions standards. Six other eastern states are considering similar moves.

The country's leading vehicle makers have been expecting the decision for some time. Ford and GM are protesting at the expense claimed to be billions of dollars that the industry now faces.

They warn that the timetable envisaged may not be achievable on technology grounds.

Nevertheless, GM has already developed an electric car, the Impact, which it says will be put into production within two years.

Mr. Harold Poling, chairman of Ford US, acknowledges that: «We are part of the (environmental) problem, and we will continue to work with government to do our fair share in correcting it.

As representatives of the state that is the largest buyer of cars in the US, Californian regulators are in a unique position to demand progress on emission controls from both US and foreign automobiles.

Вариант № 5

Упражнение 1. Раскройте скобки употребив глаголы в соответствующих формах Present Conditional. Переведите предложения на русский язык.

1. If the taxi (not to arrive) soon I (to miss) the train.
2. If Caroline (to change) her job she (to earn) more money.
3. If she (not to say) anything they (to decide) themselves.
4. If she (to be) successful everyone (to be) happy.
5. If you (to give) me your phone number, I (to phone) you.
6. If they (to work) harder, we (to pay) them more.

Упражнение 2. Измените предложения, употребив условные предложения 2 типа. Переведите их на русский язык.

1. If he is not so tired he will do the job.
2. If you ask them they will show you the project.
3. If I have time I shall inform them of the matter.
4. If you finish your work I shall let you go home early.
5. He will be a good student if he pays more attention to the tasks.
6. The room will look much better if you clean it.

Упражнение 3. Переведите предложения на английский язык, употребив Present Conditionals.

1. На вашем месте я перестал бы работать по ночам.
2. На его месте я сдал бы экзамен еще раз.
3. Они могли бы победить, если бы играли лучше.
4. На ее месте я не спорила бы.
5. Если бы у меня были с собой деньги, я купила бы это платье.
6. Они бы подписали контракт, если бы договорились об условиях.

Упражнение 4. Раскройте скобки, употребив глаголы в соответствующих формах Past Conditional. Переведите предложения на русский язык.

1. If you (to have) your coat on yesterday you (not to catch) cold.
2. If he (not to help) us last month we (not to complete) the project.
3. The theatre (to be packed) last Sunday if the audience(to like) the performance.
4. He (to draw up) the contract a week ago if you (to ask) him to.
5. I (to go) down to the country last summer if it (to keep) fine.
6. If she (to read) a lot at that time she (to make) good progress in her studies.

Упражнение 5. Измените предложения, употребив условные предложения 3 типа. Переведите их на русский язык.

1. If they arrived late, they would miss the appointment.
2. If Steve passed his exams he would go to university.
3. If you took any interest in business you would be a success.
4. If the job didn't mean moving to another area I would accept it.
5. If he had time he would go to the lecture delivered by an American professor.
6. If the weather were fine we would go out in a boat.

Упражнение 6. Переведите предложения на английский язык, употребив условные предложения 3 типа.

1. Если бы вы последовали нашему совету тогда, у вас бы не было таких проблем.
2. Если бы у него было время вчера, он сделал бы этот перевод.
3. Если бы они подписали контракт в прошлом году, то получили бы большую прибыль.
4. Если бы вы выполнили все условия контракта в прошлом году, ваши отношения с этой фирмой не ухудшились бы.
5. Если бы он хорошо учился в течении семестра, ему не пришлось бы передавать экзамены в феврале.
6. Если бы у нас было достаточно денег, мы бы сделали ремонт прошлым летом.

Упражнение 7. Выполните письменно перевод на русский язык текста N1.

Упражнение 8. Прочитайте текст N2 и письменно ответьте на вопрос.

1. What is the sum of the debit note?

Текст 1

The International Money Programme.

In what has been described as the share sale of the century, British Telecom, who runs the United Kingdom telephone system is being put into the open market at the end of November.

