


ФГБОУ ВО «БАШКИРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»
ФИЛОЛОГИЧЕСКИЙ ФАКУЛЬТЕТ

Утверждено:
на заседании кафедры
протокол № 11 от «01» июля 2021 г.

Зав. кафедрой  / А.Р. Мухтаруллина

Согласовано:
Председатель УМК института

 / Р.А. Гильмутдинова

РАБОЧАЯ ПРОГРАММА ДИСЦИПЛИНЫ (МОДУЛЯ)

Иностранный язык


обязательная часть

программа специалитета

Специальность
38.05.01 Экономическая безопасность

Специализация
Экономико-правовое обеспечение экономической безопасности

Квалификация
специалист

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Для приема: 2021 г.

Уфа 2021 г.

Составитель / составители: С.В. Кобызева

Рабочая программа дисциплины утверждена на заседании кафедры иностранных языков гуманитарных факультетов, протокол № 11 от «01» июля 2021 г.

Заведующий кафедрой



/ А.Р. Мухтаруллина/

Дополнения и изменения, внесенные в рабочую программу дисциплины, утверждены на заседании кафедры _____, протокол № ____ от « ____ » _____ 20 _ г.

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Список документов и материалов

1. Перечень планируемых результатов обучения по дисциплине, соотнесенных с установленными в образовательной программе индикаторами достижения компетенций
2. Цель и место дисциплины в структуре образовательной программы
3. Содержание рабочей программы (объем дисциплины, типы и виды учебных занятий, учебно-методическое обеспечение самостоятельной работы обучающихся)
4. Фонд оценочных средств по дисциплине
 - 4.1. Перечень компетенций и индикаторов достижения компетенций с указанием соотнесенных с ними запланированных результатов обучения по дисциплине. Описание критериев и шкал оценивания результатов обучения по дисциплине.
 - 4.2. Типовые контрольные задания или иные материалы, необходимые для оценивания результатов обучения по дисциплине, соотнесенных с установленными в образовательной программе индикаторами достижения компетенций. Методические материалы, определяющие процедуры оценивания результатов обучения по дисциплине.
5. Учебно-методическое и информационное обеспечение дисциплины
 - 5.1. Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины
 - 5.2. Перечень ресурсов информационно-телекоммуникационной сети «Интернет» и программного обеспечения, необходимых для освоения дисциплины, включая профессиональные базы данных и информационные справочные системы
6. Материально-техническая база, необходимая для осуществления образовательного процесса по дисциплине

1. Перечень планируемых результатов обучения по дисциплине, соотнесенных установленными в образовательной программе индикаторами достижения компетенций

По итогам освоения дисциплины обучающийся должен достичь следующих результатов обучения:

Категория (группа) компетенции (при наличии ОПК)	Формируемая компетенция (с указанием кода)	Код и наименование индикатора достижения компетенции	Результаты обучения по дисциплине
Коммуникация	УК-4. Способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия.	ИУК 4.4 Знает: правила и закономерности личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на русском и иностранном(ых) языках в организации академического и профессионального взаимодействия; существующие профессиональные сообщества для профессионального взаимодействия.	Знает: правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия.
		ИУК 4.5 Умеет создавать на русском и иностранном(ых) языках письменные тексты научного и официально-делового стилей речи в сфере профессиональной деятельности; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях; осуществлять коммуникацию посредством информационно-коммуникационных технологий.	Умеет: читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях.
		ИУК 4.6 Владеет: методикой межличностного делового общения на иностранном(ых) языках с применением профессиональных языковых форм, средств и современных коммуникативных технологий.	Владеет: иностранным(и) языком(ами) в объеме, достаточном для работы с оригинальной профессионально ориентированной литературой, для осуществления деловых контактов.

2. Цель и место дисциплины в структуре образовательной программы

Дисциплина «Иностранный язык» относится к обязательной части.
Дисциплина изучается на 1 курсе в 1-2 семестрах.

Целью освоения дисциплины «Иностранный язык» является формирование языковой и коммуникативной компетенции, уровень которой на отдельных этапах языковой подготовки позволяет использовать иностранный язык в профессиональной деятельности.

3. Содержание рабочей программы (объем дисциплины, типы и виды учебных занятий, учебно-методическое обеспечение самостоятельной работы обучающихся)

Содержание рабочей программы представлено в Приложении 1.

4. Фонд оценочных средств по дисциплине

4.1. Перечень компетенций и индикаторов достижения компетенций с указанием соотношенных с ними запланированных результатов обучения по дисциплине. Описание критериев и шкал оценивания результатов обучения по дисциплине.

УК-4 - способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия.

Код и наименование индикатора достижения компетенции	Результаты обучения по дисциплине	Критерии оценивания результатов обучения	
		«Не зачтено»	«Зачтено»
ИУК 4.4 Знает: правила и закономерности личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на русском и иностранном(ых) языках в организации академического и профессионального взаимодействия; существующие профессиональные сообщества для профессионального взаимодействия.	Знает: правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия.	Не знает правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия.	Знает правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия, но допускает незначительные ошибки.
ИУК 4.5 Умеет: создавать на русском и иностранном(ых) языках письменные тексты научного и официально-делового стилей речи в сфере профессиональной деятельности; представлять результаты академической и профессиональной деятельности на различных научных	Умеет: читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять	Не умеет читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных	Умеет читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и

мероприятиях; осуществлять коммуникацию посредством информационно-коммуникационных технологий.	результаты академической и профессиональной деятельности на различных научных мероприятиях.	научных мероприятиях.	профессиональной деятельности на различных научных мероприятиях, но допускает незначительные ошибки.
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УК-4 - способен применять современные коммуникативные технологии, в том числе на иностранном(ых) языке(ах), для академического и профессионального взаимодействия.

Код и наименование индикатора достижения компетенции	Результаты обучения по дисциплине	Критерии оценивания результатов обучения			
		2 («Не удовлетворительно»)	3 («Удовлетворительно»)	4 («Хорошо»)	5 («Отлично»)
ИУК 4.4 Знает: правила и закономерности личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на русском и иностранном(ых) языках в организации академического и профессионального взаимодействия; существующие профессиональные сообщества для профессионального взаимодействия.	Знает: правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия.	Не знает правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия.	В целом знает правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия, но допускает значительные ошибки.	Знает правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации академического и профессионального взаимодействия, но допускает незначительные ошибки.	Демонстрирует целостные знания правил построения личной и деловой устной и письменной коммуникации; современных коммуникативных технологий на иностранном(ых) языках в организации академического и профессионального взаимодействия.
ИУК 4.5 Умеет: создавать на русском и иностранном(ых) языках письменные тексты научного и официально-делового стилей	Умеет: читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям	Не умеет читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового	В целом умеет читать и переводить тексты из зарубежных источников по ситуациям делового общения;	Умеет читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям	Умеет систематически использовать полученные знания при чтении и переводе из зарубежных источников

речи в сфере профессиональной деятельности; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях; осуществлять коммуникацию посредством информационно-коммуникационных технологий.	делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях.	общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях.	- выражать свои мысли в устной и письменной форме с использованием усвоенной лексики и грамматики для профессионального взаимодействия, но допускает значительные ошибки.	делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях, но допускает незначительные ошибки.	текстов научного и официально-делового стилей речи по ситуациям делового общения; при выражении своих мыслей в устной и письменной форме для академического и профессионального взаимодействия; а также в ходе представления результатов академической и профессиональной деятельности на различных научных мероприятиях.
ИУК 4.6 Владеет: методикой межличностного делового общения на иностранном(ых) языках с применением профессиональных языковых форм, средств и современных коммуникативных технологий.	Владеет: иностранным(и) языком(ами) в объеме, достаточном для работы с оригинальной профессионально ориентированной литературой, для осуществления деловых контактов.	Не способен систематически использовать полученные знания в процессе работы с оригинальной профессионально ориентированной литературой, а также в ходе осуществления деловых контактов.	В целом способен систематически использовать полученные знания в процессе работы с оригинальной профессионально ориентированной литературой, а также в ходе осуществления деловых контактов, но допускает значительные ошибки.	Способен систематически использовать полученные знания в процессе работы с оригинальной профессионально ориентированной литературой, а также в ходе осуществления деловых контактов, но допускает незначительные ошибки.	Способен систематически использовать полученные знания в процессе работы с оригинальной профессионально ориентированной литературой, а также в ходе осуществления деловых контактов.

4.2. Типовые контрольные задания или иные материалы, необходимые для оценивания результатов обучения по дисциплине, соотнесенных с установленными в образовательной программе индикаторами достижения компетенций. Методические материалы, определяющие процедуры оценивания результатов обучения по дисциплине.

Код и наименование индикатора достижения компетенции	Результаты обучения по дисциплине	Оценочные средства
ИУК 4.4 Знает: правила и закономерности личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на русском и	Знает: правила построения личной и деловой устной и письменной коммуникации; современные коммуникативные технологии на иностранном(ых) языках в организации	Устный опрос, тестирование, контрольная работа

иностранном(ых) языках в организации академического и профессионального взаимодействия; существующие профессиональные сообщества для профессионального взаимодействия.	академического и профессионального взаимодействия.	
ИУК 4.5 Умеет: создавать на русском и иностранном(ых) языках письменные тексты научного и официально-делового стилей речи в сфере профессиональной деятельности; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях; осуществлять коммуникацию посредством информационно-коммуникационных технологий.	Умеет: читать и переводить из зарубежных источников тексты научного и официально-делового стилей речи по ситуациям делового общения; выражать свои мысли в устной и письменной форме для академического и профессионального взаимодействия; представлять результаты академической и профессиональной деятельности на различных научных мероприятиях.	Устный опрос, тестирование, контрольная работа
ИУК 4.6 Владеет: методикой межличностного делового общения на иностранном(ых) языках с применением профессиональных языковых форм, средств и современных коммуникативных технологий.	Владеет: иностранным(и) языком(ами) в объеме, достаточном для работы с оригинальной профессионально ориентированной литературой, для осуществления деловых контактов.	Устный опрос, тестирование, контрольная работа

Критериями оценивания при *модульно-рейтинговой системе* являются баллы, которые выставляются преподавателем за виды деятельности (оценочные средства) по итогам изучения модулей (разделов дисциплины), перечисленных в рейтинг-плане дисциплины (*для экзамена*: текущий контроль – максимум 40 баллов; рубежный контроль – максимум 30 баллов, поощрительные баллы – максимум 10; *для зачета*: текущий контроль – максимум 50 баллов; рубежный контроль – максимум 50 баллов, поощрительные баллы – максимум 10).

Шкалы оценивания:

для экзамена:

от 45 до 59 баллов – «удовлетворительно»;

от 60 до 79 баллов – «хорошо»;

от 80 баллов – «отлично».

для зачета:

зачтено – от 60 до 110 рейтинговых баллов (включая 10 поощрительных баллов),
не зачтено – от 0 до 59 рейтинговых баллов).

Рейтинг – план дисциплины

Иностранный язык

Специальность 38.05.01 Экономическая безопасность

курс 1, семестр 1

Виды учебной деятельности студентов	Балл за конкретное задание	Число заданий за семестр	Баллы	
			Минимальный	Максимальный
Модуль 1. Современный офис: профессии, отделы, оргтехника				
Текущий контроль				25
1. Аудиторная работа	1	10		10
2. Устный опрос	5	3		15
Рубежный контроль				20
1. Письменная контрольная работа	20	1		20
Модуль 2. Банки. Кредиты. Деньги. Финансы				
Текущий контроль				25
1. Аудиторная работа	1	10		10
2. Устный опрос	5	3		15
Рубежный контроль				30
1. Письменная контрольная работа	20	1		20
2. Тестирование	10	1		10
Поощрительные баллы				
1. Студенческая олимпиада	5	1		5
2. Публикация статьи / Участие в научно-практической конференции	5	1		5
Посещаемость (баллы вычитаются из общей суммы набранных баллов)				
1.Посещение лекционных занятий			0	-6
2.Посещение семинарских занятий			0	-10
Итоговый контроль				
Зачет	-	-	-	-

Иностранный язык

Специальность 38.05.01 Экономическая безопасность

курс 1, семестр 2

Виды учебной деятельности студентов	Балл за конкретное задание	Число заданий за семестр	Баллы	
			Минимальный	Максимальный
Модуль 3. Налогообложение				
Текущий контроль				20
1. Аудиторная работа	1	8		8
2. Устный опрос	4	3		12
Рубежный контроль				10
1. Письменная контрольная работа	10	1		10
Модуль 4. Фондовые биржи. Ценные бумаги				
Текущий контроль				20
1. Аудиторная работа	1	8		8
2. Устный опрос	4	3		12
Рубежный контроль				20
1. Письменная контрольная работа	10	1		10
2. Тестирование	10	1		10
Поощрительные баллы				
1. Студенческая олимпиада	5	1		5
2. Публикация статьи / Участие в научно-практической конференции	5	1		5
Посещаемость (баллы вычитаются из общей суммы набранных баллов)				
1.Посещение лекционных занятий			0	-6
2.Посещение семинарских занятий			0	-10
Итоговый контроль				
Экзамен	30	1	-	30

Экзаменационные билеты

Структура экзаменационного билета.

