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ОЦЕНОЧНЫЕ СРЕДСТВА ПО ДИСЦИПЛИНЕ

Б1.Б1. ИНОСТРАННЫЙ ЯЗЫК

основной образовательной программы высшего образования – программы
подготовки научно-педагогических кадров в аспирантуре

по направлению подготовки: 38.06.01 Экономика

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Тестовые задания

Вариант 1

Choose the right answer:

1. My parents never let me _____ in bed.
a) reading
b) to read
c) to reading
d) read
2. When _____ the photos _____ ?
a) were, taken
b) have, been taken
c) did, take
d) have, been taken
3. _____ you _____ me with the washing up, please?
a) are, going help
b) will, help
c) will, be helping
d) are, going to help
4. Our teacher forbids _____ dictionaries during the test.
a) us to use
b) them to use
c) they using
d) us use
5. The dress _____ by my sister.
a) has been sewn
b) had been sewn
c) has sewn
d) been sewn
6. We are looking forward _____ our going to Spain for the summer holidays.
a) of
b) to
c) for
d) about
7. The people _____ in the area are leaving on Sunday.
a) are remaining
b) were remained
c) remaining
d) remained
8. Call me as soon as you _____ home.
a) will get
b) will have got
c) gets
d) get
9. My parents advised _____ to bed earlier today.
a) me to go
b) my going
c) me going
d) me go
10. My husband has been saving money for a year, he _____ a new car.
a) buys
b) will have bought
c) will buy
d) is going to buy
11. The instructions _____ by the officer were not clear to us.
a) were given
b) gave
c) given
d) giving
12. _____ the letter _____ yet?
a) was, found
b) has, been found
c) are, found
d) did, find
13. You should pay for the _____ goods.
a) choosing
b) chose
c) chosen
d) chose
14. The book _____ last week is his first novel.
a) publish
b) publishing
c) was published
d) published
15. My friends enjoy _____ football at the sports ground.
a) to play
b) play
c) the playing
d) playing
16. Are you selling your flat? – Yes, we _____ to another one next month.
a) are going to move
b) will move
c) are going move
d) move
17. My brother hopes _____ a lot of money in the lottery.
a) will win
b) to win
c) win
d) winning
18. I _____ you unless you _____ everything to me right now.
a) won't help, will explain
b) won't help, explain
c) don't help, will explain
d) don't help, explain



- a) had been made
b) was made
- c) was being made
d) was making
6. _____ you _____ do your homework every day when you were a pupil?
a) did, have to
b) did, have
c) do, have to
d) had, to
7. Next month I _____ this hat for a year.
a) will have wearing
b) will wear
c) will be wearing
d) will have been wearing
8. Mike would like _____ mountaineering.
a) to taking up
b) take up
c) taking up
d) to take up
9. My friend suggested _____ to Greece for a short holiday.
a) go
b) to going
c) going
d) to go
10. Where _____ you _____ your next vacation?
a) will, be spent
b) are, going spend
c) will, spend
d) are, going to spend
11. This film _____ on TV next week.
a) will shown
b) will show
c) will be shown
d) will be showing
12. I've already bought everything, you _____ go shopping.
a) don't have to
b) don't have
c) have to
d) have not to
13. The film is much spoken _____.
a) by
b) to
c) for
d) about
14. Bad weather prevented _____ taking a long walk in the forest.
a) he of
b) him from
c) him of
d) his from
15. I don't remember _____ the letter to James yesterday.
a) post
b) about posting
c) posting
d) to post
16. We would like to stay at _____.
a) the Madison hotel
b) Madison hotel
c) hotel
d) a Madison hotel
17. 20. The beach is visited _____ hundreds of people in summer.
a) for
b) by
c) about
d) after
18. The composition _____ yesterday.
a) was wrote
b) is written
c) was written
d) has been written
19. Tom _____ swim when he was four.
a) might
b) could
c) may
d) can
20. You look pale, you _____ spend more time outdoors.
a) should
b) ought
c) are allowed to
d) can
21. We regret _____ you that your account is overdrawn.
a) informing
b) inform
c) about informing
d) to inform
22. She graduated from _____ in 2002.



- a) the Moscow university
b) Moscow university
23. Call me as soon as you _____ home.
a) gets
b) will get
24. Are you selling your flat? - Yes, we _____ to another one next month.
a) will move
b) move
25. Jane's sister dreams _____ becoming an architect.
a) of
b) to
26. Russia is _____ than France.
a) more large
b) more larger
27. The road repairs _____ on the motorway might delay traffic.
a) carried out
b) are carrying
28. The walk was a _____ one and we decided to have a short break at our hotel.
a) tired
b) tiring
29. Where _____ the textbooks _____ ?
a) are, sold
b) are, sold
30. Janet is afraid _____ alone in a dark room.
a) about sleep
b) to sleeping
- c) any Moscow university
d) a Moscow university
- c) get
d) will have got
- c) are going move
d) are going to move
- c) for
d) about
- c) much larger
d) the largest
- c) carrying out
d) are carried
- c) tired
d) tiring
- c) can, sell
d) are, been sold
- c) for sleeping
d) of sleeping

Вариант 3

Choose the right answer:

1. Nobody has ever seen _____ like that.
a) her dances
b) her dance
2. I hate _____ .
a) him to be laughed at
b) he laughed at
3. He appeared _____ a good specialist.
a) to become
b) became
4. "We'll see them soon," she said.
a) she said we will see them soon.
b) she said we would saw them soon.
5. I wish I _____ him a week ago.
a) met
b) have met
6. The delegation _____ to arrive by the morning train.
a) is expected
b) is expecting
7. The traffic made _____ as if my head would burst.
a) me to feel
- c) she dances
d) she is dancing
- c) his laughed at
d) him laughing at
- c) becoming
d) becomes
- c) she said we had seen them soon.
d) she said we would see them soon.
- c) had met
d) would meet
- c) expecting
d) expects
- c) I feel