British Telecom's current market value is something over 7 million and the British government are offering 51 per cent of the shares to the public, an offer which is expected to bring in some 3.5 billion into the exchequer's coffers. Thus the government will retain 49 per cent of the privatised company. It's the largest single block of shares ever offered on the open market and it's being offered internationally. Dominic Harrod, the BBC's economics editor, told Mike Popham why the British Government had decided to privatise British Telecom.

Текст 2

Gentlemen,

I refer to my telex No, ... of 20.1.19.. with which I informed you that this shipment was arranged in a way which brought additional charges, because the goods were shipped unsorted in respect of the various weights of bags.

Furthermore I informed you that I have to hold you responsible for all these charges.

Enclosed please find now the Survey-Report No. 2 showing all details in respect of the unsorted shipment and stating the charges which arose out of the sorting of the bags at the port warehouse amounting to total DM 2,168. Additionally I enclose a copy of the invoice of the Survey Expert, Messrs. Kraft & Co., amounting to DM 260, - for charges of survey.

Therefore I attach my debit note for total DM 2,428 which please book accordingly. Please let me know by which manner we can settle this debit note, either by payment of the sum to me or by next business/shipment.

From the enclosed photos you might see that the bags were shipped unsorted, and I wish to draw your attention furthermore to the fact that the bags stating 31 kgs gross resp. 26 kgs gross are nearly of the same size.

I am awaiting now your prompt reply with proposals how to settle the the amount of DM 2,428.

КОНТРОЛЬНАЯ РАБОТА №7

Для правильного выполнения контрольной работы №7 необходимо усвоить следующие разделы грамматики английского языка:

1. Видо-временная система английского глагола.
2. Неличные формы глагола.

Используйте образцы выполнения упражнений:

Образец №1 (к упражнению №1):

Mr. Green (to be) an engineer.

Mr. Green is an engineer. (Present Indefinite Active)

Господин Грин – инженер.

Образец №2 (к упражнению №3):

He stopped (разговаривать по телефону).

He stopped speaking on the telephone.

Он перестал разговаривать по телефону.

Образец №3 (к упражнению №4):

We do business with some firms which are producing cars.

We do business with some producing cars.

Мы ведём торговлю с несколькими фирмами, производящими автомобили.

Образец №4 (к упражнению №5):

To smoke is harmful. (Indefinite Infinitive Active; подлежащее).

Курение вредно.

Образец №5 (к упражнению №7):

1. Общий вопрос:

Did Mr. Carter enjoy their discussion?

2. Вопрос к подлежащему:

Who does business with Green and Co?

3. Специальный вопрос:

What company does Mr. Carter represent?

4. Альтернативный вопрос:

Are they able to supply spare parts or machines?

5. Разделительный вопрос:

He looks forward to the pleasure of hearing from Mr. Medvedev, doesn't he?

Вариант № 1

Упражнение 1. Раскройте скобки, употребив глагол в нужной форме. Переведите предложения, определив время и залог глагола сказуемого. (см. образец выполнения 1).

1. ...all the telegrams (to send off)? – Not yet. Half of the telegrams (to send off) them except three, already (to type). The last ones (to type) now. They (to type) in 20 minutes.
2. They (to listen) to the latest political and business events when I entered the room.
3. The economist (to give) a lot of work to do at the end of last month.
4. The equipment which we import (to be) of the latest design.
5. The shipping documents which are on your desk just (to arrive).
6. Mr. Brown (to stay) in the office till it stops raining.

Упражнение 2. Переведите предложения на английский язык.

1. Когда обсуждался этот вопрос?
2. Такие вопросы часто обсуждаются на наших собраниях.
3. Какой вопрос сейчас обсуждается?
4. Этот вопрос уже обсудили?
5. Когда я пришла, этот вопрос обсуждался.
6. Я думаю, что завтра снова будут обсуждать этот вопрос.

Упражнение 3. Закончите следующие предложения, используя герундий. Переведите их. (См. образец выполнения 2).