Экзаменационный билет включает в себя три вопроса:

1. Выполнение практического (лексико-грамматического) задания.

2. Чтение и перевод текста.
3. Собеседование по прочитанному.

Пример экзаменационного билета:

Форма 1.4.-33

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ
УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
«БАШКИРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»

ФИЛОЛОГИЧЕСКИЙ ФАКУЛЬТЕТ

Специальность 38.05.01 «Экономическая безопасность»

Дисциплина Иностранный язык

ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № 2

1. Выполните практическое (лексико-грамматическое) задание.
2. Прочитать и перевести текст.
3. Собеседование по прочитанному.

Зав. кафедрой иностранных языков
гуманитарных факультетов

А.Р. Мухтаруллина

Кафедра иностранных языков гуманитарных факультетов

Типовые материалы к экзамену
Языковой материал (1 вопрос)

1. Имя существительное: род, число, падеж, артикли.
2. Имя прилагательное: степени сравнения.
3. Личные местоимения.
4. Указательные местоимения.
5. Предлоги времени, места, направления.
6. Настоящее простое время в действительном залоге.
7. Настоящее длительное время в действительном залоге.
8. Настоящее завершённое время в действительном залоге.
9. Прошедшее простое время в действительном залоге.
10. Прошедшее длительное время в действительном залоге.
11. Прошедшее завершённое время в действительном залоге.
12. Будущее простое время в действительном залоге.
13. Будущее длительное время в действительном залоге.
14. Будущее завершённое время в действительном залоге.
15. Настоящее простое время в страдательном залоге.
16. Настоящее длительное время в страдательном залоге.
17. Настоящее завершённое время в страдательном залоге.
18. Прошедшее простое время в страдательном залоге.
19. Прошедшее длительное время в страдательном залоге.
20. Прошедшее завершённое время в страдательном залоге.
21. Будущее простое время в страдательном залоге.
22. Будущее длительное время в страдательном залоге.

23. Будущее завершённое время в страдательном залоге.
24. Структура повествовательного предложения.
25. Типы вопросительных предложений и их структура.
26. Модальные глаголы.
27. Неличные формы глагола: инфинитив, герундий, причастие.
28. Местоимения some, any, no, every и их производные, few, a few, little, a little.

Примерный экзаменационный лексико-грамматический тест

- 1) My aunt _____ a waitress.
a) am b) is c) are d) does
- 2) She's got a headache so _____.
a) she rested b) she rest c) she's resting d) she's rested
- 3) I _____ work at 9 o'clock every day.
a) will begin b) am begin c) begin to d) begin
- 4) Paul is away. He _____ to Italy.
a) have gone b) has been c) has gone d) went
- 5) We _____ to the cinema two times last week.
a) go b) was gone c) went d) have gone
- 6) If you have any problems, we _____ to help you.
a) trying b) will try c) tried d) try
- 7) Tom fell asleep while he _____.
a) was reading b) read c) is reading d) reads
- 8) The new hotel _____ next year.
a) was built b) will build c) will be built d) will be builded
- 9) When I arrived at the party, Tom _____.
a) will have gone b) goes c) had gone d) has gone
- 10) I didn't see _____ there.
a) somebody b) anybody c) nobody d) something
- 11) She has been very kind, _____?
a) isn't she b) hasn't she c) wasn't she d) has she
- 12) They _____ an excellent play last Saturday.
a) had seen b) see c) was saw d) saw
- 13) Last Sunday _____ thousands of people on the beach.
a) there was b) it was c) they were d) there were
- 14) When _____, give her this book.
a) Ann will arrive b) Ann arrive c) Ann arrived d) Ann arrives
- 15) Would you like _____ coffee?
a) some b) an c) any d) no
- 16) I love London. I _____ there twice this year.
a) went b) was c) have been d) had been
- 17) We _____ an interesting film last night.
a) see b) saw c) was saw d) have seen
- 18) London is _____ than Rome.
a) as expensive b) more expensive c) expensive d) most expensive
- 19) If you have time, _____ for a walk.
a) we go b) we went c) we'll go d) we have gone
- 20) I _____ when the lights went out.
a) was working b) am working c) worked d) work

Темы экзаменационных текстов для перевода и обсуждения: (вопрос 2 и 3 билета)

1. Современный офис: профессии, отделы, оргтехника
2. Банки. Кредиты. Деньги
3. Налогообложение
4. Ценные бумаги. Фондовые биржи

5. Биография. Семья и друзья. Любимое занятие. Учеба в университете.
6. Страны: географическое положение, обычаи и традиции, культура, образование.
7. Поход по магазинам.
8. Путешествие: на вокзале, в аэропорту, в гостинице.
9. Защита окружающей среды.
10. Здоровый образ жизни: спорт, здоровой питание, режим труда и отдыха.

Примерные экзаменационные тексты (2 и 3 вопрос):

Bank and its classes

The major classes of banks are commercial and central banks. Commercial banks accept savings deposits, make loans and other investments, and offer financial services that facilitate the exchange of funds among individuals and institutions. In addition to the profit derived from the difference in the interest rates, commercial banks charge fees for various services. Central banks are involved in the issue of money and maintain the country's foreign currency reserves. Central banks maintain the accounts of other banks and supervise their activities. Central banks act as bankers to governments, as the designers to monetary and credit policies, and as lenders of last resort to commercial banks in the case of financial crisis. Central banks also play a significant psychological role as guarantors of the monetary system. Central banks may be nationalized organizations and are subject to government control, but some of them can have independence from government supervision.

Taxation

Tax is a compulsory levy on individuals and companies by the state to meet the expenses of the government. Taxation is imposition of compulsory levies on persons or entities by governments. **Classes of taxes.** Taxes are most commonly classified as either direct or indirect, an example of the former type being the income tax (inheritance tax, real estate tax) and of latter the sales tax (value-added tax, excise tax). Direct taxes are taxes on persons; they are aimed at the individual's ability to pay as measured by his income or his net wealth. Income taxes are levied on total personal net income in excess of some stipulated minimum. They are also adjusted to take into account the circumstances influencing the ability to pay of the individual, such as family status, number and age of children, and financial burdens resulting from illness. Income taxes are often levied at graduated rates, that is, at rates that rise as income rises. Inheritance taxes are taxes on the money or property that you give to someone else after you die.

Securities Markets

Securities are bought and sold at two types of securities markets: primary markets, which issue new securities, and secondary markets, where previously issued securities are bought and sold. If a company wants to sell a new issue of stock or bonds, it usually negotiates with an investment bank, or underwriter who sells the securities for it. The underwriter buys the securities from the corporation and resells then to individual investors through the secondary market. Organized securities exchanges have developed to make the buying and selling of securities easier. The securities exchanges consist of the individual investors, brokers, and intermediaries who deal in the purchase and sale of securities. Securities exchanges do not buy or sell securities, they simply provide the location and services for the brokers who buy and sell.

International Business Relations

What am I going to do after school or university? Maybe I should consider a job in the financial world. There is a surprisingly wide range to choose from. For example, I could work for a big international company, run my own International business research Agency or write about economics as a financial journalist. What features are characteristic of the world economy? You are about to begin an exciting, important and necessary task – the exploration of international business. It is exciting because it combines the science and the art of business with many other disciplines, such as economics, geography, history, language, jurisprudence, statistics and demography. International business is important and necessary because economic isolation has become impossible. Failure to become a part of the global market assures a nation of declining economic influence and a deteriorating standard of living for its citizens.

Maximsise your time

The simplest changes in your life style can mean you are more able to make the most of your physical and emotional well-being. Give yourself more time to relax. You don't know where your time goes, do you? A few changes will help you gain extra hours. Then you can reduce stress and indulge yourself.

Firstly, keep a time-sheet diary to note what you do each day and where you are wasting time. You will be able to streamline routines and save minutes that will easily improve your day.

I heard someone say that many of us so busy that if God wanted to speak to us, He would have to leave a message on our answering machine! Being overly busy is one of the reasons I began to study my working day opportunities. I became aware that I was in the out of control race, and it was not the best choice or the pace for me. My life style might be easier, I realised.

I paid close attention to what I do with my time and abilities... I thought about why I stood busy: I had too many demands on my life. I liked to feel needed. I liked the approval I got from others. It is still hard for me to say no. I felt guilty when I was not busy. Being busy relieved me of the need to make decisions about how I spent my time. Busyness gave me a sense of control over my life.

My dilemma is deeper than shortage of time; it is the problem of priorities.

When I had evaluated, I realized uneasily that I might have failed to do the important things. And I confessed to myself that I have left undone those things that I ought to have done; and I have done those things that I ought not to have done.

I want to spend time with work, but for the sake of good rest. Physical rest is very important, but we need inner rest – the peace and refreshment in our soul. It has been wisely noted that after spiritual rest we feel strengthened, patient.

As I run my daily race, what are the red flags that let me know when I am too busy? It is unwise to think that I'm doing best by constant activity at the cost of headache and broken rest, I am getting of the opinion that what I want is a higher quality of work, then I should have entire rest.

Today typical workweek has eight-hour days. A lot of non-work time is taken up with fulfilling family and social obligations. Most of us today run in the fast line of life. We choose this line for many reasons. We must examine the great weight of constant busyness for we will have difficulty in finishing our race at the speed with which some of us are running. I had to learn to run with the rest, comfort and refreshment that might be provided.

Britain

The North Sea, the Strait of Dover and the English Channel separate Great Britain from the continent.

Britain is a highly industrialized and developed country. Britain lives by manufacture and trade. For every two persons employed in agriculture eleven people are employed in mining, manufacturing and building (about 80 % of the population is urban).

The UK is one of the world's largest exporters of manufactured goods per head of population.

Apart from coal and iron ore Britain has very few natural resources and mostly depends on imports. Its agriculture provides only half the food it needs. The other half and most of the raw materials for its industries such as oil and various metals have to be imported. Britain also has to import timber, cotton, fruit and farm products.

In the past century Britain secured a leading position in the world as manufacturer, merchant and banker. After World War I the world demand for the products of Britain's traditional industries fell off, and Britain began expanding trade in new engineering products and electrical goods. Britain mostly produces articles requiring skilled labour, such as precision instruments, electronic equipment, chemicals, and high quality consumer goods.

Glasgow and Newcastle became great centres of shipbuilding. Lancashire produces cotton goods and Yorkshire woollens, with Sheffield concentrating on iron and steel. Birmingham developed light engineering. Great progress was made in the development of new industries, such as aircraft, automobile, electronic industries .A number of atomic reactors were made.

The Constitution of the UK developed over time and is not written in one place. It consists of various elements including laws made by Parliament, important court cases and established practices. The key principles of the Constitution are the rule of law (everyone is subject to the laws

of this land) and the sovereignty of Parliament. There are no restrictions on the laws that Parliament can pass).

Today, the monarch represents the people as the Head of the State in Britain, but the real power lies in parliament with the elected representatives of the people.

London, the capital of England, is one of the most cosmopolitan cities in the world. With its population of Indians, Pakistanis, Bangladeshis, Africans, West Indians, Cypriots, Chinese and much more it is in some ways as much a Commonwealth city as a British city. And it is, of course, an international centre for tourism. The tourist season in London, which was mainly in the summer months, is now all year round, and of the fifteen million people who visit Britain each year, most spend at least a few days in London.