- b) live d) would live
24. This author is said _____ a novel for ten years.
a) has been writing c) writing
b) to have been writing d) is writing
25. "What's your name?" Sue asked the young man.
a) sue asked the young man his name was what.
b) sue asked the young man what his name was.
c) sue asked the young man what his name is.
d) sue asked the young man what is his name.
26. If I were you, I _____ England years ago.
a) would have visited c) had visited
b) will visit d) visited
27. Parents want their children _____ .
a) being kind c) be kind
b) to be kind d) are kind
28. I ask you _____ .
a) the phone-book where c) where the phone-book is
b) where is the phone-book d) the phone-book where is
29. What would you do if you _____ a ghost?
a) will see c) would see
b) see d) saw
30. He promised he would return the book as soon as he _____ it.
a) read c) had read
b) would read d) will read

Вариант 4

Choose the right answer:

1. If Walter insisted, I _____ him tomorrow.
a) help c) helped
b) will help d) would help
2. If I _____ you, I would buy a computer.
a) were c) will be
b) would be d) am
3. This author is said _____ a novel for ten years.
a) writing c) is writing
b) to have been writing d) has been writing
4. _____ her work, she left the office.
a) finishing c) finished
b) having finished d) being finished
5. I wish I _____ Charlie in the pub last night.
a) don't meet c) haven't met
b) didn't meet d) hadn't met
6. He appeared _____ a good specialist.
a) to become c) becoming
b) becomes d) became
7. "Who did you see at the lecture?" my mother asked.
a) my mother wanted to know who I had seen at the lecture.
b) my mother wanted to know who had I seen at the lecture.
c) my mother wanted to know who I saw at the lecture.



- d) my mother wanted to know who did I see at the lecture.
8. "Has your son seen the film before?" she asked me.
a) she asked me if my son has seen the film before.
b) she asked me if my son had seen the film before.
c) she asked me has my son seen the film before.
d) she asked me had my son seen the film before.
9. I have never heard _____.
a) he to sing
b) he sing
c) him to sing
d) him sing
10. They didn't want _____ a professional pianist.
a) him to be
b) he be
c) him be
d) he to be
11. Our Professor was considered _____ a good teacher.
a) has been
b) to be
c) be
d) was
12. British people _____ to drink tea all the time.
a) are thought
b) thought
c) having thought
d) being thought
13. If you buy any more books we _____ any place to sleep.
a) haven't had
b) didn't have
c) won't have
d) don't have
14. Was he not so stubborn, he _____ so difficult to deal with.
a) wouldn't be
b) weren't
c) wasn't
d) won't be
15. "I haven't got any money," he'll tell you.
a) he'll tell you he doesn't got any money.
b) he'll tell you he hadn't got any money.
c) he'll tell you he hasn't got any money.
d) he'll tell you he didn't got any money.
16. "My name's Van," he said.
a) he said his name had been van.
b) he said his name is van.
c) he said his name has van.
d) he said his name was van.
17. James Watt patented his steam engine, _____ mainly for pumping, in 1769.
a) is used
b) having used
c) used
d) using
18. I ask you _____.
a) where the phone-book is
b) the phone-book where is
c) where is the phone-book
d) the phone-book where
19. They would have noticed it if she _____ upset that evening.
a) had been
b) would be
c) were
d) was
20. "What's your name?" Sue asked the young man.
a) sue asked the young man what is his name.
b) sue asked the young man what his name was.
c) sue asked the young man what his name is.
d) sue asked the young man his name was what.
21. "I want to go home," he's told me.
a) he told me he wants to go home.
b) he's told me he wanted to go home.
c) he's told me he wants to go home.
d) he's told me he want to go home.
22. Viewers _____ to object to the growing amount of violence on TV.
a) not to seem
b) don't seem
c) aren't seemed
d) haven't been seemed
23. I wish I _____ him a week ago.



- a) met
b) would meet
24. If you knew where I live, _____ to see me?
a) have you come
b) would you come
25. The manager ordered the workers _____ inside.
a) don't smoke
b) not smoke
26. The proposal is reported _____ by the committee.
a) to approve
b) approved
27. She told us that she _____ the film.
a) had already seen
b) will see
28. Tom said that he _____ to Disneyland.
a) had never been
b) was never been
29. Steve asks me if I _____ lend him my dictionary.
a) would
b) will
30. "Sit down, Mary," the doctor said.
a) the doctor told Mary sit down.
b) the doctor told Mary would sit down.
c) the doctor told Mary to sit down.
- c) had met
d) have met
- c) did you come
d) will you come
- c) no smoking
d) not to smoke
- c) to have been approved
d) to have approved
- c) has already seen
d) sees
- c) was never
d) has never been
- c) have
d) must

Вариант 5

Choose the right answer:

32. My parents never let me _____ in bed.
a) reading
b) to read
33. When _____ the photos _____ ?
a) were, taken
b) have, been taken
34. _____ you _____ me with the washing up, please?
a) are, going help
b) will, help
35. Our teacher forbids _____ dictionaries during the test.
a) us to use
b) them to use
36. The dress _____ by my sister.
a) has been sewn
b) had been sewn
37. We are looking forward _____ our going to Spain for the summer holidays.
a) of
b) to
38. The people _____ in the area are leaving on Sunday.
a) are remaining
b) were remained
39. Call me as soon as you _____ home.
a) will get
b) will have got
40. My parents advised _____ to bed earlier today.
- c) to reading
d) read
- c) did, take
d) have, been taken
- c) will, be helping
d) are, going to help
- c) they using
d) us use
- c) has sewn
d) been sewn
- c) for
d) about
- c) remaining
d) remained
- c) gets
d) get



