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Декан факультета
экономики, управления и права

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ОЦЕНОЧНЫЕ СРЕДСТВА ПО ДИСЦИПЛИНЕ

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Примерная тематика типовых контрольных заданий (контрольные точки):

Блок 1 Test 1 Variant 1

Тесты для текущего контроля

Use the required form of the infinitive in brackets.

1. She smiled broadly and waved her hand. She seemed (to recognize) me.
2. Even if he is out you needn't worry. He is sure (to leave) the key under the door- mat.
3. At that time I happened (to work) at my first novel.
4. You won't be likely (to miss) the train if you start right away.
5. Don't cry! Everything is bound (to get) right between you.
6. She lost her head and seemed (to forget) the little English she knew.
7. He is believed (to teach) by his father.
8. You needn't tell me this. (to give) all the details by Mother.
9. She is expected (to operate) on today.
10. Just look at his hands. He is sure (to work) in the garage.
11. I think he must (to suffer) from injury now.
12. You must (to dream)of it for a long time.

Fill in the blanks with the particle "to" where necessary.

13. My pride forbade me – ask any questions.
14. This job will enable him – have a home of his own.
15. This is the place from which I saw Inspector Blake – arrive the other day.
16. I tried – induce him - see a doctor.
17. You can't make me – say what you want me – say.
18. I had not seen Jimmie (lose) his temper before.
19. She wouldn't explain, just urged me – use my own eyes.
20. I used (spend) a lot of time in Robinson's rooms.
21. You had better - go home and – talk it over with your husband.
22. I know I ought not – have come here.

Make up sentences with an infinitive construction.

23. He is the only man who can do it better than I.
24. She was not a girl who would miss an opportunity like that.
25. Don't shout so! The whole house will know what has happened. Do you want it?
26. It was one of those incredible opportunities where you could get something for nothing or nearly nothing.
27. They will win the game. We are sure of it.
28. He was always speaking about the book he was going to write in the near future.
29. I never smoke indoors. My wife doesn't like it.
30. She will always find something she can complain about. If it is not one thing it's another.

Keys: 1. To have recognized 2. To have left 3. To be working 4. To miss 5. To get 6. Have forgotten 7. To be taught 8. Will be given 9. To be operated on 10. To have been working 11. Be suffering 12. Have been dreaming 13. To 14. to 15. To 16. to, to 17. -, to 18. – 19. To 20. To 21. -, 22. – 23. He is the only man to do it better than I. 24. She was not a girl to miss an



opportunity like that. 25. Do you want the whole house to know what has happened? 26. It was one of those incredible opportunities to get something for nothing or nearly nothing. 27. They must win the game. 28. He was always speaking about the book to write in the near future. 29. My wife doesn't like me to smoke indoors. 30. She will always find something to complain about.

Блок 1 Test 1 Variant 2

Use the required form of the infinitive in brackets.

1. That was the last thing she expected (to hear) him (to say).
2. At that hour she was unaccustomed (to disturb) by anyone.
3. She could not let herself (to cry).
4. He seemed (to think) over what he wanted (to say)
5. I watched the shore (to come) close, then (to swing) away, then (to come) closer
6. The question is, what had I better (to do) with this house?
7. He doesn't like (to keep) waiting.
8. I don't like (to see) men (to cry).
9. There was nothing (to do) but (to knit) all day long.
10. His face showed his grief and how upset he was, and his eyes seemed (to ask) for consolation.
11. He felt that her friends ought (to choose) for her.
12. The street and house were quiet, but from St. Charles Avenue and beyond could (to hear) distant sounds of the awakening city.

Fill in the blanks with the particle "to" where necessary.

13. It was a command from her mother, and there was nothing for her (do) but (obey) it.
14. I'd rather not (go) home that way.
15. I stood by the door and watched him (take) the drinks over to Wells.
16. How dare you (interfere) with my private concerns? No, don't speak. Don't try (excuse) yourself.
17. Liza felt herself (grow) red to the tips of her toes.
18. I had not seen Jimmie (lose) his temper before.
19. Mrs Carey rose (to help) her (lay) the cloth.
20. Why not (make) him a doctor like his father?
21. I used (spend) a lot of time in Robinson's rooms.
 1. He never let himself (be) angry.
23. She could not let herself (cry).
24. You can't make me (say) what you want me (say).

Make up sentences with an infinitive construction.