But London is more than this. It is the centre of Government and the home of the Queen. It is also the financial centre of Britain. When people talk about "the city" they are referring not to London itself, but to a small area called the city of London. The City of London contains the Stock Exchange, the Bank of England, and all the major financial institutions. Over a million people enter the City in the daytime on business. At night it is practically deserted. In keeping with tradition no reigning monarch may enter the City without the permission of the Lord Mayor, whose functions are mainly ceremonial nowadays.

Although London is a city of monuments, history and traditions, its people are undoubtedly the most interesting feature. London is a big cultural centre. There are many clubs, the English "pub" (short for the public house) or "the local" is a significant national institution. For millions of Englishmen it is a regular lunch time meeting place, a club, a debating chamber, a television lounge, a show place and a refuge from the family. Pubs are quite respectable institutions, where women come unescorted.

Критерии оценивания результатов экзамена для очной формы обучения:

При выставлении баллов за экзамен экзаменатор руководствуется следующими критериями:

Вопросы	Критерии оценки	Распределение баллов
Вопрос 1 (20 заданий)	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Итого за вопрос:		10 баллов
Вопрос 2 (10 предложений)	нет ответа/неточный перевод, фонетические ошибки/точный ответ	0/0,5/1
Итого за вопрос:		10 баллов
Вопрос 3 (10 высказываний)	нет ответа/лексико-грамматические, фонетические ошибки /точный ответ	0/0,5/1
Итого за вопрос:		10 баллов
Итого за экзамен:		30 баллов

Критерии оценивания результатов экзамена для заочной формы обучения:

Оценка «отлично» выставляется студенту, если студент дал правильные ответы на все вопросы экзаменационного билета, продемонстрировал целостные знания базовых грамматических структур; не допустил фонетические ошибки в произношении лексических единиц. Задания выполнены полностью без неточностей и ошибок. Студент владеет разговорными навыками, навыками понимания иноязычной речи; навыками работы с оригинальной литературой на иностранном языке, без затруднений ответил на все дополнительные вопросы.

Оценка «хорошо» выставляется студенту, если студент в целом ответил на вопросы экзаменационного билета, задания выполнены полностью. Студент способен использовать полученные знания при общении на иностранном языке, при понимании иноязычной речи,

при работе с оригинальной литературой на иностранном языке, однако допущены некоторые лексико-грамматические неточности и ошибки.

Оценка «удовлетворительно» выставляется студенту, если студент продемонстрировал фрагментарные знания базовых грамматических структур; допустил значительные фонетические ошибки в произношении лексических единиц. Практическая часть работы выполнена не полностью. Студент способен использовать полученные знания при общении на иностранном языке, при понимании иноязычной речи, при работе с оригинальной литературой на иностранном языке, но допускает значительные ошибки.

Оценка «неудовлетворительно» выставляется студенту, если ответ на экзаменационные вопросы свидетельствует о крайне неполном знании базовых грамматических категорий и явлений. Студент допускает значительное количество фонетических ошибок, не умеет участвовать в беседе, демонстрируя низкий уровень владения разговорными навыками, навыками понимания иноязычной речи, навыками работы с оригинальной литературой.

Типовые материалы к зачету

В рамках изучаемой дисциплины зачет является формой промежуточной аттестации.

При очной форме обучения студент считается аттестованным, если по итогам текущего и рубежного контроля он набрал необходимое (не менее 60) количество баллов (подробно см. Рейтинг-план дисциплины).

Языковой материал

1. Имя существительное: род, число, падеж, артикли.
2. Имя прилагательное: степени сравнения.
3. Личные местоимения.
4. Указательные местоимения.
5. Предлоги времени, места, направления.
6. Настоящее простое время в действительном залоге.
7. Настоящее длительное время в действительном залоге.
8. Настоящее завершённое время в действительном залоге.
9. Прошедшее простое время в действительном залоге.
10. Прошедшее длительное время в действительном залоге.
11. Прошедшее завершённое время в действительном залоге.
12. Будущее простое время в действительном залоге.
13. Будущее длительное время в действительном залоге.
14. Будущее завершённое время в действительном залоге.
15. Настоящее простое время в страдательном залоге.
16. Настоящее длительное время в страдательном залоге.
17. Настоящее завершённое время в страдательном залоге.
18. Прошедшее простое время в страдательном залоге.
19. Прошедшее длительное время в страдательном залоге.
20. Прошедшее завершённое время в страдательном залоге.
21. Будущее простое время в страдательном залоге.
22. Будущее длительное время в страдательном залоге.
23. Будущее завершённое время в страдательном залоге.
24. Структура повествовательного предложения.
25. Типы вопросительных предложений и их структура.
26. Модальные глаголы.
27. Неличные формы глагола: инфинитив, герундий, причастие.
28. Местоимения some, any, no, every и их производные, few, a few, little, a little.

Тестирование

В процессе проведения тестирования используются тестовые задания преимущественно закрытого типа. Каждое тестовое задание включает вопрос и 4-5 вариантов ответов к нему. Необходимо выбрать один ответ из предложенных вариантов. В одном тесте 25 вопросов.

Кроме того, в тесте имеются задания на соответствие, задания с кратким ответом (студент должен самостоятельно сформулировать ответ).

Тестирование выполняется в письменной форме / в системе централизованного тестирования БашГУ, пройдя по ссылке moodle.bashedu.ru / в личном кабинете обучающегося.

Примерный тест.

- 1) Though he has lost his title, we _____ always remember him.
a) would b) will c) did d) had
- 2) The man, _____ lives next door is very friendly.
a) who b) what c) where d) which
- 3) My friend _____ to the library every day.
a) goes b) am gone c) go d) is going
- 4) His father _____ very handsome.
a) have b) has c) are d) is
- 5) She _____ like figure skating very much.
a) don't b) isn't c) doesn't d) hasn't
- 6) I _____ understand the word "agree".
a) doesn't b) won't understand c) don't d) am not
- 7) Listen to those people. What language (they/speak)?
a) do they speak b) are they speaking c) are they speak d) have they spoken
- 8) Is there _____ in the classroom.
a) somebody b) some c) something d) anyone
- 9) She didn't tell _____ about her plans.
a) anyone b) nobody c) nothing d) somebody
- 10) Last month we _____ the National Gallery I London.
a) visit b) visited c) visits d) something
- 11) He _____ the performance we saw at the theatre on Tuesday.
a) hasn't liked b) didn't like c) don't like d) won't like
- 12) Susan _____ in Spain for her holiday last summer.
a) is b) were c) was d) had
- 13) My sister _____ never been to a football match.
a) hadn't b) haven't c) has d) have
- 14) Alan _____ his mobile phone. He cannot call you.
a) is losing b) loses c) will lose d) has lost
- 15) _____ you ever seen Surikov's paintings?
a) did b) have c) had d) do
- 16) I love London. I _____ there twice this year.
a) went b) was c) have been d) had been
- 17) When Ronald arrived at the party, Alice _____.
a) already left b) has already left c) had already left d) is already leaving
- 18) He (прочитал) already this book.
a) reads b) has read c) has to read d) had read
- 19) She has bought some bread and milk.
a) покупала b) покупает c) купила d) купит
- 20) Они послали письмо.
a) have to send b) have sent c) sent d) send
- 21) В этой лаборатории нет хорошего оборудования.
a) Is there good equipment in the lab?

- b) There is good equipment in the lab.
 c) There is no equipment in the lab.
 d) There is no good equipment in the lab.
- 22) На полке лежит какой-то журнал.
 a) The magazine is on the shelf.
 b) There is a magazine on the shelf.
 c) There are magazines on the shelf
 d) There is no magazine on the shelf.
- 23) There is no English class today.
 a) Сегодня нет занятий по английскому языку.
 b) Сегодня есть занятия по английскому языку.
 c) Занятия по английскому языку не каждый день.
 d) Я не посещаю занятия по английскому языку.
- 24) Are there ___ students in the reading room?
 a) some b) no c) anybody d) any
- 25) There are not _____ conveniences.
 a) some b) no c) any d) some

Критерии оценки тестовых заданий для очной формы обучения

Структура работы	Критерии оценки	Распределение баллов
Один вопрос теста (25 вопросов в варианте)	Неправильный ответ / Правильный ответ	0/0,4
Итого:		10 баллов

Критерии оценки тестовых заданий для заочной формы обучения

- 0-59 % правильных ответов – «не зачтено»
 60-100 % правильных ответов – «зачтено»

Контрольная работа

Цель проведения контрольной работы – оценка уровня языковой подготовки по итогам изучения дисциплины/модуля. Контрольная работа проводится в письменной форме.

Контрольная работа №1

I. a) Give Russian equivalents: To run a company, at the shareholders' meeting, capacity of memory, to earn big salaries, an accountant, a fascinating article, clerical staff, the sales department, a financier, to raise money.

b) Give English equivalents: Налоговый инспектор, валюта, работодатель, Совет Директоров, не будет ошибкой, в командировке, на переговорах, процентная ставка, филиал, я бы хотел.

II. Give synonyms to the following:

- 1) Scarcity
- 2) nowadays
- 3) certainly
- 4) unluckily
- 5) for instance
- 6) securities market
- 7) products
- 8) to rise
- 9) in my opinion
- 10) to decrease

III. Choose the right answer:

- 1) His brother is _____ than his friend.
a) tall b) taller c) the tallest d) the most tall
- 2) This comedy is _____ than that one.
a) interesting b) most interesting c) the most interesting d) more interesting
- 3) This shop is _____ than the one round the corner.
a) more expensive b) expensive c) the most expensive d) expensiver
- 4) Where is _____ snack bar, please?
a) the nearest b) the nearer c) the most nearest d) more nearer
- 5) How much is _____ flight to London?
a) cheaper b) cheapest c) the most cheap d) the cheapest

IV. Translate from English into Russian:

- 1) Our firm is going to provide a wide range of services.
- 2) We are going to sign a contract for the purchase of computers and printers.
- 3) Our employees are going to specialize in economics next month.
- 4) Are they going to meet at the presentation party?
- 5) Their party is not going to get support from the local companies.

Критерии оценивания контрольной работы для очной формы обучения:

Структура работы	Критерии оценки	Распределение баллов
Задание 1	нет ответа/неточный ответ/точный ответ	0/0,13/0,25
Задание 2	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Задание 3	нет ответа/неточный ответ/точный ответ	0/0,5/1
Задание 4	нет ответа / неточный ответ / точный ответ	0/0,5/1
Итого:		20 баллов

Контрольная работа №2

1. а) Раскройте скобки и употребите глагол в нужном времени, лице, числе и залоге; б) переведите текст письменно

Bank and its classes

Bank (to be) an institution that (to deal) in money and its substitutes and (to provide) other financial services. Banks (to accept) deposits and (to make) loans and (to make) a profit from the difference in the interest rates. They also (to have) the power to create money. The major classes of banks (to be) commercial and central banks. Commercial banks (to accept) savings deposits, (to make) loans and other investments, and (to provide) financial services that (to facilitate) the exchange of funds among individuals and institutions. In addition to the profit derived from the difference in the interest rates, commercial banks (to charge) fees for various services. Central banks (to involve) in the issue of money and (to maintain) the country's foreign currency reserves. Central banks (to maintain) the accounts of other banks and (to supervise) their activities. Central banks (to act) as bankers to governments, as the designers to monetary and credit policies, and as lenders of last resort to commercial banks in the case of financial crisis. Central banks also (to pay) a significant psychological role as guarantors of the monetary system. Central banks may be nationalized organizations and (to be) subject to government control, but some of them can have independence from government supervision.

2. Заполните пропуски предложениями, где это необходимо.

- 1) Thanks...computers you can get the necessary data...the touch ...the button.
- 2) Every employee has a computer connected...a printer.
- 3) Our firm tries to get support... the local government.
- 4) The Manager is a person...charge...the bank.
- 5) You must be a customer ... the bank because the money will be lent ... you...a bank account.
- 6) The principal and the interest...it may all become

due...payment...the end ...the fixed period but...personal loans it is common to arrange that the loan and interest are repaid...equal regular instalments...the period ...the loan.7) You should deposit your money...a bank. It is a great amount...money. 8) Interest is added either...a fixed rate...the duration...the loan or monthly...the outstanding balance. 9) Banks make payments...interest...deposits. 10) You must keep control...your finances to run your company successfully.

3. Переведите на английский язык следующие слова и выражения:

Хранить свободные денежные средства, денежные знаки и ценные бумаги, осуществлять операции, банковская система, выпускать в обращение, получать процент с кредита, выплачивать процент по депозитам, идти на рискованное финансирование, выплачивать вкладчикам проценты, предоставлять финансовые услуги.