- a) me to go
b) my going
- c) me going
d) me go
41. My husband has been saving money for a year, he _____ a new car.
a) buys
b) will have bought
c) will buy
d) is going to buy
42. The instructions _____ by the officer were not clear to us.
a) were given
b) gave
c) given
d) giving
43. _____ the letter _____ yet?
a) was, found
b) has, been found
c) are, found
d) did, find
44. You should pay for the _____ goods.
a) choosing
b) chose
c) chosen
d) chose
45. The book _____ last week is his first novel.
a) publish
b) publishing
c) was published
d) published
46. My friends enjoy _____ football at the sports ground.
a) to play
b) play
c) the playing
d) playing
47. Are you selling your flat? – Yes, we _____ to another one next month.
a) are going to move
b) will move
c) are going move
d) move
48. My brother hopes _____ a lot of money in the lottery.
a) will win
b) to win
c) win
d) winning
49. I _____ you unless you _____ everything to me right now.
a) won't help, will explain
b) won't help, explain
c) don't help, will explain
d) don't help, explain
50. Andrew saw Alice at the station and stopped _____ with her.
a) to have a word
b) have a word
c) having a word
d) to having a word
51. Jane loves children. I am sure she _____ a good teacher some day.
a) is
b) will be being
c) will be
d) is going to be
52. Where _____ the textbooks _____ ?
a) are, sold
b) can, sell
c) are, sold
d) are, been sold
53. The decisions _____ at yesterday's meeting are very important to us.
a) made
b) to be made
c) making
d) were made
54. If the weather _____ fine we _____ to our dacha.
a) will be, go
b) is, will go
c) will be, will go
d) be, will go
55. Bad weather prevented _____ taking a long walk in the forest.
a) him of
b) he of
c) him from
d) his from
56. When the journalists arrived the will ...
a) read
b) was read
c) was reading
d) was being read
57. _____ John and Mike _____ in the competition?
a) will be, take part
b) will, take
c) shall, take part
d) will, take part
58. The problem _____ at the next meeting.
a) will be discussed
b) will discuss
c) will discussed
d) will be discussing
59. The children _____ by the news got restless and couldn't fall asleep.
a) exciting
b) excited



- b) were excited
60. Next spring Mr. Jones _____ for this company for exactly twenty years.
a) will be working
b) will have been working
61. Tomorrow at 2 o'clock we _____ in the sea.
a) will swimming
b) will have swum
- d) exciting
c) is going to work
d) will work
c) will be swimming
d) will swim

Вариант 1 1c 2b 3b 4a 5c 6b 7a 8c 9c 10b 11b 12c 13d 14c 15b

16c 17c 18d 19c 20c 21a 22b 23b 24b 25c 26a 27c 28b 29c 30c

Вариант 2 1c 2c 3b 4c 5b 6c 7a 8c 9c 10b 11b 12b 13a 14a 15b

16b 17b 18b 19b 20b 21b 22b 23c 24b 25c 26c 27a 28b 29c 30a

Вариант3 1c 2c 3a 4b 5a 6c 7a 8c 9b 10c 11a 12b 13a 14a 15c

16a 17c 18c 19b 20c 21c 22a 23c 24c 25a 26a 27c 28c 29c 30c

Вариант4 1a 2c 3c 4b 5b 6c 7b 8b 9a 10c 11c 12c 13b 14b 15a

16b 17c 18a 19a 20c 21b 22a 23a 24a 25b 26b 27b 28c 29b 30c

Вариант5 1c 2c 3b 4d 5d 6d 7c 8b 9c 10a 11e 12c 13c 14c 14\5a 16b 17d 18d 19d 20d 21b 22a

23b 24c 25c 26b 27a 28c 29a 30b

Текущий контроль	
Контроль по теме 1	
Содержание задания для текущего контроля	Контроль проводится в форме беседы Тема 1. Встречи и контакты.
Требования к выполнению задания	1. Преподаватель задает любой вопрос из списка. Ответы на вопросы даются в устной форме. 2. На ответ обучающемуся дается 2 минуты.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Ответ неполный. Существуют грамматические и фонетические ошибки. - удов, Ответ достаточно полный, но вопрос не раскрыт полностью. Есть грамматические и фонетические неточности. – хор, Ответ полный, содержательный. Нет грамматических и фонетических ошибок. - отл. Предел длительности всего контроля-30 минут. Предел длительности ответа на каждый вопрос 2 минуты.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

Текущий контроль	
Контроль по темам 2-3	



Содержание задания для рубежного контрольно-проверочного тестирования	Контроль проводится в форме тестирования по темам 2, 3 Тема 2. Документооборот. Особенности оформления финансовых документов. Тема 3. Научная конференция
Требования к выполнению задания	1. В тесте 30 вопросов. Ответы на вопросы теста даются в письменной форме. 2. На выполнение одного вопроса обучающемуся дается 2 минуты.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) 12 - 18 - удов, 19 - 24 – хор, свыше 24 - отл. Предел длительности всего контроля-60 минут, выбирается только один из 3 дискурсов. Предел длительности ответа на каждый вопрос 2 минуты.
Методика обработки и форматы представления результатов оценочных процедур	1. При обработке результатов оценочной процедуры используются ключи тестов, содержащие правильные ответы на тестовые задания. 2. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

1. Контрольные вопросы

Английский язык

When did you graduate from the University?
What University did you graduate from?
What department did you graduate from?
What courses did you like best? Least? Why?
How did you rank at the University?
Have you got a diploma with high honours?
Do you feel that you have received a good general training?
When did you decide to take a- postgraduate course?
Why did you decide to take a postgraduate course?
Why do you think you will succeed in a postgraduate course?
How interested are you in research work?
What personal characteristics are necessary for success in your chosen field?
Are you going to take a full time or correspondence course?
How will you manage to support yourself while studying?
Will you find it difficult to live on your grant?
Do you live on your own or with your parents?
Are you single or married?
What do you do to keep you in good physical condition?
What are your strengths and weaknesses?



What leisure activities do you enjoy?
Do you like to read? If you do what kind of books do you prefer?
If you don't, why?
You have got some friends, haven't you? What kind of a person is your closest friend?
Which of your parents has had the most profound influence on you?
Do you go in for extreme sports?
Which of your college years was the most difficult?
Have you ever had any difficulty in getting along with fellow students and professors?
Did you enjoy your five years at the University?
Have you ever been abroad?
What do your parents do?
Are there any scientists in your family or among your relatives?