1. He stopped (изучать иностранные языки).
2. We are interested in (в покупке этого товара).
3. The man thanked them (за помощь).
4. He objects to (чтобы мы сразу же подписали контракт).
5. The machines are worth (экспортировать).
6. He takes every opportunity of (чтобы пообщаться со своими рабочими).

Упражнение 4. Замените придаточные предложения причастным оборотом. Переведите предложения. (См. образец выполнения 3).

1. The quotation, which was received by the secretary, is very informative.
2. I think the man, who is watching the train's arrival, is waiting for someone.
3. The price of compressors, which was quoted by the firm, is very high.
4. We got in touch with the firms, which are producing computers.
5. I believe the machines, which have been advertised by Brown, and Sons will be in great demand on the market.

Упражнение 5. Переведите предложения. Определите форму и функцию инфинитива. (См. образец выполнения 4).

1. The test must be made in a week.
2. The price problem was to settle by them yesterday.
3. My mother wants me to find a job with a good salary.
4. Our plan is to export our goods to different European countries.
5. I was sad to hear that our prices were too high for them.

Упражнение 6. Прочитайте текст №1 и письменно ответьте на поставленные к нему вопросы. Переведите текст письменно.

Упражнение 7. Прочитайте текст №2. Поставьте к нему 5 вопросов всех типов. (см. образец выполнения 5).

Текст 1

Sojuzimport
Gentlemen,

Contract № ...

This is to advise you regarding your requested arrangements for factory training in the USA on this Contract. This letter follows our telex on March, 31 to you concerning arrangements. The training programme is enclosed herein. We want to emphasize that the computer schools where training is to be provided are only run periodically, and therefore, you should make definite arrangements for the specialists to arrive in the USA by June, 3 so that they can attend the courses on this schedule.

As soon as you confirm that these arrangements are satisfactory we will make hotel reservation beginning June 4th in Boston.

Please confirm by telex as soon as possible that this training schedule meets with your approval.

Yours truly,

1. Why did the Sellers need the Buyers' confirmation of the proposed training schedule?
2. Would the Buyers approve the amendments in the schedule?

Текст 2

Dear Sirs,
Re Contract № ...

We have just received your letter dated November, 12 as well as your telex relative to your specialists whom we have been expecting for training.

We wish to indicate that it may be necessary for us to request additional payment for training your specialists depending upon their exact time of arrival. For example, if they were to arrive during Christmas week, it would certainly be necessary to ask for additional payment.

Also we want to assure you that we will continue to make every possible effort to assist in having

visas issued to your specialists. At this time we must have at least three weeks notice before the date of arrival of your specialists so that we can reorganize the training program and reassemble the required individuals to provide the training. Since this means that the earliest your specialists could arrive will be the last week in December, and since our Christmas holidays fall on that week, we suggest that the arrival of your specialists on January 6 should be more suitable. If you accept our suggestion, your specialists will arrive three months later than required under the terms of our Contract, and for this reason completion of the Contract may not be possible as stipulated in the terms of the Contract.

We will of course, attempt to make shipment as scheduled. However, it may not be possible to complete the Contract exactly as originally scheduled due to the delay of arrival of your specialists. Therefore we request a three-month extension of the delivery requirement for the equipment as an indication of continued good-will on your part, although we do not anticipate a delay of three months.

We trust since we understand your difficulties in arranging to get your specialists here, you will understand our difficulties with regard to completion of the Contract.

We shall look forward to hearing from you.

Best regards,

Вариант №2

Упражнение 1. Раскройте скобки, употребив глагол в нужной форме. Переведите предложения, определите время и залог глагола сказуемого. (см. образец выполнения 1).

1. ...the negotiations still (to conduct)? – According to the press they (to come) to an end. An agreement (to reach) so far.
2. As soon as I (to contact) my people I (to let) you know our final reply.
3. They (to complete) the experiment by the end of last week.
4. This is the firm with which we (to do) a lot of business last year.
5. Mr. Block of Bell and Co. (to be) interested in excavators.
6. (to rain) it when you left the Ministry yesterday? – Yes, very heavily. And it still (to rain) when I got home.