25. We don't eat ice – cream before dinner because Mother has forbidden it.
26. You got off the train at Saltmarsh city. The porter saw you.
 27. He ordered that the mail should be brought at once.
28. His niece put her face up. She wanted to be kissed.
29. He looked at me. He wanted to see what I meant.
30. The room was stuffy with the window closed, but I was tired. I couldn't get up and open it.



Keys: 1. to hear him say. 2. to be disturbed by anyone. 3. let herself cry. 4. He seemed to be thinking over what he wanted to say. 5. I watched the shore come close, then swing away, then come closer. 6. The question is, what had I better do with this house? 7. He doesn't like to be kept waiting. 8. I don't like to see men cry. 9. There was nothing to do but to knit all day long. 10. His face showed his grief and how upset he was, and his eyes seemed to ask for consolation. 11. He felt that her friends ought to be chosen for her. 12.

The street and house were quiet, but from St. Charles Avenue and beyond could be heard distant sounds of the awakening city. 13. to do, to obey 14. – 15. – 16. -,to 17. – 18.- 19. to , - 20.- 21. to .

22.- 23. – 24.-, to 25. Mother has forbidden us to eat ice-cream before dinner. 26. The porter saw you get off the train at Saltmarsh city. 27. He ordered the mail to be brought at once. 28. His niece put her face up to be kissed. 29. He looked at me to see what I meant. 30. The room was stuffy with the window closed, but I was tired to get up and to open it.

Блок 2 Test 2 Variant 1

1) Swimming is good exercise.

- A. participle
- B. gerund
- C. infinitive

2) Economics is an ever-expanding field of study.

- A. participle
- B. gerund
- C. infinitive

3) We drove to the mall to buy our new surround sound system.

- A. participle
- B. gerund
- C. infinitive

4) Breaking the light barrier is simply not possible.

- A. participle
- B. gerund
- C. infinitive

5) I am planning to pass all of my tests this quarter.

- A. participle
- B. gerund
- C. infinitive

6) Juan _____ in the library this morning.

- A. is study



- B. studying
C. is studying
D. are studying
- 7) Alicia, _____ the windows please. It's too hot in here.
- A. opens
B. open
C. opened
D. will opened
- 8) The movie was _____ the book.
- A. as
B. as good
C. good as
D. as good as
- 9) Eli's hobbies include jogging, swimming, and _____.
- A. to climb mountains
B. climb mountains
C. to climb
D. climbing mountains
- 10) Mr. Hawkins requests that someone _____ the data by fax immediately.
- A. sent
B. sends
C. send
D. to send
- 11) Who is _____, Marina or Sachiko?
- A. Tallest
B. tall
C. taller
D. the tallest
- 12) Did you anywhere interesting last weekend?
- A. go
B. going
C. was
D. went
- 13) I work as a teacher and my wife, too.
- A. do
B. is
C. work
D. does
- 14) I think taxi driver



A. her job is

B. she's a

C. her job is an

D. she's

15) What is your home town ?

A. situated

B. age

C. like

D. located

16) I'm afraid I here for your birthday party.

A. have not to be

B. am not being

C. will be not

D. can't be

17) How are you?

A. high

B. wide

C. long

D. heavy

18) How long married?

A. have you been

B. are you

C. have you

D. been

19) Would you like help?

A. a

B. some

C. me

D. I

20) They go to the cinema

A. tomorrow

B. much

C. rare

D. seldom

21) He hasn't played since he the accident

A. had

B. has had

C. has

D. had had

22) This is the best tea I've tasted



- A. never
- B. ever
- C. already
- D. still

23) I'm looking the summer holidays.

- A. before
- B. forward
- C. for
- D. forward to

24) My girlfriend born on the 2nd of September 1974.

- A. is
- B. was
- C. had
- D. has been

25) This beer tastes

- A. badly
- B. lovely
- C. well
- D. normally

26) In life can make a mistake; we're all human.

- A. anyone
- B. some people
- C. not anybody
- D. someone

27) She knows that she to pay now

- A. had better
- B. needn't
- C. should
- D. ought

28) If he about it, I'm sure he'd help.

- A. had know
- B. knew
- C. has known
- D. knows

29) I'll return the newspaper when I through it.