2. Типовые практические задания.

1. PREPARATORY WORK

Time flies, and one day you will have to look for the job. In this unit you'll learn how to write a letter of job application, *curriculum vitae (CV) = resume* (American version), a short written account of your education and past employment.

Besides, you'll be given some hints (advice) on how to behave during an interview.

How to write a job application

The job-winning tips from professionals:

1. Put your address, telephone number and date in the top right-hand corner and the name of the person you are applying to on the left, level with the date. Write the company name and address below. Leave a line between paragraphs.
2. First paragraph — a polite one-sentence opening explanation of why you are writing.
3. Tell them you know that they are busy people but stress that your CV proves you are worthy of their time too.
4. Describe yourself like a product on sale. List your skills and such personal qualities as high motivation, enthusiasm and adaptability.
5. If you have qualifications, list them briefly.
6. A positive attitude is important, so explain why it's the only firm you want to work for.
7. Ask for an interview. Say you are happy to come in for a chat at any time, even if there are no jobs available now. Thank the readers for their time and remind them you are waiting for a reply. Use "Yours sincerely"¹¹ if you're writing to a named person and "Faithfully" if you started "Dear Sir/Madam". Sign your letter at the bottom left and print your name clearly below.

JOB APPLICATION

Person _____

Company name _____

Date _____

Dear Sir/Madam

30 Henry Court

Meadows

Nottingham

No. 92

Tel.

I am writing to enquire about the possibility of employment with your company. I can offer a variety of skills from practical to clerical, any role would suit at present time. I enclose my CV for your attention.



For the past two years I have been engaged in casual voluntary work at Queens Medical Center. This has kept me busy and has led to meeting new people. A position at your company, however, would allow me to resume a working role.

I am adaptable, reliable and willing to retrain. From packing to office work, my past experience may be useful to you, given the opportunity.

If there is a position available at this time, I can be contacted on (*telephone No*) in the afternoons and would be more than willing to come down for an interview. If not then would you please keep my details to hand for the near future.

Yours faithfully

2 YOUR CV (CURRICULUM VITAE)

Always type it on unlined white paper, preferably a single sheet.

Write your name, address and telephone number.

Put your health record, date of birth and marital status.

In the next section, note down your education. Put any qualifications on the next line.

Next, detail your work history, starting with your most recent job. Give dates, employers and describe your duties.

List hobbies and interests and put extra information in a separate section.

End by saying that two referees are available on request - not naming them leaves you free to choose the best ones for particular jobs. *Remember* the longer an application, the less chance it has of being read.

Never send a photo-copied letter - it looks as though you don't care.

Always be positive and never apologise for being You.

CURRICULUM VITAE (CV)

NAME	<i>Robert Edward Bateman</i>
ADDRESS	<i>28 Grow Hood. West Clapham UK</i>
DATE AND PLACE OF BIRTH	<i>9th September 1968, London</i>
NATIONALITY	<i>British</i>
EDUCATION	<i>Ripton County School Grant College of Further Education University of Everton</i>
LANGUAGES	<i>English, French</i>
PREVIOUS EXPERIENCE	<i>2 years of a translator for publisher of dictionaries 3 years of teaching English in France</i>
INTERESTS	<i>Reading, travelling, art.</i>



RESUME

1. NAME/SURNAME	<i>Mariana Smirnova</i>
2. AGE	<i>14 October, 1974</i>
3. MARITAL STATUS	<i>Single</i>
4. CONTACT TELEPHONE	<i>412 70 81</i>
5. LANGUAGES	<i>English (fluent) - translating, interpreting and negotiating skills</i> <i>German (basic)</i>
6. EDUCATION	<i>A fourth-year student at the evening department of the Institute of Foreign Relations (MGIMO) International Economy 1994-1995</i>
7. COURSES AND PROFESSIONAL TRAINING	<i>Typing and computer courses 1994-1995</i> <i>Interpreting courses 1992-1995 - JSC, Poliphondis Securities</i>
8. WORK EXPERIENCE	<i>Assistant General Director 1995 - MADI Institute (Automobile Institute, Economics department) Translator/Interpreter, Office Assistant</i>
9. SALARY HISTORY	<i>\$ 700 per month including lunch</i>
10. COMPUTER SKILLS	<i>Word for Windows, EXCEL, Norton Commander</i>
11. PREVIOUS EXPERIENCE	<i>1. Oral and written translation</i> <i>2. Travel arrangement</i> <i>3. Meetings and negotiations arrangement</i> <i>4. Business letters and contracts making</i> <i>5. Carrying out administrative duties about the office</i> <i>6. Working with clients, marketing experience</i>



12. INTERPERSONAL
QUALITIES

*Good communication skills,
energetic, well-organised,
flexible,
friendly, honest, responsible,
intelligent*



3 AN INTERVIEW

1. Before you read the text on p 337 think of the questions you might be asked during an interview about:

- | | |
|-------------------------------|---|
| 1. yourself | 9. your strong points |
| 2. your family | 10. your weak points |
| 3. your education | 11. adaptability |
| 4. your friends | 12. flexibility |
| 5. your hobbies | 13. responsibility |
| 6. your previous job | 14. ambition |
| 7. your interests and talents | 15. your failures and experience of overcoming them |
| 8. business you plan to have | |

2. What kind of questions would you like to ask the interviewer? Think of possible questions concerning:

- | | |
|--------------------|-------------------------------------|
| 1) your future job | 4) your promotion |
| 2) your coworkers | 5) your duties |
| 3) your salary | 6) possible difficulties (problems) |

3. What kind of clothing would you wear if you got an invitation for an interview? Perhaps some hints from below will help you. Try to choose the proper clothes and colour. Remember that your personal appearance sends a message even before you have an opportunity to shake hands with your interviewer.