Упражнение 2. Переведите предложения на английский язык.

1. Когда была получена эта телеграмма?
2. Эта телеграмма только что получена.
3. Я полагаю, что телеграмма из “Бэлл энд Ко” будет получена завтра.
4. Я надеюсь, что телеграмма с их окончательным решением будет получена к концу сегодняшнего дня.
5. Когда начались переговоры, телеграмма от главы Совета директоров (the Board of Directors) не была ещё получена.
6. Получите телеграмму.

Упражнение 3. Закончите следующие предложения, используя герундий. Переведите их. (см. образец выполнения 2).

1. He stopped (читать рекламное объявление).
2. We thanked them for (за то, что они ответили на наше письмо без промедления).
3. We are interested in (в продаже нашего оборудования в Европе).
4. He objects to (чтобы я присутствовал на собрании).
5. This company is worth (чтобы с ней сотрудничать).
6. What is your idea of (обмениваться последними экономическими и политическими

новостями)?

Упражнение 4. Замените придаточные предложения причастным оборотом. Переведите предложения. (См. образец выполнения 3).

1. When the director came into the office he saw several people who were waiting for him.
2. The goods which were offered by the firm are of high quality.
3. We are satisfied with the transaction which was concluded between our firms.
4. When I lived in Minsk I often visited different industry exhibitions.
5. The defects which have been found by the inspectors are to be eliminated as soon as possible.

Упражнение 5. Переведите предложения. Определите форму и функцию инфинитива. (См. образец выполнения 4).

1. The agreement can be signed tomorrow.
2. A lot of business letters will be translated the day after tomorrow.
3. They promised not to be late.
4. To obey the laws is everyone's duty.
5. We were disappointed to find that the remaining goods would be shipped only in May.

Упражнение 6. Прочитайте текст №1 и письменно ответьте на поставленные к нему вопросы. Переведите текст письменно.

Упражнение 7. Прочитайте текст №2. Поставьте к нему 5 вопросов всех типов. (см. образец выполнения 5).

Текст 1

Sojouzimport

Gentlemen

Dear Sirs,

Following the successful completion at the installation of the first two cigarette-making lines, we wish to make some proposals concerning the organization of the outstanding installations.

We have drawn up a concrete plan which we would like to apply to the next few installations as we believe it should increase efficiency.

It was found that our team of four services engineers was not fully employed while essential factory services and preparations were being completed.

Before any service engineers travel to site therefore we consider that a Technical Adviser should spend 2-3 days at each site to check that all the preparatory work has been finalized. A protocol will be concluded to this effect and the Technical Adviser will then instruct the service engineers to proceed immediately to site. Before the line is submitted for a guarantee test the team leader will invite the Technical Adviser to site for a period of approximately two weeks.

While it is in this experimental stage, we propose that the travelling and living expenses of the Technical Adviser should be entirely to our cost. We believe that we will save time in terms of man-weeks per installation by adopting this method of work, and if this proves to be the case we would suggest it would be fair if you made a contribution by paying for his hotel accommodation in Russia.

We trust our proposals will be acceptable to you and that we will continue to cooperate efficiently.

to apply	-применять, использовать	to employ	-нанимать
to save	-беречь, экономить	fair	-справедливый
in terms of man-weeks - в человеко-неделях			

1. Why did the firm suggest the services of a technical adviser?
2. Why did the Sellers themselves undertake to pay part of the extra expenses?
3. Would the plan work to the effect intended?

Текст 2

Dear Sirs,

Contract ? ...

Training of Personnel

Referring to earlier correspondence in the above matter, we enclose our day-to-day programme for the training that will start in Manchester on August 7.

As you can see from the programme, we have followed the outlines from our proposal, at the same time paying regard to the points of view that Mr. Petrov has also taken part in the final formulation of the programme and consented to the arrangement.