- A. will have looked
- B. looked
- C. have looked
- D. look

30) They said they come, but they didn't



- A. can
- B. will
- C. may
- D. might

Keys: 1. B 2. A 3. C 4. B 5. C 6. C 7. B 8. D 9. D 10. C 11. C 12. A 13. D 14. B 15. C 16. D 17. D 18. A 19. A 20. D 21. A 22. B 23. D 24. B 25. B 26. A 27. D 28. B 29. C 30. D

Блок 2 Test 2 Variant 2

1) Overwhelmed by the menu choices, I just closed my eyes and pointed with my finger.

- A. participle
- B. gerund
- C. infinitive

2) They have closed the cafeteria to repair a broken steam table.

- A. participle
- B. gerund
- C. infinitive

3) Beginning today, I resolve to get all "A's" in English class.

- A. participle
- B. gerund
- C. infinitive

4) Passing this quiz with a good grade would make me happy.

- A. participle
- B. gerund
- C. infinitive

5) I always enjoy watching a meteor shower.

- A. participle
- B. gerund
- C. infinitive

6) The concert will begin _____ fifteen minutes.

- A. in
- B. on
- C. with



- D. about
7) I have only a _____ Christmas cards left to write.
- A. few
B. fewer
C. less
D. little
- 8) Each of the Olympic athletes _____ for months,
even years.
- A. have been training
B. were training
C. has been training
D. been training
- 9) Maria _____ never late for work.
- A. am
B. are
C. were
D. is
- 10) The company will upgrade _____ computer information systems next month.
- A. there
B. their
C. it's
D. its
- 11) Cheryl likes apples, _____ she does not like oranges.
- A. so
B. for
C. but
D. or
- 12) They were hard questions that I had no chance
- A. so
B. some
C. such
D. quite
- 13) I don't have a cent to give you. I bought a new computer.
- A. just buy
B. had just bought
C. 've just
D. soon will
- 14) Mum gave her job when I was born.
- A. in
B. up



- C. off
D. away
- 15) It's all right, we hurry. We have plenty of time.
- A. mustn't
B. shouldn't
C. can't
D. needn't
- 16) You have a terrible fever! call a doctor?
- A. Shall I
B. Do I
C. Must I
D. Will I
- 17) Joanna looks in her new dress.
- A. nice
B. nicely
C. like nice
D. such nice
- 18) Mr Haines wants to his office.
- A. that you come
B. you come to
C. you come
D. you to come
- 19) There are around to start a cricket team
- A. enough young boys
B. boys enough young
C. young boys enough
D. enough youngest boys
- 20) These bottles of plastic.
- A. are making
B. are make
C. are made
D. made are
- 21) Do you know where ?
- A. did I put the keys
B. put I the keys
C. I put the keys
D. I the keys put
- 22) Magda knows a lot about badgers, but she a live one.
- A. doesn't ever see



- B. hasn't ever seen
C. hasn't ever saw
D. didn't ever see
- 23) We wash the curtains year
- A. three times a
B. once
C. three every
D. every couple
- 24) The loudspeakers won't work unless you those cables.
- A. connected
B. connect
C. don't connect
D. can't connect
- 25) You should give
- A. to your mother this letter
B. this letter your mother
C. letter this to your mother
D. this letter to your mother
- 26) Marian has old books
- A. very much
B. a lot of
C. lots
D. a very lot
- 27) Hania has got two children, ?
- A. hasn't she
B. has she got
C. has she
D. haven't she
- 28) Let's think something nice.
- A. after
B. about
C. for
D. to
- 29) A Jaguar is than a Fiat.
- A. more expensive
B. expensiver
C. much expensive
D. expensive
- 30) The TV's too loud. Please,



- A. it turn down
- B. turn it up
- C. turn it down
- D. turn down it

Keys: 1. A 2. C. 3. A 4. B 5. B 6. A 7. A 8. A 9. D. 10. B 11. C 12. C 13. C 14. B 15. D 16. A 17. A 18. D 19. A 20. C 21. C 22 B 23. A 24. B 25. D 26. B 27 A 28. B 29. A 30. C

Тест для промежуточного контроля

1 вариант
The Nature of the Constitution

In England there is no one document or fundamental body of law that can be described as a “constitution”. The absence of any such document or of any distinction between public and private law has led to the suggestion that there is no constitution in England. Certainly the English constitution has no existence apart from the ordinary law; it is indeed part of that very law. The Magna Carta, the Petition of Right, the Habeas Corpus Act, the Bill of Rights, and the Act of Settlement are the leading enactments; but they are in no sense a constitutional code; and, without a host of judicial decisions, other statutes of much less importance, and a mass of custom and convention, these statutes would be unworkable.