Women's clothing

a blouse
a skirt
1) a mini-skirt
2) a pleated skirt
a jacket
a waistcoat
a pullover
a trousers suit
a suit
a dress
an evening dress
a lady's hat
a coat

walking shoes
sandals
high-heeled shoes
boots

Men's clothing

a shirt (with long sleeves
short sleeves)
a T-shirt
a waistcoat
trousers
the jeans
a jacket
1) double-breasted
2) single-breasted
a suit
a sport suit, a windcheater (jacket)
a sweater
evening dress coat (tails)
a tie

a broach
a bracelet



rings
beads
earrings, clips
a pin (golden, silver)

Colours

white	blue	red	grey (gray <i>AmE</i>)
black	navy-blue	pink	lilac
brown	dark-blue	yellow	orange
			green

HOW TO BEHAVE DURING AN INTERVIEW

It's evident that getting a job depends on many factors, among them writing a strong job application and CV or resume. Your behaviour during an interview, however, is often the best and often the most important stage in getting a job.

Interviews may be conducted by one or by several people.

The interview is an opportunity for the applicant to project his/her personality and convince the interviewers of his/her suitability for the job.

1. Pay attention to the way you are dressed.

When you are properly dressed you demonstrate respect and consideration for those with whom you interact.

Your hairstyle, nails and choice of cosmetics will contribute to your appearance.

Your clothing should meet the requirements of business style. It's very important that you should feel comfortable in your suit.

2. Be ready to speak about yourself. Your words should contain something to make people take notice of you. Describe briefly your experience at previous jobs and the good results you achieved there.

3. A standard question you may be asked — "Why are you looking for a job?" You should be ready to offer reasons which sound convincing.

4. You should organize your thoughts logically, have self-confidence, and never distort facts or try to persuade people to your way of thinking.

5. You must be ready to answer some unexpected questions: "What are your strong points?" and "What are your weak points?"

Your speech should be illustrated with clear examples. When speaking about your failures or mistakes be sure to emphasize the conclusion you have drawn after analyzing your failures and what they taught you.

Just remember that the capacity to overcome failures and analyze mistakes is valuable to any company.

6. You may be asked what you can do for the company or how you see your future duties. You should learn as much as possible about the company you are dealing with. If possible quote concrete figures or examples so that the interviewer will appreciate the extent of your contribution.

7. What salary are you expecting?

Think of concrete figures – you should base your answer on the average salary of other employees with your qualification.



8. Be ready for practical tests - if you apply for a job as a salesmanager you may be asked to sell something or to express your opinion about how to settle a conflict in a hypothetical situation.

9. At the end of the interview you may ask some questions. You should enquire about what your future job will entail, what possible difficulties there are in store for you, and what the other staff members are like.

10. Some more advice:

1) Never be late. Even if you come too early, it is better to walk around outside than to bother the interviewer about what you should do for the next 20–15 minutes.

2) Remember that your speech should be more than mere words. How you speak sometimes is not as important as what you say.

3) Be yourself – just speak the way you speak with your friends. Try to overcome your nervousness. You can learn to control your nervousness rather than let it get the better of you. Try to accept nervousness as a natural way of helping you to be alert and do your best. Remember it is normal and natural for you to be a little nervous. As you speak, smile and try to change your facial expression to convey the emotions that you feel. A smile coupled with good posture can work wonders.

4) Much attention should be paid to eye contact. You should not look at the floor or at the ceiling. Look into the eyes of the people you are talking to.

Your speech is certain to be enthusiastic and lively.

Now think what kind of person you are.

You may use the following words to describe yourself and other people:

to be reliable

to be adaptable

to be energetic

to be hardworking

to be experienced

to be modest

to be practical

to be punctual

to be well-organised

to be flexible

to be friendly

to be honest

to be responsible

to be patient

to be independent

to be sociable

to be intelligent

to be loyal

to be professional

to be ambitious

to be communicative

to be sensitive

to be romantic

to be helpful

What do we mean

1) when we say that a person is:

– *reliable, hardworking, sociable, helpful, ambitious, friendly, professional, experienced?*

2) when we say that a person is:

– *unreliable, dependent, unfriendly, inexperienced, dishonest, indifferent, unsuccessful, irresponsible, helpless, inflexible?*

Translate the following words and if you can say in what context you can use them:

to apply

application

applicant

to advertise

advertisement

advertiser

to interview

an interview

interviewer

interviewee

to employ

employment

to appear

appearance

to suit (a suit)

suitability



employer
employee

to disappear

suitable

Role Play

Several days ago an advertisement for a job appeared in the newspaper *Moscow Times*. Some of you decided to apply for this job, while the others are going to be interviewers. The applicants will have to write application letters and CVs and later they will be called for an interview one at a time. Finally, the successful applicant will be called back into the interview room and offered the job.

Book-keeper

A well-established British company requires a bookkeeper/secretary for their new office in Moscow. The book-keeper/secretary must be bilingual in Russian and English and experienced in computer science. Competitive salary with a challenge to grow.

Write enclosing CV to

Mr. J. Smith School House
Halshead Road
Paynton BVG 8MN.

The list of roles

1. INTERVIEWER, the head of the Personnel Department.
2. INTERVIEWER, the Personnel manager.
3. APPLICANTS.

The description of the roles

John (Irene) Smith, the head of the Personnel Department

Before interviewing the applicants look through their CVs and application letters, decide what questions to ask and prepare to explain the job advertised and to say what the person will have to do. The contract is for one year. You think that the person should be friendly and have a nice personality.

Experience is not of vital importance – you have your own training program. Analyze the results of the interviews, choose the most suitable applicant and announce your decision to the applicants.

Paul (Nora) Williams, the personnel manager

Before interviewing the applicants, look through their CVs and application letters, decide what questions to ask and prepare to explain the job advertised and to say what the person will have to do. You are supposed to take notes (name, appearance, general impression, speech, answers to questions - you could give each applicant points out of ten for each of the above).