More detailed programmes will be issued in connection with the first information and successively during the course of training.

The programme applies to the training of the first team. Our intention is to be able to use the same programme for the second team. However, certain changes may have to be made, as we are dependent on the assistance of several manufacturing industries and pulp mills.

In order to be able to give necessary help with the application for visas, in this case for 2 months, we must immediately have the following information:

1. Nationality.
2. Christian name, father's name, surname and for female participant, also surname as unmarried.
1. Date of birth, place and country.
2. Place of residence.
3. Civil status.

We would once more emphasize that it is most desirable that at least one interpreter should accompany the team.

Yours faithfully,

Вариант № 3

Упражнение 1. Раскройте скобки, употребив глагол в нужной форме. Переведите предложения, определив время и залог глагола сказуемого. (см. образец выполнения 1).

1. Nobody (not to enter) the room Mr. Johnson (to speak) to one of his customers on the phone. He (to speak) already for 30 minutes.
2. How many enquires from foreign firms you (to receive) this month?
3. A lot of foreign firms (to be) interested in doing business with us.
4. He often (to send) on business abroad.
5. ... any letters (to receive) from England last week?
6. ... you (to make) an appointment with Mr. Key yet? – Yes, we (to make) an appointment with him for Monday.

Упражнение 2. Переведите предложения на английский язык.

1. Встреча с господином Грином уже назначена?
 2. На какое время у вас была назначена встреча с господином Брауном?
 3. Встреча с представителем французской фирмы назначена, не так ли?
 4. Я думаю, что наша очередная встреча будет назначена после окончания переговоров.
 5. Секретарь сказала, что уже назначена встреча с господином Грином на вторник.
 6. Я надеюсь, к началу собрания будет назначена встреча с подрядчиками.
- to make an appointment with sb. for ... - назначать встречу с кем-то на какое-то время, день.

Упражнение 3. Закончите следующие предложения, используя герундий. Переведите их. (см. образец выполнения 2).

1. I couldn't finish (перевод этой статьи) in time.
2. Our country is interested in (чтобы иметь дружественные отношения со всеми странами мира).
3. The time of delivery will depend on (от того, придет ли приёмщик завтра).
4. We stopped (выпускать автомобили этой модели).
5. I object to (чтобы он рекламировал наш товар).
6. He takes every opportunity of (чтобы представиться иностранным бизнесменом).

Упражнение 4. Замените придаточные предложения причастным оборотом. Переведите предложения. (см. образец выполнения 3).

1. Our price list which is enclosed with the letter gives all terms of payment and delivery.
2. I don't know the name of the man who was speaking at the meeting.
3. The progress which is achieved by our chemical industry is wonderful.
4. The new exhibits which are shown at the World Fair impress all the visitors.
5. When I travel I always reserve accommodation in advance.

Упражнение 5. Переведите предложения. Определите форму и функцию инфинитива. (см. образец выполнения 4).

1. An appointment is to be made for Monday.
2. Their letter was to be received yesterday.
3. We expect you to examine the goods before they are packed.
4. To receive foreign businessmen is Mr. Brown's duty.
5. I was happy to meet him again.

Упражнение 6. Прочитайте текст №1 и письменно ответьте на поставленные к нему вопросы. Переведите текст письменно.

Упражнение 7. Прочитайте текст №2. Поставьте к нему 5 вопросов всех типов. (см. образец выполнения 5).

Текст 1

Dear Sirs,

m.v «Pepnautik»

We refer to the arrival of the above vessel at our wharf in Dumbarton, ETA - 10 a. m. Thursday, 13th July, and must protest most strongly against the arrival of this ship at this particular time. We notified you on 25th May, that we would be closed for our annual summer holiday from 13th July, and during this time we would not be in a position to accept and discharge a vessel. In theory there is not much we can do about this vessel and she could be laid up here until we resume work on 31st July. However, we are doing everything possible to get the ship discharged and avoid the demurrage by asking some employees to forego part of their holiday.