The sources of English constitutional law are statutes, judicial precedent, textbooks, law books, the writings of historians and political theorists, the biographies and autobiographies of statesmen, the columns of every serious newspaper, the minutiae of every type of government record and publication. This is what is meant by saying the English Constitution is “unwritten”: it is not formally enacted; its rules have to be sought out in a dozen fields, not in any one code.

Similarly, it is flexible, and here the contrast is with a rigid constitution. There are no special safeguards for constitutional rules; constitutional law can be changed, amended, or abolished just like any rule of private law; there is no field in which Parliament is forbidden to legislate; there are no fundamental or unalterable ideologies and no procedures to prescribe delay or extra processes for constitutional change.

Mark these statements T(true) or F(false) according to the information in the text.

- 1 The English Constitution has nothing to do with the ordinary law.
- 2 The Magna Carta is not a constitutional code.
- 3 The sources of English Constitution are unknown.
- 4 The English Constitution is formally enacted.
- 5 There is a sharp difference between the English Constitution and a rigid constitution.
- 6 The English constitutional law can never be changed.

Language focus

A Put the verb into the form of the past participle.



The British Constitution is the law of Great Britain which provides for the form and powers of government. It is 7) _____ (root) in historic traditions and principles of liberty which go back to the Magna Carta of 1215. Unlike most other constitutions, the English Constitution is not a systematic 8) _____ (write) statement of law. The laws of the Constitution comprise three kinds of rules: statute rules, case law and custom (especially Parliamentary custom). It is often 9) _____ (call) a customary or unwritten constitution.

As an example, English law makes no provision for such an important feature of the British government as the Cabinet of Ministers which is now an essential part of the executive branch of the government. The cabinet originated in the 15th century as an advisory body to the king. It has 10) _____ (develop) in connection with the rise of representative government to its present status in the executive branch. Unlike constitutions that make clear provision for their amendment and are often difficult to change, the English Constitution may be 11) _____ (change) easily. It may be 12) _____ (alter), and in the past it has been 13) _____ (alter), through the slow addition to custom, by an act of Parliament, or by judicial interpretation.

Historians emphasize the flexibility of the English Constitution. Its early development may be 14) _____ (trace) back to the Norman Conquest almost 1000 years ago! Throughout this period it remained adaptable and serving the needs of society.

B Combine the two parts of the sentence using the following connectors:
once, since, unless, whether.

15 There exists a suggestion that there is no constitution in England _____ there is no one fundamental body of law.

16 The leading enactments would be unworkable _____ they were added by a mass of judicial decisions and statutes of much less importance.

17 _____ the English Constitution is unwritten you can't find it in one code.

18 The students inquired _____ textbooks and law could be the sources of the English Constitution.

Vocabulary tasks

A Match the following English expressions containing the term "law" with the Russian equivalents.

- | | |
|-----------------------|---|
| 19 public law | a судебное право |
| 20 private law | b конституционное право/закон |
| 21 ordinary law | c специальный закон |
| 22 constitutional law | d публичное право, публичный закон |
| 23 fundamental law | e основной закон, основные принципы права |
| 24 judicial law | f право, осуществляемое в обычном порядке |
| 25 unwritten law | g частное право, частный закон |
| 26 special law | h неписаное право |

B Choose the correct alternative to complete the sentences.

- 27 The sources of English constitutional law are:
a Roman law and Napoleon Code



- b statutes, judicial precedents, etc.
- c the Ten Commandments.

28 The rules of the British Constitution have to be sought out

- a in one code
- b in a dozen of newspapers and magazines
- c in many different fields.

29 The British Constitution is

- a flexible
- b written
- c rigid.

30. Who can change British constitutional law

- a President
- b lawyers and members of Parliament
- c the English Church

Ключи: 1t 2t 3f 4 f 5t 6 f 7rooted 8 written 9 called 10 developed 11 changed 12 altered 13 altered 14 traced 15 since 16 unless 17 since 18 whether 19 d 20 g 21 f 22 b 23 e 24 a 25 h 26 c 27 b 28 c 29 a 30 b

2 вариант

A Read the text

Founding of the United States

The United States is a federal union of 50 states, with the District of Columbia as the seat of the national government. The US Constitution outlines the structure of the national government, specifies its powers and activities, and enumerates and guarantees the rights of citizens.