Offer applicants an opportunity to put questions to you. You think that the person should have some experience, must be energetic, ambitious and enthusiastic. You are interested in the results of his or her studies. Analyze the results of the interviews, discuss them with your colleagues, choose the most suitable applicant and announce your decision to the applicants.

Applicants

You are to use your own names and background. If you like you can add some details, write an application letter. Be ready to answer the questions of the interviewers and to ask your own questions about the job. Do not forget to say "Congratulations" to the person who finally gets the job.

Текущий контроль	
Контроль по теме 5	
Содержание задания для текущего контроля	Контроль проводится в форме письменной работы - составление CV и устной форме - ролевой игры «Интервью» Тема 5. Собеседование.
Требования к выполнению задания	1. Преподаватель задает любой вопрос из списка. Ответы на вопросы даются в устной форме. 2. На ответ обучающемуся дается 2 минуты.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Ответ неполный. Существуют грамматические и фонетические ошибки. - удов, Ответ достаточно полный, но вопрос не раскрыт полностью. Есть грамматические и фонетические неточности. – хор, Ответ полный, содержательный. Нет грамматических и фонетических ошибок. - отл. Предел длительности всего контроля-30 минут. Предел длительности ответа на каждый вопрос 2 минуты.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

4. For questions 1-12, read the text and decide which answer (A, B, C or D) best fits each gap.

Exploit before you explore

Publicly available data on company 1_____ offer no simple 2_____ that captures the 3_____ between exploration and exploitation for many industries over time. We decided, therefore, to look at multiple 4_____. To measure exploration, we used R&D spending as a percentage of sales and patents issued as a percentage of sales. For exploitation, we used return on equity, return on sales, and return on investment. historical 5_____ of the companies reveals a clear 6_____ : Though they did not neglect exploration, as a strategy the gold medalists consistently chose to pursue exploitation efforts over 7_____ initiatives. It seems



that companies can compensate for insufficient exploration capabilities by being more 8 _____ exploiters. But they are not able, 9 _____ the long run, to make up for a lack of exploitation 10 _____ through better exploration. In other words, great companies don't 11 _____ their way to growth - they grow by efficiently exploiting the 12 _____ potential of existing 126 innovations.

- | | | | |
|-------------------------|-----------------------|------------------------|---------------------|
| 1 A. fulfillment | B. performance | C. operation | D. action |
| 2 A. measure | B. extent | C. range | D. scope |
| 3 A. stress | B. straining | C. tension | D. strain |
| 4 A. merits | B. metrics | C. values | D. worth |
| 5 A. analysis | B. examination | C. review | D. report |
| 6 A. prototype | B. pattern | C. suit | D. figure |
| 7 A. exploration | B. research | C. study | D. survey |
| 8 A. effective | B. effectual | C. efficacious | D. efficient |
| 9 A. to | B. under | C. with | D. over |
| 10 A. abilities | B. liabilities | C. capabilities | D. faculty |
| 11 A. innovate | B. modernize | C. renovate | D. alternate |
| 12 A. total | B. fullest | C. complete | D. absolute |

5. For questions 1-6, read the texts and decide which answer (A, B, C or D) best fits each gap.

THE EURO SYMBOL

Taxpayers in Europe are in debt to Jean-Pierre Malivoir. Instead of 1 _____ a host of highly paid designers to 2 _____ ideas for a symbol for the euro, this European Commission official 3 _____ to work and got the job done for nothing.

The symbol had to be immediately recognizable and easy to write. The eventual design slipped through without much discussion at a meeting that had been 4 _____ to discuss other issues. Perhaps as much by 5 _____ as judgment, Malivoir's design achieved instant acceptance. Like many successful symbols, it was very simple. It was inspired by the Greek letter epsilon, with two simple horizontal lines 6 _____ it.

- | | | | | |
|---|------------------------|-------------------------|--------------------|-------------------|
| 1 | A. charging | B. commissioning | C. entrusting | D. electing |
| 2 | A. bring about | B. come up with | C. give rise to | D. make up |
| 3 | A. put | B. sent | C. came | D. set |
| 4 | A. collected | B. congregated | C. convened | D. assembled |
| 5 | A. chance | B. accident | C. fortune | D. luck |
| 6 | A. drawn across | B. drawn around | C. written across | D. written around |

6. For questions 1-6, read the texts and decide which answer (A, B, C or D) best fits each gap.

KNOWING WHEN TO GO

Fans are generally taken 1 _____ when a famous actor or actress suddenly 2 _____ the profession at the height of his or her career. Greta Garbo, who made her last film when she was not yet 40, was a notable 3 _____ in point.

Sportsmen and women face this decision earliest. Though they generally have evidence that their powers are in 4 _____ very few have the self-awareness to get out while the going is still 5 _____.



Politicians are perhaps the last to realize that the game is up. As long as they can 6 _____ on to power, they refuse to accept the advice of party members, no doubt suspecting that it is prompted by their colleagues' own ambitions!

- | | | | | |
|---|-----------------|-------------------|--------------------|-----------------|
| 1 | A. surprised | B. astonished | C. unawares | D. unexpected |
| 2 | A. quits | B. withdraws | C. resigns | D. vacates |
| 3 | A. case | B. type | C. example | D. illustration |
| 4 | A. decrease | B. decline | C. descent | D. decay |
| 5 | A. fine | B. well | C. good | D. fair |
| 6 | A. keep | B. stick | C. fasten | D. hang |

7. For questions 1-7, read the texts and decide which answer (A, B, C or D) best fits each gap.

SHOULD WE TRUST THE EXPERTS?

As usual, the gurus of the stock market are making their 1 _____ for the coming year, but this year their air of infallibility may not be enough to 2 _____ their dismal failure last time. Not one of them correctly forecast that the market would 3 _____ rather than rise. The main reason for this is that they are naturally biased in favor of expansion, partly because, by the 4 _____ of averages, shares tend to rise but also because they have a personal interest in being optimistic. If the 5 _____ market is 6 _____ they can expect a bonus; if it falls through the 155, their jobs may go with it. They would like us to believe that things can only get better.