Критерии оценивания контрольной работы для очной формы обучения:

Структура работы	Критерии оценки	Распределение баллов
Задание 1	а) нет ответа/неточный ответ/точный ответ	0/0,13/0,25
	б) - нет ответа	0
	- Обучающийся перевел менее половины текста, перевод содержит грубые лексико-грамматические ошибки.	1
	- Обучающийся перевел половину текста, перевод содержит грубые лексико-грамматические ошибки.	2
	- Обучающийся перевел текст полностью, но при выполнении задания продемонстрировал частичные знания лексико-грамматического материала.	3
	- Обучающийся перевел текст полностью, при выполнении задания допустил незначительные лексико-грамматические и фонетические ошибки.	4
	- При выполнении задания обучающийся продемонстрировал высокий уровень языковой подготовки.	5
Задание 2	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Задание 3	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Итого:		20 баллов

Контрольная работа № 3

1. а) Раскройте скобки и употребите глагол в нужном времени, лице, числе и залоге; б) переведите текст письменно.

Taxes and its classes

Tax (to be) a compulsory levy on individuals and companies by the state to meet the expenses of the government. Taxes most commonly (to classify) as either direct or indirect, an example of the former type being the income tax (inheritance tax, real estate tax) and of latter the sales tax (value-added tax, excise tax). Direct taxes (to be) taxes on persons; they (to aim) at the individual's ability to pay as measured by his income or his net wealth. Income taxes (to levy) on total personal net income in excess of some stipulated minimum. They also (to adjust) to take into account the circumstances influencing the ability to pay of the individual, such as family status, number and age of children, and financial burdens resulting from illness. Income taxes often (to levy) at graduated rates, that is, at rates that (to rise) as income (to rise). Inheritance taxes (to be) taxes on the money or property that you (to give) to someone else after you (to die). Real estate taxes (to be) taxes

imposed upon immovable property consisting of land, any natural resources, and buildings. Indirect taxation (to be) a system of collecting taxes by adding an amount to the price of goods and services that people (to buy). Sales tax (to be) a tax that you have to pay in addition to the cost of something you are buying. Value-added tax (to be) a tax on the rise in value of a product at each stage of manufacture and marketing. Value Added Tax (VAT) (to be) a Government tax. Everyone in Britain must (to pay) VAT on almost everything they (to buy). VAT usually (to incorporate) in the price.

2. Заполните пропуски предложениями, где это необходимо.

1) A compulsory levy ... individuals and companies ... the state is called a tax. 2) Taxes take ... account the circumstances influencing the ability to pay ... the individual, such as family status, number and age ... children, and financial burdens resulting ... illness. 3) The size...the economy is directly related...consumer and business spending. 4) ...increasing and decreasing taxes, government can directly affect the amount... money to be spent. 5) Taxes ought to be paid...those who can best afford them. 6) Thanks...education, the nation's productivity is higher, and we can all share in the additional output that results...it.7) A progressive tax takes a larger percentage...a higher income and a smaller one...a lower income. 8) Most taxes can be classified...progressive, proportional...regressive. 9) Real estate taxes are imposed ... immovable property consisting ... land, any natural resources, and buildings. 10) ...the 1980s the government wanted to encourage business to modernize plants and increase productivity, so they reduced the taxes...firms that purchased new machinery and equipment.

3. Переведите на английский язык следующие слова и выражения:

Государственная Налоговая Служба, Налоговая Полиция, налоговая ставка, налог на добавочную стоимость (НДС), налог на наследство, налоговая декларация, взимать налог в размере 5%, юридическое лицо, уклонение от уплаты налогов, уход от налогового обложения.

Критерии оценивания контрольной работы для очной формы обучения:

Структура работы	Критерии оценки	Распределение баллов
Задание 1	а) нет ответа/неточный ответ/точный ответ	0/0,13/0,25
	б) - нет ответа	0
	- Обучающийся перевел менее половины текста, перевод содержит грубые лексико-грамматические ошибки.	1
	- Обучающийся перевел половину текста, перевод содержит грубые лексико-грамматические ошибки.	2
	- Обучающийся перевел текст полностью, но при выполнении задания продемонстрировал частичные знания лексико-грамматического материала.	3
	- Обучающийся перевел текст полностью, при выполнении задания допустил незначительные лексико-грамматические и фонетические ошибки.	4
	- При выполнении задания обучающийся продемонстрировал высокий уровень языковой подготовки.	5
Задание 2	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Задание 3	нет ответа/неточный ответ/точный ответ	0/0,25/0,5
Итого:		20 баллов

Критерии оценки контрольной работы для заочной формы обучения:

Для студентов заочной формы обучения контрольная работа является необходимым условием для получения допуска к экзамену/зачету. Требования к содержанию, объему, структуре и оформлению контрольных работ установлены Методическими указаниями, утвержденными в Институте истории и государственного управления. Контрольная работа выполняется в письменной форме.

Критерии оценки	Оценка
Обучающийся при выполнении заданий контрольной работы продемонстрировал достаточный уровень языковой подготовки.	Зачтено/Допущен к зачету или экзамену
Обучающийся не полностью выполнил контрольную работу, при выполнении заданий продемонстрировал низкий уровень владения языковым материалом (допустил грубые лексико-грамматические ошибки).	Не зачтено/Не допущен к зачету или экзамену

Устный опрос

Устный опрос проводится в ходе изучения новой темы (модуля) с целью контроля освоения и / или расширения знаний, умений, владений по пройденной тематике.

Студент самостоятельно переводит диалоги, отрабатывает чтение, анализирует грамматические явления и впоследствии заучивает диалоги наизусть.

Критерии и методика оценивания для очной формы обучения:

- «5 баллов» выставляется студенту, если он выучил текст наизусть и способен точно воспроизвести его, демонстрируя уверенное владение лексико-грамматическим материалом, не допуская фонетические ошибки;
- «4 балла» выставляется студенту, если допущены один-два недочета (фонетические, грамматические ошибки, незнание слова) при воспроизведении диалога;
- «3 балла» выставляется студенту, если имеются существенные затруднения при воспроизведении диалога, студент допускает 3-5 фонетических, грамматических и/или лексических ошибок
- «1-2 балла» выставляется студенту, если он не выучил диалог, тем не менее отработал **чтение** (не допускает существенные фонетические ошибки), демонстрирует уверенное владение лексико-грамматическим материалом.

Критерии и методика оценивания при заочной форме обучения:

- «отлично» выставляется студенту, если студент точно воспроизводит диалог, демонстрирует уверенное владение лексико-грамматическим материалом, не допускает фонетические ошибки;
- «хорошо» выставляется студенту, если допущены один-два недочета (фонетические, грамматические ошибки, незнание слова) при воспроизведении диалога;
- «удовлетворительно» выставляется студенту, если имеются существенные затруднения при воспроизведении диалога, студент допускает 3-5 фонетических, грамматических и/или лексических ошибок;
- «неудовлетворительно» выставляется студенту, если он продемонстрировал низкий уровень языковой подготовки, не владеет лексико-грамматическим материалом, не владеет нормами произношения.

Dialogue 1.

Antonov: Let me introduce Mr Brown, our business partner from London to you. And this is Mr Glebov, our Sales Manager.

Glebov: How do you do, Mr Brown.

Brown: How do you do, Mr Glebov.

Glebov: Is this your first visit to Moscow, Mr Brown?

Brown: No, I was here three years ago.

Glebov: Did you travel for pleasure or on business?

Brown: It was a business trip. We signed a contract for the purchase of some equipment.

Glebov: I see.

Antonov: Welcome to our office, Mr Brown. This way, please.

Brown: Oh, thanks. When was your firm founded?

Antonov: Well, some ten years ago.

Brown: Really? I'm impressed with the progress of your firm. How many departments are there in your office?

Glebov: There are five departments in our office. They are personnel, accounts, sales, production and marketing departments.

Brown: You have modern office equipment.

Antonov: Yes, we have everything, we need: computers, printers, scanners and fax machines. The equipment is rather expensive, but it is worth it.

Brown: What about our offer?

Glebov: Your offer is very interesting for us.

Brown: Glad to hear it. Shall we discuss the terms and conditions of our contract?

Antonov: All right. Let's get down to business.

Dialogue 2.

A: Let's discuss our plans for the near future.

B: Good.

A: We're going to send a private invitation to Vic Kotov.

B: A very good idea.

A: You may take him to Boston to our branch there and show him around.

B: Excellent!

A: Then you'll bring him up to New York and will arrange a meeting for him with the Board of Directors.

B: Wonderful but I think we should discuss all the possibilities among ourselves.

A: Vic is going to tell us about their plans and we are going to tell him about ours.

B: I think that's wise.

A: And we can tell him about our Chicago project.

B: Oh, I don't think we should do that. Not until it is ready.

Dialogue 3.

A: I think we can get down to business right away.

B: We've heard a lot about your company and I believe there is a great number of points where we can come to a mutually beneficial agreement.

A: I hope so. During preliminary talks with Mr. White you discussed three main points of cooperation.

B: As a result of your recommendations we are examining up the joint venture, purchase of equipment and terms of delivery. And I am happy to say that we like your equipment and want to sign a contract with you.

A: What kind of equipment are you interested in?

B: We need up-to-date technology. But there are some problems, Mr. Orlov. Some terms and conditions are not acceptable to us.

A: I wish I could give you a reply now, but I must get in touch with the manufactures first. Let's meet in my office next week.

B: Agreed. We're ready to resume discussions whenever you wish.

Dialogue 4.

Blake: Good morning, Mr Smirnov.

Smirnov: Good morning, Mr Blake. I'm glad to see you. Have you been to our pavilion?

Blake: Yes, we've just seen your display. It's wonderful. Your latest models of agricultural equipment are particularly good.

Smirnov: Have you seen them in operation?

Blake: Yes, we have. Does the equipment go for export?

Smirnov: Yes, we've sold it to many companies.

Blake: Your agricultural equipment meets our requirements. Our government is paying much attention to the development of the agricultural sector of our economy so the demand for the equipment will be high.

Smirnov: Fine. If you are really interested in our equipment we can set up a joint venture for the production of agricultural equipment in your country. It'll be mutually beneficial.

Blake: An excellent idea!

Smirnov: Then let's continue our talks in the Director's office and discuss the matter in detail there.

Dialogue 5.

Blake: Good morning, Mr Smirnov.

Smirnov: Good morning, Mr Blake. I haven't seen you for ages. How are you?

Blake: I haven't been very well lately, you know. I've caught a cold.

Smirnov: I'm sorry to hear that. I do hope you get well again soon. How long have you been here, Mr Blake?

Blake: Since Monday.

Smirnov: Where are you staying?

Blake: We're staying at the Rossia Hotel. We're very comfortable there.

Smirnov: How long are you going to stay here?

Blake: It will depend on our talks. Mr Smirnov, I think we can get down to business. We've studied your offer and your draft contract for the delivery of complete equipment very carefully.

Smirnov: What do you think of it?

Blake: The equipment suits us, we need it very much. We are ready to place a big order.

Smirnov: Glad to hear that, Mr Blake.

Blake: But we'd like to clear up several points first.

Smirnov: Well, what shall we take up?

Blake: You see, Mr Smirnov, your prices are too high, I'm afraid. Can you reduce them?

Smirnov: I don't think we can. Our equipment is in great demand. We've sold the equipment at these prices to many customers this year.

Blake: We know that the world prices have recently gone up. But still your prices are too high.

Smirnov: Well, Mr Blake, we'll think it over and see what we can do.

Blake: Thank you, Mr Smirnov. We've done business with you for more than 10 years and I hope you'll meet our request.

Dialogue 6.

Sokolov: Can you tell me anything about bank services?

Tepliy: I am familiar with checking and savings accounts, safety deposit boxes, insurance, etc.

Sokolov: What services do banks offer to business?

Tepliy: I think businesses come to the banks for loans. Banks make loans to corporations, to organizations, to individuals and to small companies. For this they charge interest.

Sokolov: But how can a bank decide whether a business should receive a loan?

Teplih: They request a financial statement, which shows what the company has in inventory, accounts receivable and other assets and liabilities. Profit and loss statement shows the company's income and expenses, i.e. its financial situation. If the company is eligible for a loan, it may choose a long-term loan or a short-term loan.