A system of government in the USA is, in Lincoln's words, "of the people, by the people and for the people."

The Constitution was drafted by a convention of delegates in 1787 after the War of Independence and was officially adopted by the thirteen states in 1789 after much argument, debate and compromise. Over the years 26 amendments have been added, but the basic document has not been changed: it consists of the preamble and 7 articles.

The Constitution, the oldest still in force in the world, established the United States as a federal Union of states, a representative democracy within a republic and set the basic form of government. It divided the powers of the government into three separate branches, each one having powers ("checks and balances") over the others. The branches of the government are: the executive, headed by the President; the legislative, which includes both houses of Congress (the Senate and the House of Representatives); and the judicial, which is headed by the Supreme Court. The Constitution limits the role of each branch to prevent any one branch from gaining undue power.



The first 10 amendments to the Constitution, called the Bill of Rights, assure individual rights and freedoms. Added in 1791 they include provisions for freedom of speech, of the press and of worship; the right of citizens to meet peacefully; the right to secure in one's own home against unreasonable searches and seizure of person or property; and the right of any person charged with breaking the law to have a speedy trial by a jury of fellow citizens.

The whole system of American government is based on the principles established in the Constitution and the Bill of Rights.

According to the Founders of the American state a constitution or higher law should have the following characteristics:

- It sets forth the basic rights of citizens to life, liberty and property.
- It establishes the responsibility of the government to protect those rights.
- It establishes limitations on how those in government may use their powers with regard to
 - citizens' rights and responsibilities,
 - the distribution of resources,
 - the control of conflict.
- It establishes the principle of a private domain – which means that there are areas of citizens' lives that are no business of the government and in which the government cannot interfere.
- It can be changed with the consent of the most citizens. This is how the Constitution differs from the ordinary law that governments regularly create and enforce.

Each state has its own constitution. The state constitutions have a similar structure with the Constitution of the United States. As a rule they include the preamble, the Bill of Rights, as well as provisions dealing with local interests: the division of powers, suffrage and elections, taxes and finance, education, etc.

B Mark these statements T(true) or F(false) according to the information in the text.

- 1 The Constitution establishes the responsibility of the government to protect the basic rights of people to life, liberty and property.
- 2 The drafters of the Constitution saw that the future might bring a need for changes, that is why they provided a method of adding amendments.
- 3 The Bill of Rights abolished slavery and guaranteed universal suffrage.
- 4 Adopted in 1787, the Constitution was finally ratified in a year.
- 5 The system of checks and balances gives each branch the means to restrain the other two.
- 6 Under the Constitution power was further divided among ten branches of the national government.

Language focus

C Fill in the gaps with one of the modal verbs: can, may, must, cannot, may not.

Under the Constitution, no member of one branch of government 7) _____ be a member of the two others. The President of the United States is not and 8) _____ be, a member of Congress (the legislative branch). Any member of Congress who wishes to become President of the United States 9) _____ resign from that body before accepting the Presidency (Gerald Ford resigned from Congress in 1975 on becoming President). At the same time the President 10) _____ or 11) _____ be, a member of the political party with a majority in Congress. No member of the



Government (the executive branch) with the exception of the Vice President (who presides over the Senate) 12) _____ also be a member of Congress.

D Match the terms with their definitions.

- | | |
|----------------------------------|--|
| 13 system of checks and balances | a a system or body of fundamental principles to which a nation or state is constituted and governed by |
| 14 convention | b constitutional amendments of 1791 |
| 15 constitution | c general conference devoted to a special object |
| 16 preamble | d a preliminary copy of a document |
| 17 amendment | e a mechanism to control the abuse of power |
| 18 the Bill of Rights | f body of persons sworn to render verdict on question submitted to them in court of justice |
| 19 jury | g added article in the US Constitution |
| 20 draft | h the introductory part of a document |

E Complete the sentence with the best answer (a, b, or c) according to the information in the text.