By doing this we shall have to pay our men double time for all hours worked. This is going to cost \$ 500 in overtime, a cost which we feel should be borne by you since you ignored our notification about holiday arrangements. If the ship goes on demurrage we shall be holding you responsible for this charge. We would be pleased to have a reply by return on your attitude to this situation.

Yours faithfully,

1. wharf - причал, товарная пристань
2. to be laid up - простаивать (про судно)
3. to forego part of their holiday = to do without part of their holiday
1. Why did the Shipping Agents propose to get the ship discharged upon her arrival at Dumbarton?

2. Why did they hold the Sellers responsible for overtime and demurrage?
3. Why did the Sellers happen to ignore the Buyers' notification about the holidays?

Текст 2

Dear Sirs,

Contract ...

Ethylene Pipeline Systems Damage During Shipment

We refer to our telex sent on 18. 1., advising you of the accident which occurred during the loading of the «Baltic Star» Voyage London/Leningrad, B/L 67, 11th January. As a result of the accident, one of our cases which had been delivered FOB loaded and stowed, was damaged. The Master of the ship offloaded this case, deleted it from the Bill Lading and sailed without it.

The case concerned had been loaded over the ship's rail and stowed before the damage occurred. Thus, we had fulfilled our contractual obligation to deliver FOB. It was the Master of the ship's decision that the damaged case should be offloaded and we were not advised of this until after the ship had sailed. Since we had delivered FOB, we intend to submit our invoices for these goods although in this instance the supporting documentation cannot include a Bill of Lading.

We believe that the responsibility for making any insurance claim lies on you, the consignees in accordance with Clause 14. 1 of the Contract. In this connection, we have advised details to your Trade Delegation in the UK, so that they may arrange for the insurers to send an inspector to examine the damaged case.

Arrangements have been made for the contents of the case to be checked for loss and /or damage and as soon as we have any further details of this we will send them to you. If we can be of any further assistance in this matter, please let us know.

Yours faithfully,
for and behalf of
Project Manager

Master-капитан (торгового судна)
Ship's rail - поручень судна

Вариант №4

Упражнение 1. Раскройте скобки, употребив глагол в нужной форме. Переведите предложения, определив время и залог глагола сказуемого. (см. образец выполнения 1).

1. ...you (to write) your report yet? How many days you (to work) on it? – I (to write) in since last Tuesday. I hope I (to finish) it in some days.
2. During the yesterday's talks we (to discuss) all the terms of the contract.
3. Where (to be) the materials for the talks? – I think they (to take) already to the conference hall.
4. We (to have) talks when the secretary brought us the cable.
5. Mr. Lavrov's office (to be) on the second floor. There (to be) six desks in it. There (to be) a telephone on every desk.
6. Our trade contacts (to develop) from year to year.

Упражнение 2. Переведите предложения на английский язык.

1. Товары были отгружены вовремя?
2. Товары уже отгружены?
3. Товары отгружены, не так ли?
4. Какие товары сейчас отгружаются?
5. Я уверен, товары будут отгружены продавцом в мае, как и указано в контракте.
6. Будут ли отгружены товары к концу недели?

to ship – грузить, отгружать.

Упражнение 3. Закончите следующие предложения, используя герундий. Переведите их. (см. образец выполнения 2).

1. He stopped (обращать внимание на моё мнение).
2. We are interested in (в ведении с вами торговли).
3. I enjoy (разговором с вами).
4. Is this model worth (чтобы её пустить в производство/производить).
5. I don't like the idea of (открытия новой фирмы).
6. He began to (заключать соглашения с новыми покупателями).

Упражнение 4. Замените придаточные предложения причастным оборотом. Переведите предложения. (см. образец выполнения 3).

1. Did you take part in the talks which were held last week?
2. The goods which were ordered under Contract №11/1517 arrived with a two-week delay.
3. As he felt tired he asked the secretary to bring a cup of coffee.
4. We shall contact the firms which as advertising the last model of the boiler.
5. The chemical exhibition which was held in the Institute was a great success.