Sokolov: And how much interest does the bank charge on these loans?

Teplih: It can be different. We have the so-called prime-rate, that is the lowest interest rate available at the particular time. Only preferred customers have it.

Sokolov: And who decides on prime-rate then?

Teplih: Major lending banks do.

Sokolov: And what is "a line of credit"? I have a vague idea what it is.

Teplih: A line of credit is the maximum amount of money that a company can borrow from a bank. This top amount of customer's credit is based on the profits and earnings of a business. A bank also issues letters of credit, saying that the holder can borrow up a certain sum of money, for example, if a person goes to some other country where another bank is concerned.

Sokolov: Thank you. It's very useful information.

Dialogue 7.

A: What is financing needed for?

B: Corporations need financing for the purchase of assets and the payment of expenses.

A: Could you tell me what is meant by outflow and inflow of capital?

B: The outflow is formed by the purchase of inventory, payments of salaries. The inflow is formed by the sale of goods and services.

A: Which should be greater?

B: In the long run the inflow must be greater than the outflow. In this case it results in a profit. You see, if cash outflow exceeds cash inflow, the company will run out of cash.

A: What is the solution of the problem in the latter case?

B: The solution is to reduce outflows, in other words to trim expenses. But the financial manager can also choose financial techniques. One of them is short-term financing. Another is long-term financing.

A: I guess you are talking about debt funding, aren't you?

B: That's what I mean. I'm talking about getting capital by borrowing from a bank.

Dialogue 8.

Participant: Excuse me, may I have a look at one of the chains displayed in the window?

Shop assistant: Certainly, sir. What number is it?

Participant: It's nine three five, over there.

Shop assistant: Just a minute... Yes, here you are.

Participant: And how long is it?

Shop assistant: 25 inches, sir.

Participant: And how much is it in centimeters?

Shop assistant: Let me see...oh, here is the calculator...I should multiply it by two point five two. Oh, yes, sixty-three.

Participant: Very good. Just the length I wanted to have. And how much is it?

Shop assistant: One hundred and ninety-nine pounds.

Participant: Good. I'm buying it.

Shop assistant: Here is your box and the receipt, please.

Participant: Excuse me, may I reclaim the VAT?

Shop assistant: Where are you from?

Participant: From Russia.

Shop assistant: Just a minute, I'll consult the book. Yes, you are eligible to the reclaim. May I have your passport to fill in the form?

Participant: Here you are.

Shop assistant: Here is your passport and the form. Please fill in this sheet before you give it to the customs. How are you leaving? By plane?

Participant: Yes, by plane. And what should I do about this form?

Shop assistant: Fill in this sheet before you leave for the airport and have it stamped at the customs, at the airport. Then post it. In a month or so you will receive a cheque by post. Have it cashed at the bank stated, in Russia.

Participant: I see. Thank you very much.

Shop assistant: You are more than welcome

Dialogue 9.

A: What kind of taxes must be paid to the Customs Authorities before the goods are handed to legal entities and individuals?

B: Well, the taxes that must be paid on importation include as a rule customs duties, value-added tax and some special import taxes.

A: How can I know the rates of customs duties?

B: Customs duties for all types of goods are printed in the Customs Tariff which is available in bookshops.

A: What is VAT and how is it calculated?

B: VAT is a tax charged as a percentage of the value of the goods, as distinguished from a fixed duty or tax. Calculation of VAT is based on the CIF value of goods, i.e. on cost, insurance and freight charges.

A: I see. And are all imported goods liable to VAT?

B: Most of them, there is only a small number of exemptions.

A: What does a special tax mean?

B: This is a kind of tax to which only certain types of goods are subject.

A: How are tax rates settled?

B: Tax rates are decided by the Government Authorities, each year in connection with the passing of the Budget. Tax rates can be changed from year to year.

Dialogue 10.

A: Can you tell me anything about securities? What do they represent?

B: Well, securities are juridical documents showing that their owner paid in a certain sum of money and consequently has the right to a share of the property of the organization that issued them; i.e. to a part of the incomes.

A: I see. What kinds of securities do you know?

B: There are several kinds of securities. They are shares, bonds, bills of exchange, savings certificates and treasury obligations. As for me, I'm only familiar with shares and savings certificates.

A: What does the share say about?

B: The share is a kind of securities issued by a company. It certifies that its owner paid in a certain amount of money and consequently has the right to dividends. The savings certificate is a document saying that a definite sum of money is deposited with the bank and its owner has the right to get the deposit and interest on it on the expiry of a fixed period.

A: What about bonds, bills of exchange and others?

B: Unfortunately, I have a very vague idea of them. You'd better consult a business dictionary. In Russia one doesn't often deal with them.

A: And where can I purchase securities, if I wish?

B: Just as there exist trading houses, shops, purchase and sale markets, there exist special structures to sell securities. They are called stock exchanges or securities markets.

A: Anyway, I've got very useful information. Thank you very much.

B: You are more than welcome.

Dialogue 11.

M: What is the profit and loss statement? Explain the main purpose of it, will you?

K: Well, basically it's a statement of the cash available to a company in order to continue its operations.

M: It's information to managers in helping them make their decisions in running the company, and very importantly, it's information to the shareholders who are the owners of the company. It tells the shareholder how well the company is performing and how well their investment in that company is working for them.

K: So, looking at the profit and loss statement, which figures would managers be most interested in?

M: Well, turnover, for example. This shows managers the total amount of money which is coming into the company. But turnover is not the same as profit of course. The latter shows how much money the company is making after paying for its production costs. This gives managers the idea on how efficiently they are running the company.

K: You also mentioned shareholders. Which figures are they interested in?

M: They are interested in the earnings per share, i.e. they would like to see how much money they are earning on their investment – the money they put into the company in the form of shares. The shareholders want to see, of course, that their earnings per share are increasing.

Dialogue 12.

- Your passport, please. How long are you planning to stay in the country?
- A fortnight. Could I prolong my entrance visa in case of necessity?
- Sure. The receiving party shall take care of it. Can you put your bags on the table and fill in your customs forms, please?
- How much do they weigh?
- 23 kilo. I'm sorry but you'll have to pay an excess luggage charge.
- Oh, it's only three kilos overweight.
- Yes, sir...that's £6. I'm sorry but this bag is too heavy to take on as hand luggage. You're only allowed six kilos.
- But I've got my computer and everything in there.
- Have you anything to declare?
- Pardon?
- Alcohol, cigarettes, fresh fruit...? Will you open your suitcase, please?
- Only a bottle of wine.
- Everything is all right. It's duty free. As you probably know, it's forbidden to bring in more than two bottles of alcohol and two blocks of cigarettes to England. And no limitations as to currency. Here's your form. Have a nice trip.
- Thank you.

Dialogue 13. At the airport

- Hi. I'd like to check in for the flight to Vienna, please.
- Hi. Welcome to Italian Airlines. Can I see your ID and your tickets, please?
- Sure. Here they are.
- Thanks. How much baggage do you have?
- I have two bags and one suitcase.
- Could you put your bags on the scales, please? ... OK. Did you pack the baggage yourself?
- Yes, I did.
- Well. Your baggage exceeds the weight limit. It weighs 34 kilograms and I'm afraid you'll have to pay additional fees for the extra weight, sir. The charge is 15 euros per kilogram.
- Never mind. I will pay for that.
- Ok. And do you have any hand luggage?
- I think I will carry my backpack and a fragile souvenir into the cabin.
- Let me have a look at them. OK, they are not heavy. Remember you are not allowed to carry any bottles, electrical goods or sharp things onto the aircraft. They should be placed in your baggage.
- No, there aren't any prohibited items in my hand luggage.

- OK then. Here are the security tags for your hand luggage. Please attach them to your items. What kind of seat would you like to take: an aisle seat or a window seat?
- I'd rather prefer an aisle seat this time. It makes it easier to move around.
- Ok. No problem, sir. So your seat number is 9 F. Here is your boarding pass. When you hear the announcement about your flight departure, move to Gate 6 and you may board your aircraft. You will be boarding in one hour. Enjoy your flight!

Dialogue 14. Buying Train Tickets

George: Oh, I see a ticket-office. Good morning!

Clerk: Good morning!

George: I want three tickets to Boston for tonight.

Clerk: Three single or three round tickets?

George: Three round trip tickets, please.

Clerk: What class would you prefer?

George: First class, please.

Clerk: Here they are. Your train is leaving at 23.05.

George: Thank you very much. Does the train arrive in Boston at 09.00?

Clerk: Yes, you are right.

George: Thank you for your help.

Clerk: I wish you a pleasant journey.

Dialogue 15. Shopping

Shop assistant: How can I help you, sir?

David: I'm looking for a wrist watch for my son. It's his birthday.

Shop assistant: We have a good choice of watches, sir. How old is your son?

David: He turns eleven next week.

Shop assistant: I see. We have some leather watches, silver watches and the ones with cartoon heroes.

David: I'd like to see the leather watches preferably of dark colors.

Shop assistant: What do you think of this one, sir?

David: The color is good but I don't like the style.

Shop assistant: I see. How about this one?

David: It's perfect. How much does it cost?

Shop assistant: 59 pounds, sir.

David: I'll take it.

Shop assistant: Would you like to pay by card or by cash.

David: I'll pay by my Visa card.

Dialogue 16. My family

Interviewer: Hello!

Linda: Hello!

Interviewer: What's your name?

Linda: My name is Linda Davis?

Interviewer: Nice to meet you, Linda.

Linda: Nice to meet you, too.

Interviewer: Can you tell a little bit about yourself, Linda?

Linda: Yes, with pleasure. I was born on March 2nd, 1980 in a village near Exeter in Devonshire. It's called Woodbury. It is a small but nice place. You can find many antique shops there and a couple of pubs. There is also a primary school there where I went.

Interviewer: What about your parents? What do they do?

Linda: My mum is a nurse and my dad is an architect. They don't work in Woodbury. They both commute to Exeter to work. Exeter is the largest city of Devonshire and its capital.

Interviewer: I see. And what do you do?

Linda: I currently study in the University of Exeter to become an archeologist. Apart from studying, I do some volunteer work.

Interviewer: Do you have any brothers or sisters?

Linda: Yes, I do. Actually, my family is quite large. There are five children in my family and I am the second child. I have one older sister and three younger brothers.

Interviewer: What do they do?

Linda: My sister's name is Emily. She is five years older than me and she is a scientist. She conducts various researches. My brothers' names are Eric, Daniel and Edward. Eric is 15 years old. He is in a high school and he wants to become a lawyer. Daniel is 13. His dream is to become a professional footballer. He plays for the local team. Edward is only 7. He is a pupil of Woodbury Primary School. He doesn't know what he wants to become, yet. However, I know that he is really into drawing.

Interviewer: Sounds interesting. you seem to have a united and closely-knit family. Do you often get together?

Linda: You're right. We have a rather united family. We often get together on different occasions. I spend little time at home these days, as I live at the university hostel. However, I spend weekends at home. On public holidays, such as New Year, Christmas, Easter and also on family birthdays we always get together.

Interviewer: Do you have close relations with any of your grandparents or other relatives.

Linda: Yes, of course. I have two lovely grandmas and one grandfather. They often come to visit us. They live near Bristol. We also often see my aunt Mary, who is my mum's sister and my uncle Harry who is my dad' cousin.

Interviewer: Do you have any relatives who live abroad?

Linda: Yes, aunt Mary's daughter Julia lives in Germany now. She is my favorite cousin. We always keep in touch.

Interviewer: Is she studying there?

Linda: No, she isn't. She has married a guy from Hamburg and now they live there. They have already two children. My niece's name is Sophia and my nephew's name is Christian.

Interviewer: Can you say that your family is typically English?

Linda: I think so. We try to follow national traditions. At Christmas we nicely decorate our house and the nearby area. We cook traditional Christmas dishes - pudding and turkey. At Easter we buy chocolate Easter bunnies. On Friday or Saturday nights we go to a pub or to a family restaurant to eat fish & chips. My brothers like watching and playing football. My mum is very much into gardening and knitting. My dad likes reading local newspapers. We have several pets at home. I think we are a typical British family.

Interviewer: I see. Well, it was very interesting to talk to you, Linda. I have learnt a lot about British families and their lifestyle, which is very useful for my research.

Linda: You're welcome. If you have any further questions, I'll gladly answer them.

Interviewer: Thank you so much.