- 21 Adopted in 1787, the Constitution was finally ratified and came into force
a in 1788
b in 1789
c in 1790.
- 22 Many people contributed to writing the Constitution, though one of the three great is regarded as the father of the Constitution:
a George Washington
b James Madison
c Alexander Hamilton.
- 23 The Constitution provided that federal laws would be made only by
a the Government
b the Supreme Court
c the Congress.
- 24 The drafters of the Constitution saw that the future might bring a need for changes, that's why they provided
a a method of adding amendments
b the power to veto acts passed by the Congress
c the evolution of governmental institutions.
- 25 The system of checks and balances was established in order
a to check whether all the bills become law
b to balance the political forces during elections
c to give each branch of government the means to restrain the other two.

F Use an appropriate word or phrase from below to complete each sentence.

convention

written constitution



brief document branches War of Independence

- 26 A good example of a _____ is the Constitution of the Unites States.
27 It is a relatively _____ of some 12 pages.
28 The constitutional _____ which was to adopt a new constitution, officially opened on May 25, 1787, in Philadelphia.
29 George Washington, the Military hero of the _____, was the presiding officer.
30 Under the Constitution power was further divided among the three _____ of the national government.

Ключи: 1 t 2t 3f 4f 5t 6f 7may 8may not 9 must 10 may 11 can 12 cannot 13e 14c 15a 16h 17g 18b 19f 20d 21b 22 a 23c 24a 25c 26written constitution 27brief document 28 convention 29 War of Independence 30 branches

Тематика заданий № 1

- VFR means...
 - holidays
 - sporting events
 - education
 - visiting friends + relatives
 - exhibitions and + vade bairs
 - culture and religion
- This is a trip to san Francisco for... sales – person of he year
 - the more successful
 - successbuler
 - the most successful
 - successfulest
 - successful
 - many successful
- Why is Los Angeles the most fascinating cultural destination?
 - USAs
 - USA
 - of USA
 - of USA's
 - USA's
 - of USAs
- This statement was made ... LA's vice-president of cultural tourism
 - in
 - from
 - of
 - with
 - by
 - on
- Visitors to the Getty Museum can see a lot of...
 - Toys
 - paintings
 - musicians
 - sculptures
 - pictures
 - films

Задание № 2

- Our customers complain.
 - frequent
 - ever
 - perfectly
 - hard
 - never
 - simply
- cleans guestrooms



a) accountant b) porter c) chambermaid d) waiter e) concierge f) bartender

3. We the windows every day.

a) doesn't clean b) didn't clean c) won't clean
d) haven't cleaned e) aren't cleaning f) don't clean

4. The hospitality industry is from other industries.

a) regular b) different c) interesting
d) important e) like f) differently

5. carries guests' bags to the rooms.

a) waiter b) chambermaid c) drivers
d) bartender e) concierge f) porter

I. Организационный момент.

T:-Good morning, students! I am glad to see you. Today we shall read,
speak as usual. We shall also write. What about? You'll tell me yourselves a bit later.

II. Речевая зарядка.

T:Answer my questions (Students` answers).

- What would you like to be and why?
- What would you hate to be and why?
- What wouldn't you mind being and why?

III. Развитие навыков устной речи и повторение ранее
изученного материала.

(1слайд)

T: Look at the screen, read the text and say what it is. (An advertisement)

- What would it be like to do this job? Choose the adjectives.
- Which are positive? (Fascinating, adventurous, important)



- Which are negative? (Tiring, boring, uncomfortable)

(2 слайд)

T: Look at the screen and say what you see there. (A letter)

T: Ex 1. Read the letter and put the missing words in gaps 1 – 12.

- Let`s check your answers. (3 слайд)

- What kind of a letter is it? (A formal letter)

- What is it about? (About applying for a job)

T: Let`s revise the material about writing formal letters:

- How do you start a formal letter? (“Dear Sir or Madam” if you don't know the person's name)

- How do you end it? (“Yours faithfully” if you don't know the person's name)

- Where do you put your address?(In the top right-hand corner)

- Where do you put the address of the person you are writing to?

(On the left, at a lower level than your address)

- Where do you put the date? (Below your address or above the address of the person you are writing to.)

- What are we going to write today? (A formal letter of applying for a job)

- Open your exercise books and write the topic of the lesson.