Упражнение 5. Переведите предложения. Определите форму и функцию инфинитива. (см. образец выполнения 4).

1. These matters can be discussed during our next talks.
2. By whom is the letter to be signed?
3. The company wanted us to place an order with them.
4. To drive a car in a big city is very difficult.
5. He will be very angry to find that nothing has been done since he left.

Упражнение 6. Прочитайте текст №1 и письменно ответьте на поставленные к нему вопросы. Переведите текст письменно.

Упражнение 7. Прочитайте текст №2. Поставьте к нему 5 вопросов всех типов. (см. образец выполнения 5).

Текст 1

Dear Sirs,

To fulfil our contractual obligations properly it is necessary for us to keep a record of the progress of erection and commissioning of all the furnace, gas plant and ancillary equipment supplied to your order. Although we are contracted to send three engineers for a total of one year it is obvious that they will not visit every site. In fact we have always understood it to be your intention to erect and/or commission a large proportion of the equipment. Without information from you we are unlikely to head of the state of every site. Will you therefore let us know the progress of every installation.

To assist you we enclose a list in duplicate of all the contracts with identification numbers. A column is left blank for you to record the present progress of erection of commissioning.

Please will you then return one copy of this form to us marked for the writer's attention.

We propose sending these to you every month and shall be grateful for your cooperation.

Yours faithfully,
Service Manager

1. ancillary - вспомогательный
2. What were the Sellers' contractual obligations at this stage?
3. Why couldn't the supervising engineers visit every site?
4. Why did the Seller want to receive information about the progress of erection at every site?

Текст 2

Dear Sirs,

We refer to the visit of our specialists and would like to thank you for receiving them and assisting them on site. We have now had the opportunity to review their report and to advise you of the action we will be taking for the machine to give a satisfactory performance.

We are sure the machine can be adjusted to suit specific applications. From our experience the design supplied has been found best for this process and, indeed, adequate efficiency has been achieved in the Ukraine on the same machine design.

Enclosed herewith please find a list with a number of mechanical modifications which we propose to make to your machines to increase your available capacity considerable.

We are now assembling all the necessary components and await your instructions for shipping to site. In that respect we would ask you to assist us in ensuring that the components are expeditiously sent to site in Russia and, also, that we have your assurance that unwanted components will be returned similarly to the U.K. On receipt of the consignment at site, we will arrange for our specialists to complete commissioning work. However, before sending our engineers to site, we would ask for your assurance that the modifications to your system and necessary tools, as recommended by our engineers, have been incorporated. All components to correct any deficiency on our part will, where possible, be sent with the consignment.

Please let us know if you have any queries or comments arising from the above and, meanwhile, please be assured of our cooperation to achieve a satisfactory installation.

Yours faithfully,
Technical Manager

Вариант №5

Упражнение 1. Раскройте скобки, употребив глагол в нужной форме. Переведите предложения, определив время и залог глагола сказуемого. (см. образец выполнения 1).

1. Mr. Simpson's working hours (to begin) at 9 o'clock, but he usually (to come) to his office at 8.45 to get ready for work.
2. What countries your equipment (to export) to?
3. These machines (to be) in great demand in our country.
4. What you (to do)? – I (to go through) the documents as we (to have) talks tomorrow. – How long you (to go through) them? – Oh, I (to do) that for 2 hours and (not to finish) yet.
5. Yesterday we (to send) them an offer for 20 machines.
6. What you (do) when I phone you at 6 o'clock in the evening? You (to be) out?

Упражнение 2. Переведите предложения на английский язык.

1. Когда было отправлено письмо в "Олд энд Санз"?
2. Такие письма часто посылаются, чтобы выразить готовность продолжения сотрудничества.
3. Письмо в Министерство внешнеэкономических связей (Ministry for Trade Economic Relations) отправлено на этой неделе.
4. Я надеюсь, что это письмо будет отправлено к концу недели.
5. Я бы хотел, чтобы это письмо было отправлено завтра.
6. Ты сейчас отправляешь письмо?