Dialogue 17. How do you spend your leisure time

Tracy: Hello, Mark! How are you? Have not seen you for ages!

Mark: Hello, Tracy! Just wonderful! Glad to see you.

T: So do I. What are you doing here? I thought you had left the city after the exams.

M: I was going, but the plans have changed, and here I am.

T: It's a surprise to see you in the Sports complex. I did not know that you are fond of sports.

M: And I'm not fond of it. I certainly do gymnastics and all that, but I'm not a big fan. And here I am because my girl goes in for figure skating. So I am waiting here the end of her training. And what are you doing here?

T: Shame on you, Mark. You forgot that I have been doing tennis for a long time.

M: Oh, I'm sorry. I completely forgot. And how are you getting on?

T: I've already participated in the city tournament and won the second prize.

M: Terrific! You're doing great! I was always surprised at people like you. How do you have enough willpower not to give up all these workouts?

T: It helps to spend free time and at the same time do something useful for your health. And what do you do when you have a free minute?

M: Well, I also found an interesting occupation for myself. I write poems. Even when I wait for my girl from training, and I have inspiration, I can write a couple of lines.

T: This is also an interesting way to spend time usefully. Something like training for the brain. Some time ago I also tried to write poems, but failed, so I fixed myself just on reading. And what else do you like to do? I mean active rest.

M: To talk about active rest, I love summer sports, such as diving. If I am lucky enough to have holiday in summer, then I certainly go to the place where I can dive.

T: That's not bad either. Well, I should go. My training is in 5 minutes. I was glad to see.

M: So was I. Good luck to you.

T: Thank you. You too.

Dialogue 18. Family vacation at the sea

- Hi, Julia! Welcome back to work! How was your vacation?

- It was so much fun. I really enjoyed it.

- Where did you go?

- I went to Halkidiki, a popular beach resort in Greece.

- Who did you go with?

- I went with my father, mother and an elder sister.

- Do you have a house at the beach?

- Oh, no! We stayed at a hotel.

- Which hotel did you stay at?

- It's called "The Vitamin". It's a nice 4-star hotel.

- Have you stayed there before?

- Yes, we've already been there several times.

- Really? It must be very nice.

- Absolutely true. And not so expensive.

- Did you play in the water?

- Sure. I went swimming much and I rode a banana boat.

- How about your elder sister?

- She doesn't like the water. She prefers sitting on the beach and reading a book.

- I see. And what do your parents like doing?

- They like sightseeing and eating in restaurants.

- What was the weather like during your vacation?

- It was mainly dry and hot, about 30 degrees above zero. Sometimes it rained at nights. And the water was so clean and warm.

- You were lucky enough to have such wonderful weather. How long was your vacation?

- It was 10 nights or 11 days.

- And will you go there again next year?

- Of course, I will.

Dialogue 19. Boarding the train

- Good evening, sir!

- Hello. Is this the train to Berlin?

- Yes, it is. Can I help you?

- You know I'm a bit confused. I can't find my carriage.

- Oh, I see. Our carriages are numbered from the head of the train today. Do you have a carriage with compartments, a third-class sleeper or a sleeping car?

- As far as I remember I paid for a third-class sleeper but I can't find it in my ticket.

- Can I have your ticket, please? Let me see. Your carriage is number 9. Yes, you are right. It's a third-class sleeper. It's the next carriage. And I am glad to say that I am a conductor in it.

- You don't say so! I'm lucky. Do I have an upper or a lower berth?

- Your seat number is 12. It's an even number, so it's an upper berth.

- That's great! Thank you. How long does it take to get to Berlin?
- It's an express train, so it usually takes 24 hours with some short stops on our way.
- It's quite fast. Are there air-conditioners in the carriage?
- Certainly. They are working. You should hurry, sir. Our train is leaving in 5 minutes. The boarding is over, so you should get into the train and put your luggage under the lower berth. Please, keep the ticket with you. I will come to you after the train leaves.
- Ok. Thanks again.

Dialogue 20. Weekend plans

- Helen, do you know our office is organizing a trip to the island? Are you coming?
- Oh, that sounds great! Is it this weekend?
- No, the next one. Do you have any plans for the next Saturday and Sunday?
- What a pity! It's not possible. I already have some big plans.
- That's sad. So you won't be coming then?
- I'm really sorry but it's my sister's anniversary. She will be hosting a big party. We are expecting a big family gathering next weekend: grandparents, uncles and aunts, cousins, nieces and nephews.
- I understand. Well, have much fun then!
- Thanks. I hope so. And how about you, Mark? Are you going to the island?
- Sure. Most of our staff is going. And we'll miss you there.
- I'm pleased to hear that. And do you have any special plans for this weekend? Are you going to spend it with your family?
- Right you are. The weather is nice, so I think I'll take the kids to the beach on Saturday. We'll go swimming, make sandcastles and play volleyball. And I'm going to take my wife out to dinner at a very nice Italian restaurant in the evening.
- How sweet of you. Have a great time there!
- Thank you. On Sunday I'll take my kids to the zoo and we're going to spend the afternoon at the fun fair.
- That's fantastic! I am afraid my weekend will be much quieter. I'll do some shopping first and probably catch a movie with my friends on Saturday night. As for Sunday... well, I'm going to play tennis in the morning and then I'll go out for a drink with my sister. So, you see - nothing special at all.
- Your plans sound awesome, Helen! Enjoy your weekend!

Dialogue 21. At the University

Todd: Hi, Jane. How are you?

Jane: Hi, there. I'm fine! And how are you?

Todd: I'm very well, thank you. Haven't seen you for ages, although we study at the same educational institution.

Jane: Our university is huge, you know. First of all, we study at different faculties. Secondly, together with our group we moved to another building last month. I'm rarely seen at the central building.

Todd: I see. Then what are you doing here today?

Jane: I came to borrow some books at the library.

Todd: Do you fancy having lunch at the university canteen?

Jane: Yes, with pleasure. Do they have coffee there?

Todd: I'm sure they do. I like our canteen. You can have both a quick snack there and a substantial meal if you want.

Jane: I'd prefer a quick snack. All I want right now is a cup of black coffee and a cinnamon bun.

Todd: Me too. So, let's go there and chat a little bit. You'll tell me what's new in your department and I'll tell you about the changes here.

Jane: Sounds good. In fact, there aren't many changes there. We've just had our Economics' teacher changed. The previous one got married and moved to another city.

Todd: I see. Well, if you're talking about Ms. Fisher, she was our teacher too. We now have a middle-aged man lecturing instead of her.

Jane: But ours is one young lady. Perhaps, they hired two new teachers of Economics. What else is happening here?

Todd: Well, last week we participated at the city tournament in chess. I should say our university team was on a good level.

Jane: Did you win?

Todd: No, we didn't. But we took the second place.

Jane: Sounds good. We also participated in one contest, it was female volleyball. The team of our faculty won.

Todd: That's great! Congratulations!

Jane: How are you going to celebrate this New Year?

Todd: Our group has already prepared a short, but funny performance, which will be followed by a "sweet table" and dancing. Would you like to join us?

Jane: When is it happening?

Todd: Next Saturday.

Jane: I'm sorry, I can't. We are also having a group gathering on this day. Our tutor promised to invite some theater actors who are her good friends. They are supposed to act out an interesting performance on the topic of Christmas.

Todd: I see. Sound good. If I wasn't busy on that day, I would come to see it.

Jane: It starts at 6 pm, you can still be on time.

Todd: You're right. Our group meeting is at 2 pm, so I can definitely make it.

Jane: Great! See you next week then.

Todd: See you. Bye.

Dialogue 22. English customs and traditions

David: Hi, Christina. How are you? Are you in the mood for holidays?

Christina: Hi, David. I'm fine, thank you. I am, of course. Seven hours later we'll have Christmas. By the way, Merry Christmas!

David: Thank you, it's my favorite holiday. My family is already getting ready for the feast.

Christina: What are they cooking?

David: Well, my mum always cooks a roast turkey with rose marine leaves. It is incredibly delicious. You should come and try it sometimes.

Christina: With pleasure. In fact, I'm free after 7 pm today and can visit you. However, it will be a quick visit, as I still haven't bought the postcards for some of my friends.

David: No problem. Come to see us. I think the turkey should be ready by that time and you can have a slice.

Christina: I've never tried turkey with rose marine. It should taste good. What else is your mum cooking?

David: She is also in charge of the desserts. Her main specialty is Christmas pudding.

Christina: My parents also cook pudding but with small good luck object in it. So in case you try a piece be careful not to swallow anything. Did you know about this tradition?

David: No, it's the first time I hear about it. Which object do you mean?

Christina: It's an old British tradition which my parents follow. They put a silver coin, a thimble, a ring and an anchor charm in the pudding. A person who gets a coin is supposed to be lucky and successful all year round.

David: How about the other ones?

Christina: The person who gets a thimble gets a sign of thrift. A ring is an anticipation of wedding, an anchor symbolizes a safe year. In fact, it protects the receiver from possible dangers.

David: That's an interesting tradition. We've never practised it. What other Christmas traditions do you follow?

Christina: By some reason, my parents always place the presents under the Christmas tree.

David: We place them in the stockings which hang above the fireplace.

Christina: That's what most people in Britain do, don't they?

David: Yes, you're right. What else do you do on Christmas night?

Christina: We often go to see the fireworks after midnight. Would you like to join us?

David: With pleasure. Do you mean the fireworks of the Central Square?

Christina: Yes, it's almost round the corner. Why not to go and admire the city festivities? Apart from fireworks there is always a merry fair and some carousels. Everything is lit by cheerful colors and lights. I like the atmosphere of this day.

David: Me too. Let's go there together.

Christina: What are you going to do after the 25th of December?

David: Well, I'm having a short holiday after that and I hope to spend these days usefully.
Christi

na: My school is also on holiday. Let's pick a day to go skiing in the woods, shall we?

David: Sounds like a good idea. I'll tell my dad to fix up my skis. One was broken last year.

Christina: I see. Then let me know when it's fixed and we can have a small ski adventure.

David: Ok, I have to go now. Hope to see you a little later today.

Christina: See you.

Dialogue 23. Hobby

- Susan, do you have a hobby?

- Yes.

- What?

- My hobby is the theater. I love to go to the theater, watch shows, operas, ballets. I like Russian ballet. And I also collect photographs of actors, theater posters and programs, everything about the theater. I already have a big collection.

- Have you been to theatres in Moscow?

- Of course I have.

- Which ones?

- I've been to the Bolshoi, Maly, the Satire Theater and others. I have even been to the Museum of Theater Art.

- What did you see at the Bolshoi Theater?

- The opera "Eugene Onegin" and the ballet "Giselle".

- Did you like them?

- Very much. Excellent performers, beautiful music!

- Do you collect photographs of Moscow actors?

- Yes, I do. Not long ago, I got a signature of a famous actor. He is also well-known in England. And now I collect not only photos, but also autographs.

Dialogue 24. My Hobby

Stephan: Nadya, do you have any plans for the weekend?

Nadya: Yes, I'm going to walk in the central park and to take pictures of surrounding nature.

Stephan: Is that how you like spending your free time?

Nadya: Yes, photography is one of my recent hobbies. I especially like taking pictures of trees and flowers, animals and birds. Apart from that, I like spending my weekends watching my favourite sitcom and reading some detective stories.

Stephan: Sounds interesting. I also like detective stories. Who is your favorite author?

Nadya: Agatha Christie. Most of all I like reading her stories about Miss Marple.

Stephan: Who is Miss Marple? I've read only about Hercule Poirot.

Nadya: Yes, I know this fictional character too. Miss Jane Marple is a smart, elderly lady, who is good at discovering crimes. She is a consulting detective as well as Hercule Poirot. Both these characters are rather famous and popular.

Stephan: I see. You've also mentioned watching some soaps. Which ones do you like most?

Nadya: When I have free time, I enjoy watching the sitcom called "Friends".

Stephan: What's it about?

Nadya: It's an American sitcom about five friends who share one flat. They are rather funny. Each episode lasts for about twenty minutes and is full of funny situations.

Stephan: If I'm not mistaken, my sister also watches it. Her favorite character is Ross.

Nadya: Oh, he is really charming. But my favorite character is Phoebe. She is a vegetarian and she loves animals. She might seem a bit weird at first, but when you get to know her, you understand what a wonderful person she is.

Stephan: I see. I should watch this film sometimes too.