“Applying for a job” (Writing a letter of application) (4 слайд)

IV. Обучение написанию письма.

T: (5 слайд) On the right you can see an application letter. Read it and answer my questions:

1. Which job is he applying for? (A helper with the Antarctic Research Project)

2. Who is Adrian writing to? Does he know the person's name?

(The Antarctic Research Project (probably the Director). He doesn't know the person's name)

3. Where and when did he see the advertisement?



(The London Times on 18 August)

4. What experience does he have which is relevant to the job?

(He has worked with animals in two veterinary practices. His scouting and rock climbing experience might also be useful)

5. Why does he want the job? Why would he be suitable? (He has always been fascinated by wildlife and would like to expand his knowledge)

6. Is he enclosing anything with this letter? (his Curriculum Vitae (CV))

7. How does he end the letter? (“Yours faithfully” because he doesn't know the person he is writing to)

8. What style is he using to write the letter? (formal (no short forms, etc.))

T: Put the information in the correct order. (Ex. 2) (6 слайд) (Key: 4, 2, 1, 5, 3)

T: Choose the correct preposition in each sentence. (Ex. 3) (7 слайд)

(Key: 1 for; 2 as; 3 of; 4 of; 5 with; 6 for; 7 in; 8 by; 9 at; 10 to)

T: Find 13 mistakes and rewrite the letter (Ex. 4) (8 слайд)

- Check your answers. (9 слайд)

- Now read the writing tip. (10 слайд)

- While writing CV, for point 3, mention (for example, prefect, secretary of a school club or society). For point 4, mention voluntary as well as paid work. For point 5, make the interests specific, for example, “reading science fiction, not just reading.

T: What do you see? (An advertisement) (11 слайд) Read it.

- Look at the table and decide which job you want to apply for and make notes. (12 слайд)

- Now read the plan of the letter. (13 слайд)

	ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ «РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ ТУРИЗМА И СЕРВИСА»	СМК РГУТИС <hr/>
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V. Итоги. Домашняя работа.

(14 слайд)

T: Write your CV and a letter of application. You are going to apply for one of the jobs in this advertisement. Use the plan, the writing tip, Adrian`s letter and the CV on page 162 (ex23) in your text book as a model. (100-120 words)

Основная литература


1. Английский для студентов, обучающихся по специальности «Юриспруденция» (Гриф Министерства образования) С.Е. Зайцева Москва. Кнорус. 2015. Режим доступа: <http://znanium.com/catalog.php?bookinfo=390198>
2. Першина, Е. Ю. Английский язык для юристов [Электронный ресурс] : учеб. пособие / Е. Ю. Першина. - 2-е изд., стер. - М.: Флинта, 2012. - 70 с. Режим доступа: <http://znanium.com/catalog.php?bookinfo=455577>

Дополнительная литература

1. Essential English for Law (английский язык для юристов): Учебное пособие / Т.В. Сидоренко, Н.М. Шигаева. - М.: НИЦ ИНФРА-М, 2014. - 282 с. Режим доступа: <http://znanium.com/catalog.php?bookinfo=454391>

Перечень ресурсов информационно-телекоммуникационной сети «Интернет»

1. Официальный интернет-портал правовой информации. Режим доступа: www.pravo.gov.ru
2. Официальное интернет-представительство Президента России в сети Интернет. Режим доступа: <http://www.kremlin.ru/>
3. Официальный сервер органов государственной власти Российской Федерации. Режим доступа: <http://www.gov.ru>
4. «Российская газета» — издание Правительства РФ. Режим доступа: <http://www.rg.ru/>
5. Государственная Дума ФС РФ. Режим доступа: <http://www.duma.ru/>
6. Организация Объединенных Наций. Режим доступа: <http://www.un.org/>
7. Совет Европы. Режим доступа. Режим доступа: <http://www.coe.int>
8. Справочная библиотечная система «Консультант Плюс»/. Режим доступа: <http://www.consultant.ru/>
9. Информационно-правовой портал «Гарант». Режим доступа: <http://www.garant.ru/>
10. Электронно-библиотечная система Znanium.com. Режим доступа: <http://znanium.com/catalog.php>
11. Единое окно доступа к образовательным ресурсам. Режим доступа: <http://window.edu.ru/>
12. Научная электронная библиотека e-library. Режим доступа: <http://www.e-library.ru/>

	ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ «РОССИЙСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ ТУРИЗМА И СЕРВИСА»	СМК РГУТИС <hr/> <i>Лист 22 из 22</i>
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13. ЭБС «Университетская библиотека». Режим доступа: <http://www.biblioclub.ru/>
14. Электронная библиотека IQlib. Режим доступа: <http://www.iqlib.ru/>
15. Электронная библиотечная система Book.ru. Режим доступа: <http://www.book.ru/>