- | | | | | |
|---|-------------------|-----------------------|------------------|---------------|
| 1 | A. expectations | B. predictions | C. presentiments | D. warnings |
| 2 | A. dress | B. cloak | C. bury | D. cover |
| 3 | A. fade | B. drop | C. fall | D. sink |
| 4 | A. norm | B. rule | C. code | D. law |
| 5 | A. stock | B. bond | C. venture | D. capital |
| 6 | A. booming | B. busting | C. rocking | D. jumping |
| 7 | A. ground | B. bottom | C. floor | D. foot |

8. Translate

Economic Concepts for the Social Sciences

This book presents some of the key economic concepts that have guided economic thinking in the last century and identifies which concepts will continue to direct economic thought in the coming decades. It is written in an accessible manner and is intended for a wide audience with little or no formal training in economics.

This treatment will interest economists who want to reflect on the direction of the discipline and to learn about achievements in other subfields. The author imparts his enthusiasm for the economic way of reasoning and its wide applicability. Through the abundant use of illustrations and examples, he makes concepts understandable and relevant. Topics include game theory, market failures, asymmetric information, endogenous growth theory, general equilibrium, rational expectations, and the new institutional economics. Gold is where you find it. This book is solid gold. Clearly, cogently, and cleverly introducing the structure of economic analysis without mathematics, Sandler presents a challenging and comprehensive



guide to how to think about the general problems that we face in the broad realm of politics, economics, and policy. This book is a definite treasure for students in politics, sociology, and economics.

Текущий контроль	
Тема 6. Деловые встречи.	
Содержание задания для текущего контроля	Контроль проводится в письменной работы - письменный перевод учебных текстов
Требования к выполнению задания	1. Текст на иностранном языке предоставляется в распечатанном виде. 2. На ответ обучающемуся дается 30 минут.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Перевод не соответствует содержанию - удов, Перевод соответствует содержанию. Есть лексические неточности. – хор, Перевод полностью соответствует содержанию. - отл. Предел длительности всего контроля-60 минут.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

4. Оценочные средства промежуточной аттестации (зачет)

Who came up with the idea of “globalization of markets”?

What are the main categories of employee?

What causes stress at work? How should employees deal with work-related stress?

What is recommended when asking for a pay raise?

What is a brand?

What is the essence of brand management?

What are the keys to marketing your business?

What is soft and hard sell?

What are the basics of Customer Care and Customer Satisfaction?

What makes some companies best and some companies worst?

What is Innovative Marketing?

How do companies increase cultural awareness?

What personal characteristics are necessary for success in your chosen field?

Are you going to take a full time or correspondence course?

How will you manage to support yourself while studying?

Will you find it difficult to live on your grant?

Why are people nice to each other?

What do you know about social play among animals?

How can morality help animals and humans?



What does it mean 'to be moral in our relations with nature'?
How do mobile phones affect people's behaviour?
Why is the mobile turning into an enemy rather than a helpmate?
How can it become a menace rather than a convenience?

Промежуточная аттестация (зачет)	
Контроль по темам 1- 6	
Содержание задания для промежуточной аттестации	Контроль проводится в форме беседы
Требования к выполнению задания	1. Преподаватель задает любой вопрос из списка. Ответы на вопросы даются в устно-письменной форме. 2. На ответ обучающемуся дается 20 минут.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Ответ неполный. Существуют грамматические и фонетические ошибки. - удов, Ответ достаточно полный, но вопрос не раскрыт полностью. Есть грамматические и фонетические неточности. – хор, Ответ полный, содержательный. Нет грамматических и фонетических ошибок. - отл. Предел длительности всего контроля-30 минут. Предел длительности ответа на каждый вопрос 2 минуты.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

5. Оценочные средства кандидатского экзамена

5.1 Требования по видам речевой коммуникации

Говорение

К концу обучения аспирант (соискатель) должен владеть подготовленной, а также неподготовленной монологической речью, уметь делать резюме, сообщения, доклад на иностранном языке; диалогической речью в ситуациях научного, профессионального и бытового общения в пределах изученного языкового материала и в соответствии с избранной специальностью.

Аудирование

Аспирант (соискатель) должен уметь понимать на слух оригинальную монологическую и диалогическую речь по специальности, опираясь на изученный языковой материал, фоновые страноведческие и профессиональные знания, навыки языковой и контекстуальной догадки.

Чтение

Аспирант (соискатель) должен уметь читать, понимать и использовать в своей научной работе оригинальную научную литературу по специальности, опираясь на изученный языковой материал, фоновые страноведческие и профессиональные знания и



навыки языковой и контекстуальной догадки. Аспирант (соискатель) должен овладеть всеми видами чтения (изучающее, ознакомительное, поисковое и просмотровое).

Письмо

Аспирант (соискатель) должен владеть умениями письма в пределах изученного языкового материала, в частности уметь составить план (конспект) прочитанного, изложить содержание прочитанного в форме резюме; написать сообщение или доклад по темам проводимого исследования.

Языковой материал

Виды речевых действий и приемы ведения общения

При отборе конкретного языкового материала необходимо руководствоваться следующими функциональными категориями:

Передача фактуальной информации: средства оформления повествования, описания, рассуждения, уточнения, коррекции услышанного или прочитанного, определения темы сообщения, доклада и т.д.

Передача эмоциональной оценки сообщения: средства выражения одобрения/неодобрения, удивления, восхищения, предпочтения и т.д.

Передача интеллектуальных отношений: средства выражения согласия/несогласия, способности/неспособности сделать что-либо, выяснение возможности/невозможности сделать что-либо, уверенности/неуверенности говорящего в сообщаемых им фактах.

Структурирование дискурса: оформление введения в тему, развитие темы, смена темы, подведение итогов сообщения, инициирование и завершение разговора, приветствие, выражение благодарности, разочарования и т.д.;

владение основными формулами этикета при ведении диалога, научной дискуссии, при построении сообщения и т.д.