Nadya: Yes, you should. You'll simply love it. By the way, what are your hobbies?

Stephan: Well, one of my favorite activities is playing tennis. Twice a week I go to the local court to play with my trainer. So, I can say that tennis is my regular hobby.

Nadya: What else do you do in your free time?

Stephan: Usually, at weekends I listen to good music and read fantastic stories.

Nadya: What's your favorite music?

Stephan: You'll be amazed, but I like electronic music.

Nadya: I am really amazed. I've always thought you were a fan of alternative rock.

Stephan: Well, yes, I was in the past. I still listen to some rock bands, but not very often.

Nadya: Which fantastic stories do you read?

Stephan: Most of the time I read Stephen King's books.

Nadya: I see. I tried to read one of his books, but to be honest I didn't like it.

Stephan: It depends, you know. Perhaps, it was a horror story. I also don't like them, but his fantasy is quite good. I especially like The Dark Tower series.

Nadya: I should read it sometimes. By the way, I forgot to tell you about my interest in collecting stamps. It's another hobby of mine.

Stephan: You're not alone. I share your interest, as I also like collecting various stamps.

Dialogue 25. In another country

Tourist: Excuse me, sir. Can you tell me the way to the Central Square?

Local: Yes, of course. You should take the bus number five from that bus-stop and the square will be on the third stop.

Tourist: Do you know if there are many attractions around the square?

Local: A lot indeed. You can find several sculptures and fountains there. Apart from that the building of central library is situated there. It is a real architectural masterpiece. People often take photos of this place.

Tourist: I see, thank you.

Local: You're welcome. Are you new in the city?

Tourist: Yes, I am. Not only in the city, but in the country. It's really difficult to find the way in the place that you don't know well. In my native city I could tell where every bench belonged, but here it's different.

Local: I understand you. When I was your age, I travelled to France for a year. I was a dedicated student who wanted to learn the language and overall traditions of the country.

Tourist: Was it also difficult to adapt?

Local: Yes, it was. But after a while I learned how to find what I need in Paris and in other nearby cities. If you want I can be your guide for today just out of interest. At least I'll show you the basic sights and districts.

Tourist: Oh, that would be lovely. I don't even know how to thank you.

Local: It's not a problem for me. Today is Saturday. I don't have any work to do, so it would be my pleasure to help you.

Tourist: What shall we start with?

Local: We'll start from the Central Square, as you wanted. All the main shopping streets start from there. They are also full of attractions, which I'm sure you'll like.

Tourist: Let's do that.

Local: I will also show you the best student canteen in the center.

Tourist: That would be great. I've been looking for a nice place to have lunch.

Local: Before starting our small informative tour, we should buy the city map. It will be helpful for you to have the metro and public transport scheme as well.

Tourist: How about the suburbs? Will they also be marked in the map?

Local: Yes and even some of the nearby small towns. In fact, you could take a local train to Devonwood, which is especially interesting for the equestrians, as there is a specialized horse center.

Tourist: I love horses, although I'm not a good rider. That would be lovely to watch them.

Local: In that case tomorrow you should catch the first local train heading to Devonwood and I advise you to spend the whole day there. It's a nice town indeed. There are all opportunities for spending a good day. If you decide to stay there, you'll find lots of accommodation facilities.

Tourist: Ok, I will definitely go there. How about educational institutions? Are there any worthwhile places where I could attend some lectures?

Local: Which field are you interested in?

Tourist: I'm mostly interested in literature and arts.

Local: I advise you to visit our Liberal Arts College. It's a very interesting place for students. Apart from lectures, you'll be able to attend some social events and performances.

Tourist: Oh, that's great. I like participating in such events.

Local: What else interests you?

Tourist: I guess that's it. Thank you very much. I don't know what I would do without you.

Local: No problem. It's been nice meeting you. I might also join you for the lectures. Here is my phone number. Just let me know in advance when you want to attend them.

Dialogue 26. Checking at a hotel

- Welcome to the Sunny Hotel. How can I help you?

- Good morning! We'd like to check in. Our names are Sam and Rita Gordon. We have a reservation for a double room at your hotel.

- OK. Let me check the record of your booking... Yes. We have a double room for you reserved for 2 nights. Is that right?

- Yes. A room with a balcony facing the Central Square.

- Absolutely right. Could I see your passports, please?

- There you are.

- OK. You need to fill in these registration forms and put your signatures here, at the bottom of the guest cards.

- Sure thing. Here you are. Shall we pay now or at checkout?

- Don't worry. You have already paid a deposit on the first night. The rest must be paid at checkout.

- Fine. By the way, what is the checkout time?

- 11.30 a.m. If you need any assistance, please, feel free to call the front desk or you can find a concierge on your floor.

- Thank you. What time is the restaurant open for lunch?

- It will be open in half an hour.

- I see. Is it possible to have lunch in our room today, please? We are too tired after the flight.

- Certainly. Our room service is available 24 hours. Your food will be delivered in about an hour then.

- Thank you very much. And what time do you serve breakfast here?

- We serve breakfast from 7.30 till 9.30 a.m. Do you need a wake-up call tomorrow?

- Yes, please. At 7 in the morning would be fine.

- OK. No problem. So, here is your room key. Your room is on the third floor.

- Where are the lifts?

- They are over there, on your left. When you get off the lift, turn right. Your room is at the end of the corridor.

- Sorry. The last question. Does the hotel have a wireless internet connection?

- Yes, sure. The wi-fi is free here. Here is your password. Do you need anything else? Would you like the bellboy to help with your luggage?

- The thing is that my wife's luggage was lost at the airport. So it must be delivered to your hotel.

- I'm sorry to hear that. And of course we'll let you know about the delivery as soon as possible.

- Thanks again.

- Enjoy your stay at our hotel!

Dialogue 27. Booking a table at the restaurant

- Hello. Pizzeria Tricolore. Can I help you?
- Hello. I would like to book a table, please.
- What day and what time do you want to come?
- Tomorrow evening at 7 p.m. Do you have any free tables?
- Yes, we do. We have a couple of tables available for tomorrow. And how many people are there in your party?
- I hope there will be five or six of us.
- Would you like to reserve a private dining-room?
- No, thanks.
- OK. A table for six then. Would you like smoking or non-smoking?
- Non-smoking, please.
- Right. Can I get your name, sir?
- Bond. James Bond.
- Is there anything else I can do for you, Mr. Bond?
- Well, we have a couple of vegetarians in our group, but I don't think that would be a problem, wouldn't it?
- You're right. We can offer a special vegetarian menu with a wide selection of food in our restaurant.
- Fine. That's all I think.
- So you have a reservation for tomorrow at 7 p.m. If there's anything else you need, you can let us know. Just phone the same number and ask for me. My name's Helen.
- Sure. Thank you, Helen.
- Thank you for calling. See you tomorrow.
- Good bye!

Dialogue 28. In the compartment

- Hello. Can I have your ticket, please?
- Sure. Here you are.
- Thank you. Is everything OK in here? Are you comfortable?
- Yes, it's very nice. But can I open the window? It's getting a bit stuffy in the compartment.
- Well. You can while the train is still on the platform. But when the train leaves you should close it. Don't worry the air conditioning system will be on.
- Fine. Can I have something to drink, please?
- What would you like: tea or coffee?
- I'd like some tea with lemon, please. And don't forget the sugar.
- I can also offer you mineral water, chips, biscuits and pastry.
- I think some biscuits would be fine with my tea.
- OK. Would you like to read the latest newspapers or magazines?
- Are they in English?
- Yes, there are some English ones.
- Great. I guess I'll do that a bit later. Thanks. And when do we arrive?
- The train arrives at 8.15. I will wake you up at 7.15.
- Very well. By the way, what about the bed linen? I'd like to make my bed and have a rest.
- I'll bring your tea, biscuits and the bed linen in 5 minutes. Have a nice trip!
- Thank you very much!

Dialogue 29. At the supermarket

- Excuse me. Can I have one kilo of ground beef and ten slices of smoked ham, please?
- Sure. Here you are. Anything else?
- Could you tell me where I can find olive oil and instant coffee, please?
- They are in the grocery products section, over there. I can show you.
- That's OK. Thank you.

- Is there anything else you are looking for?
- Well. I need buns for sandwiches and a dozen chicken eggs.
- Right. You will find all sorts of buns in our bakery. As for the eggs, they are located in the dairy product section, on your left. Is that all, sir?
- No. Finally I need fresh fruits and vegetables.
- OK. What would you like?
- Can I have two pine-apples, a kilo of pears, a bunch of red grapes, two kilos of tomatoes and half a kilo of onions, please?
- I'm terribly sorry but there is only one pine-apple left. Do you still want it?
- OK then. I'll take it anyway
- How about red onions? They are just a bit more expensive than the usual ones but ideal for any salad.
- That would be great!
- OK. Here are your fruits and vegetables. I'll put them in your shopping cart. Do you need any beverages or canned food?
- No. Thanks a lot. Where shall I pay?
- The cash desks are is right at the end of the aisle.
- Thank you very much.
- You are welcome. Thank you for shopping with us. Have a good day!

Dialogue 30. Taking care of environment

Elisabeth: Are you going to read such a great amount of newspapers tonight? Where did you get them?

Michael: I bought these newspapers at the airport. I need them because I'm going to make a report about the environment. Some of them I have read during the flight. The rest of them I'm going to read tonight. There were very many different British newspapers at the paper shop and I have chosen the most interesting ones. I have bought the most quality papers: The Financial Times, The Independent, The Daily Telegraph, The Times, The Sunday Express, etc. These Newspapers always carry actual articles on industry, economy, social life and environment. They always contain factual reports I need for my presentation.

Elisabeth: Of course, it is very important to know what is going on in the world. But you are having a dozen papers for tonight.

Michael: To be precise I have to read ten of them. You can borrow some from me for tonight.

Elisabeth: No, thank you. I'm very tired now and the only one wish I have is to reach my bed as soon as possible. But what about your presentation: what are you going to include in it?

Michael: Our Earth is unprotected and it needs to be protected. If people take care of their environment they will keep the Earth green and clean. People have to understand how to ensure the environmental protection and they have to take into consideration all the factors that mankind's survival depends on. Environmental protection is not only planting trees and picking up litter. People have to fight noise pollution, air pollution and water pollution. Everybody has to do his best for improvement of all human being.

Elisabeth: Do you mean I have to stop wearing fur coats, going by car, eating food in tin and plastic cans, using various sprays, etc.?

Michael: If you could do it, it would be much better for our environment and maybe for you too.

Elisabeth: Do you want to say we have to reject the progress?

Michael: No, we must only take control of our progress and to set it in a right direction.

Elisabeth: Why do people kill animals for their beautiful fur and their wonderful skin? What is our progress with its synthetic skins and furs for then?

Michael: Some people like animals and some people don't like them. Personally, I think people who don't care for animals can't be my friends. Those who like animals are always more friendly, aren't they?

Elisabeth: Yes, they are. But some people blame their pets for their dirt. And the most animals clean themselves better than some people do. And many people ruin their health by being rude to one another. No animal does it.

Michael: The trouble is such convinced fighters are a minority. The majority isn't trying to help animals.

Dialogue 31. Healthy lifestyle

George: Hi, Nika. How are you? I haven't seen you for ages.

Nika: Hi, George. I'm fine, thank you. And you?

George: I'm also well. By the way, you look great.

Nika: Thanks. I've started attending the gym recently and it feels great.

George: I didn't know you were a fan of sport.

Nika: I can't say I'm a fan of certain sport, but I try to lead a healthy lifestyle.

George: Sounds interesting. What do you do at the gym?

Nika: Well, every day is different. For example, on Mondays and Wednesdays I attend the aerobics class. On Tuesdays and Thursdays I do yoga. On Friday I do just a few simple exercises. At weekend I relax.

George: What's the benefit from aerobics?

Nika: It's really good for my heart and it helps me to keep fit during the week.

George: How about the benefit from yoga?

Nika: Well, it's good for stretching the body and relaxing it.

George: That's good to know. I used to go to the gym as well two years ago.

Nika: What did you do there?

George: I did mainly weight training. It helped me to build up the muscles.

Nika: Why did you give up then?

George: I didn't have a good company and it felt boring to go there every day all alone.

Nika: I see. You can join me if you want. I think there is a special room at this gym for weight training.

George: With pleasure. When are you planning to go there next time?

Nika: Tomorrow morning.