Упражнение 3. Закончите следующие предложения, используя герундий. Переведите их. (см. образец выполнения 1)

1. Nobody will object to (чтобы они приехали раньше).
2. I stopped (ездить на работу на автобусе).
3. They must continue (видеть новые варианты).

4. Everybody went on (обсуждать последние новости).
5. He finished (просматривать новейшие каталоги и котировку "Вэлл энд Ко").
6. I thanked my secretary for (за помощь в работе).

Упражнение 4. Замените придаточные предложения причастным оборотом. Переведите предложения. (см. образец выполнения 3).

1. The samples which are offered by the firm don't meet our requirements.
2. We've promised to the firm to ship the equipment which was ordered by them, in advance.
3. Tell Mr. Petrov to study the documents which are enclosed with the letter in detail.
4. When we write a cable we try to use as few words as possible.
5. They have booked two seats for the plane for London which is leaving tomorrow morning.

Упражнение 5. Переведите предложения. Определите форму и функцию инфинитива. (см. образец выполнения 4).

1. A table is to be reserved for Sunday.
2. The offers will be discussed in 2 days.
3. We don't want her to send a letter immediately.
4. To save money now is practically impossible.
5. It was too late to come back to this problem.

Упражнение 6. Прочитайте текст №1 и письменно ответьте на поставленные к нему вопросы. Переведите текст письменно.

Упражнение 7. Прочитайте текст №2. Поставьте к нему 5 вопросов всех типов. (см. образец выполнения 5).

Текст 1

Dear Sirs,

For the attention of Mr. Morozov

Further to our letter of 16th September and your subsequent conversation with our Mr. Green in Moscow of 27th September, we have been trying to decide on an order for 19... As previously stated, the sales of your shipment were late and it is not until recently that we had your full range in stock and were able to start selling. Secondly, the market has been very slow due to the general industrial situation in the UK and does not look like improving for this equipment until the middle part of next year.

In view, therefore, of the information we have received from your talk with Mr. Green, that you need to have a planning order by 20th October, we have prepared a list of engines which we anticipate we would require for shipment, half in the second and half in the third quarter of next year, and we are prepared to place an order on this basis, the terms being those of our previous contract No 3 of September 24, 1999. If you agree to this schedule, we would suggest that you reserve 1500 engines as an option for shipment in 3rd/4th quarter, which would be declarable by us by January 31, 1999 and we would then be able to give you full details of this further quantity.

Awaiting your reply,

Yours faithfully,

1. Why did the Principals need to have a planning order?
2. Why did the Agents suggest an option to the Principals?
3. What should Agents do in conditions of depressed market?

Текст 2

What is a Manager?

A number of different terms are used for "manager", including "director", "administrator" and "president". The terms "manager" is used more frequently in profit-making organizations, while

the others are used more widely in government and non-profit organizations such as universities, hospitals and social work agencies.

What, then, is a manager?

When used collectively the term «management» refers to those people who are responsible for making and carrying out decisions within the system.

An individual manager is a person who directly supervises people in an organization.

Some basic characteristics seem to apply to managers in all types of organizations, they include hard work on a variety of activities, preference for active tasks, direct personal relationships.

Almost everything a manager does involves decisions. The reason for making a decision is that a problem exists. In decision making there is always some uncertainty and risk.

Managing is a hard job. There is a lot to be done and relatively little time to do it. The engineer can finish a design on a particular day, and the lawyer can win or lose a case at a certain time. But the manager's job is like «Old Man River» - it just keeps going.

to involve - включать в себя

lawyer - адвокат

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**МЕТОДИЧЕСКИЕ УКАЗАНИЯ
И КОНТРОЛЬНЫЕ ЗАДАНИЯ
по английскому языку**

(для студентов заочной формы обучения)

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