Фонетика

Интонационное оформление предложения: словесное, фразовое и логическое ударения, мелодия, паузация; фонологические противопоставления, релевантные для изучаемого языка: долготы/краткость, закрытость/открытость гласных звуков, звонкость/глухость конечных согласных и т.п.

Лексика

К концу обучения, предусмотренного данной программой, лексический запас аспиранта (соискателя) должен составить не менее 5500 лексических единиц с учетом вузовского минимума и потенциального словаря, включая примерно 500 терминов профилирующей специальности.

Грамматика

Порядок слов простого предложения. Сложное предложение: сложносочиненное и сложноподчиненное предложения. Союзы и относительные местоимения. Эллиптические предложения. Бессоюзные придаточные. Употребление личных форм глагола в активном и пассивном залогах. Согласование времен. Функции инфинитива: инфинитив в функции подлежащего, определения, обстоятельства. Синтаксические конструкции: оборот «дополнение с инфинитивом» (объектный падеж с инфинитивом); оборот «подлежащее с инфинитивом» (именительный падеж с инфинитивом); инфинитив в функции вводного члена; инфинитив в составном именном сказуемом (be + инф.) и в составном модальном сказуемом; (оборот «for + smb. to do smth.»). Сослагательное наклонение. Модальные глаголы. Модальные глаголы с простым и перфектным инфинитивом. Атрибутивные комплексы (цепочки существительных). Эмфатические (в том числе инверсионные) конструкции в форме Continuous или пассива; инвертированное придаточное уступительное или причины; двойное отрицание. Местоимения, слова-



заместители (that (of), those (of), this, these, do, one, ones), сложные и парные союзы, сравнительно-сопоставительные обороты (as ... as, not so ... as, the ... the).

5.2. Структура кандидатского экзамена

Кандидатский экзамен по иностранному языку проводится в два этапа: на *первом этапе* аспирант (соискатель) выполняет письменный перевод научного текста по специальности. Объем текста – 15 000 печатных знаков.

Успешное выполнение письменного перевода является условием допуска ко второму этапу экзамена. Качество перевода оценивается по зачетной системе. *Второй этап* экзамена проводится устно и включает в себя три задания:

1. Изучающее чтение оригинального текста по специальности. Объем 2500–3000 печатных знаков. Время выполнения работы – 45–60 минут. Форма проверки: передача извлеченной информации осуществляется на иностранном языке.

2. Беглое (просмотровое) чтение оригинального текста по специальности. Объем – 1000–1500 печатных знаков. Время выполнения – 2–3 минуты. Форма проверки – передача извлеченной информации на иностранном языке.

Беседа с экзаменаторами на иностранном языке по вопросам, связанным со специальностью и научной работой аспиранта (соискателя).

5.3. Содержание кандидатского экзамена по иностранному языку

На кандидатском экзамене аспирант (соискатель) должен продемонстрировать умение пользоваться иностранным языком как средством профессионального общения в научной сфере.

Аспирант (соискатель) должен владеть орфографической, орфоэпической, лексической и грамматической нормами изучаемого языка и правильно использовать их во всех видах речевой коммуникации, в научной сфере в форме устного и письменного общения.

Говорение

На кандидатском экзамене аспирант (соискатель) должен продемонстрировать владение подготовленной монологической речью, а также неподготовленной монологической и диалогической речью в ситуации официального общения в пределах программных требований.

Оценивается содержательность, адекватная реализация коммуникативного намерения, логичность, связность, смысловая и структурная завершенность, нормативность высказывания.

Чтение

Аспирант (соискатель) должен продемонстрировать умение читать оригинальную литературу по специальности, опираясь на изученный языковой материал, фоновые страноведческие и профессиональные знания, навыки языковой и контекстуальной догадки.

Оцениваются навыки изучающего, а также поискового и просмотрового чтения.

В первом случае оценивается умение максимально точно и адекватно извлекать основную информацию, содержащуюся в тексте, проводить обобщение и анализ основных положений предъявленного научного текста для последующего перевода на язык обучения, а также составления резюме на иностранном языке.

Письменный перевод научного текста по специальности оценивается с учетом общей адекватности перевода, то есть отсутствия смысловых искажений, соответствия норме и узусу языка перевода, включая употребление терминов.



Резюме прочитанного текста оценивается с учетом объема и правильности извлеченной информации, адекватности реализации коммуникативного намерения, содержательности, логичности, смысловой и структурной завершенности, нормативности текста.

При поисковом и просмотром чтении оценивается умение в течение короткого времени определить круг рассматриваемых в тексте вопросов и выявить основные положения автора.

Оценивается объем и правильность извлеченной информации.

Промежуточный контроль	
Кандидатский экзамен (1 часть)	
Содержание задания для текущего контроля	Контроль проводится в письменной работы - письменный перевод учебных текстов
Требования к выполнению задания	1. Текст предоставляется в распечатанном виде. 2. На ответ обучающемуся дается 30 минут.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Перевод не соответствует содержанию – не зачтено, Перевод соответствует содержанию. Есть лексические неточности. – зачтено, Перевод полностью соответствует содержанию. - зачтено.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.

Промежуточный контроль	
Кандидатский экзамен (2 часть)	
Содержание задания для текущего контроля	Контроль проводится в письменной работы - письменный перевод учебных текстов
Требования к выполнению задания	1. Текст предоставляется в распечатанном виде. 2. На подготовку обучающемуся дается 30 минут.
Критерии оценки по содержанию и качеству	Пороги оценок (количество правильных ответов) Перевод не соответствует содержанию - удов, Перевод соответствует содержанию. Есть лексические неточности. – хор, Перевод полностью соответствует содержанию. - отл. Предел длительности всего контроля-60 минут.
Методика обработки и форматы представления результатов оценочных процедур	1. Результаты оценочной процедуры представляются обучающимся в срок не позднее 1 недели после проведения процедуры. Форма представления – запись в электронном журнале.