George: I'll come with you. By the way, does your healthy lifestyle include only physical training?

Nika: No, it doesn't. I also try to eat healthy food.

George: Tell me a bit more about it. I also want to switch to healthy lifestyle.

Nika: Well, I try to eat lots of fruit and vegetables, cereals and wholemeal bread. I also don't eat much meat these days.

George: I see. Any other secrets of healthy lifestyle?

Nika: Yes. Try to avoid stressful situations and don't drink alcohol or smoke cigarettes. If you follow all these rules, you'll quickly feel how your body re-energizes.

George: Thank you for your advice. I will also try to make my way of living healthier.

Nika: When are you going to start?

George: Tomorrow morning. It isn't difficult when you have a partner like you.

Nika: I'm also happy to have someone who will accompany me to the gym.

Dialogue 32. Sport

Luke: What's your favorite sport, Maria?

Maria: Honestly speaking Luke, I'm not very sporty but I like swimming a lot.

Luke: Can you swim well?

Maria: Yes, certainly. I'm quite good at it. I also do some snorkeling and windsurfing.

Luke: I see. Sounds interesting. I also like swimming but my favorite sport is basketball.

Maria: That's obvious. You are rather tall.

Luke: Are there any sports that you don't do but like watching?

Maria: There are many such sport types. For example, I enjoy watching football, hockey, tennis, alpine skiing, biathlon, figure skating, bobsleigh and many others. How about you? Do you like watching sport events?

Luke: I certainly do. My favorite events are connected with soccer and curling.

Maria: By the way, I have no idea what the difference between football and soccer is.

Luke: I can explain. Basically these games are almost the same just have different names. The players form teams, wear a special uniform and try to score goals. However, there are some minor differences, such as the shape of the ball. A soccer ball is a sphere while a football is an ellipsoid. In soccer the players can't touch the ball but in football they can.

Maria: I see. So, the main differences are just in the rules of these games, aren't they?

Luke: Exactly.

Maria: What about curling? Is it a team game? And how is it played?

Luke: Curling is a team game. It is usually played in teams of four. The equipment includes stones and brooms. In this game players should try to slide stones across the ice sheet towards the target area, which is called the house. The point of the game is to slide the stone closer to the centre of the house. Each team has eight stones.

Maria: That sounds like an interesting sport. When I get the chance I will definitely watch a curling event.

Luke: I'm sure, you'll like it.

Maria: Have you ever tried to surf or windsurf?

Luke: No, I haven't. But I think it feels great. Can you tell me a little bit about these sport types?

Maria: Yes, of course. I'm very much into these water sports. Surfing is quite popular among young people nowadays. Surfing in other words is wave riding. Surfers stand on special boards and try to ride the ocean waves. Windsurfing is the combination of surfing and sailing. Both sports are very spectacular.

Luke: Are there any special events or competitions in surfing and windsurfing?

Maria: Yes, there are. There are World Surfing Championships. Windsurfing features such disciplines as Slalom, Speedracing, Freestyle and else.

Luke: I'd like to see one of those competitions. Let me know if there is a coming up event.

Maria: Will do. I'm glad we have similar interests and preferences in sport.

5. Учебно-методическое и информационное обеспечение дисциплины

5.1. Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины

Основная литература

1. Кузнецова А.Ю. Грамматика английского языка. От теории к практике. Учебное пособие [Электронный ресурс] / Кузнецова А. Ю. - М.: Издательство «ФЛИНТА», 2017 - 152 с. – URL: http://biblioclub.ru/index.php?page=book_red&id=114942&sr=1
2. Розанова Н.М. English for Economics: уч.пособие. – М.: ЮНИТИ-ДАНА, 2015. – 503 с. - URL: http://biblioclub.ru/index.php?page=book_red&id=114564&sr=1.
3. Швелёва С.А. Грамматика английского языка. Учебное пособие. – М.: Юнити-Дана, 2015 - 423 с. - URL: http://biblioclub.ru/index.php?page=book_red&id=114804&sr=1.

Дополнительная литература

4. Кобызева С.В. English for Students of Economics. Part I: Методические указания по английскому языку для студентов экономических специальностей и направлений подготовки. – Уфа: РИЦ БашГУ, 2017. – 36 с. – URL: https://elib.bashedu.ru/dl/corp/Kobyzeva_sost_English_for_Students_of_Economics_1_mu_2017.pdf.
5. Кушникова Г.К. Практикум для самостоятельного повторения глагольной системы английского языка: уч.пособие. – М.: Флинта, Наука, 2016. – 95 с. – URL: <http://biblioclub.ru/index.php?page=book&id=83383>.
6. Митрошкина Т.В. Английские артикли: уч. справочник. – Минск: Тетралит, 2018. – 80 с. – URL: https://biblioclub.ru/index.php?page=book_red&id=78451.
7. Митрошкина Т.В. Английские предлоги: уч. справочник. – Минск: Тетралит, 2016. – 94 с. – URL: https://biblioclub.ru/index.php?page=book_red&id=78506.

8. Митрошкина Т.В. Справочник по грамматике английского языка в таблицах: справочник. – Минск: Тетралит, 2019. – 96 с. – URL: https://biblioclub.ru/index.php?page=book_red&id=571736.

5.2. Перечень ресурсов информационно-телекоммуникационной сети «Интернет» и программного обеспечения, необходимых для освоения дисциплины, включая профессиональные базы данных и информационные справочные системы

Периодические издания:

BBC News www.bbc.co.uk/news

The Guardian www.theguardian.com/uk

The Times www.thetimes.co.uk

The Telegraph www.telegraph.co.uk

The Independent www.independent.co.uk

The Daily Mail www.dailymail.co.uk

The Daily Mirror www.mirror.co.uk

The Daily Express www.express.co.uk

The Daily Star www.dailystar.co.uk

The Sun www.thesun.co.uk

The SundayTimes www.thesundaytimes.co.uk/sto

Sunday Herald www.heraldscotland.com

The New York Times www.nytimes.com

Usa Today www.usatoday.com

New York Daily News www.nydailynews.com

Образовательные сайты:

1. Электронный каталог Библиотеки БашГУ – <http://www.bashlib.ru/catalogi/>

2. Электронная библиотечная система «Университетская библиотека онлайн» – <https://biblioclub.ru/>

3. Электронная библиотечная система «ЭБ БашГУ» – <https://elib.bashedu.ru/>

4. Электронная библиотечная система издательства «Лань» – <https://e.lanbook.com/>

5. Электронный учебный курс «Иностранный язык (Кобызева С.В.)»: <http://sdo.bashedu.ru/course/view.php?id=72>

6. <http://dailyesl.com/>

7. <http://5minuteenglish.com/listening.htm>

8. <http://www.eslgold.com/speaking/phrases.html>

9. www.focusenglish.com/dialogues/conversation.html

10. www.1-language.com/audiocourse/index.htm

11. <http://www.collinslanguage.com/>

Словари:

1. <http://www.macmillandictionary.com/>

2. <http://www.merriam-webster.com/dictionary>

3. <http://www.oxfordadvancedlearnersdictionary.com>

4. <http://www.pearsonlongman.com/dictionaries/>

Программное обеспечение:

Windows 8 Russian.

Windows Professional 8 Russian Upgrade OLP NL Academic Edition. Лицензия бессрочная.

Договор №104 от 17.06.2013 г.

Microsoft Office Standard 2013 Russian OLPNL Academic Edition. Лицензия бессрочная.

Договор №114 от 12.11.2014 г.

6. Материально-техническая база, необходимая для осуществления образовательного процесса по дисциплине

Наименование специализированных аудиторий, кабинетов, лабораторий	Вид занятий	Наименование оборудования, программного обеспечения
1	2	3
<p>1. учебная аудитория для проведения занятий семинарского типа: аудитория № 512 (кабинет иностранных языков) (гуманитарный корпус), 521 (кабинет иностранных языков) (гуманитарный корпус).</p> <p>2. учебная аудитория для проведения групповых и индивидуальных консультаций, учебная аудитория для текущего контроля и промежуточной аттестации: аудитория № 609 (гуманитарный корпус), аудитория № 608 (гуманитарный корпус).</p> <p>3. помещения для самостоятельной работы: аудитория № 613, читальный зал ауд.402 ауд. 402, (гуманитарный корпус).</p>	<p>Занятия семинарского типа, групповые и индивидуальные консультации, текущий контроль, промежуточная аттестация</p>	<p>Аудитория № 512 Учебная мебель, доска, LED Телевизор TCLL55P6 USBLACK-1 шт., Кронштейн для телевизора NBP 5- 1 шт., Кабель HDMI (m)-HDH(m)ver 14,10 м</p> <p>Аудитория № 521 Учебная мебель, доска, LED Телевизор TCLL55P6 USBLACK-1 шт., Кронштейн для телевизора NBP 5- 1 шт., Кабель HDMI (m)-HDH(m)ver 14,10 м</p> <p>Аудитория № 609 Учебная мебель, доска, мобильное мультимедийное оборудование.</p> <p>Аудитория № 608 Учебная мебель, доска, мобильное мультимедийное оборудование.</p> <p>Читальный зал ауд.402 Учебная мебель, стенд по пожарной безопасности, моноблоки стационарные – 5 шт, принтер – 1 шт., сканер – 1 шт.</p> <p>Аудитория № 613 Учебная мебель, доска, моноблок стационарный – 15 шт.</p> <p>Windows 8 Russian. Windows Professional 8 Russian Upgrade OLP NL Academic Edition. Бессрочная. Договор №104 от 17.06.2013 г. Microsoft Office Standard 2013 Russian OLPNL Academic Edition. Бессрочная. Договор №114 от 12.11.2014 г.</p>

ФГБОУ ВО «БАШКИРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»
ИНСТИТУТ ИСТОРИИ И ГОСУДАРСТВЕННОГО УПРАВЛЕНИЯ

СОДЕРЖАНИЕ РАБОЧЕЙ ПРОГРАММЫ
дисциплины **Иностранный язык** на 1 семестр
очная и заочная форма обучения

Вид работы	Объем дисциплины	
	Очная форма обучения	Заочная форма обучения
Общая трудоемкость дисциплины (з.е. / часов)	7 ЗЕТ / 252 часов, в т.ч. 3 ЗЕТ / 108 часов 1 семестр	7 ЗЕТ / 252 часов, в т.ч. 3 ЗЕТ / 108 часов 1 семестр
Учебных часов на контактную работу с преподавателем:	36,2	8,2
лекций		
практических/ семинарских лабораторных	36	8
других (групповая, индивидуальная консультация и иные виды учебной деятельности, предусматривающие работу обучающихся с преподавателем) (ФКР)	0,2	0,2
из них, предусмотренные на выполнение курсовой работы / курсового проекта		
Учебных часов на самостоятельную работу обучающихся (СР)	71,8	95,8
из них, предусмотренные на выполнение курсовой работы / курсового проекта		
Учебных часов на подготовку к экзамену/зачету/дифференцированному зачету (Контроль)		4

Форма контроля: зачет

Для очной формы обучения

№ п/п	Тема и содержание	Форма изучения материалов: лекции, практические занятия, семинарские занятия, лабораторные работы, самостоятельная работа и трудоемкость (в часах)				Задания по самостоятельной работе студентов	Форма текущего контроля успеваемости (коллоквиумы, контрольные работы, компьютерные тесты и т.п.)
		ЛК	ПР / СЕМ	ЛР	СР		
1	2	3	4	5	6	7	8
1	Современный офис: профессии, отделы, оргтехника: 1.1 Новая лексика. Спряжение глагола «to be». 1.2 Работа с текстом по теме раздела. оборот <i>There is/are</i> . 1.3 Времена группы Indefinite в действительном залоге. 1.4 Диалогическая речь. оборот <i>to be going to</i> . 1.5 Повторение материала раздела (модуля)	0	18	0	36	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе	УО, КР
2	Банки. Кредиты. Деньги. Финансы 2.1 Новая лексика. Степени сравнения прилагательных. 2.2 Работа с текстом по теме раздела. Типы вопросительных предложений и их структура. 2.3 Времена группы Continuous, Perfect. 2.4 Диалогическая речь. 2.5 Повторение материала раздела (модуля)	0	18	0	35,8	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе и тестированию	УО, Т, КР
	Всего часов:	0	36	0	71,8		

Для заочной формы обучения

№ п/п	Тема и содержание	Форма изучения материалов: лекции, практические занятия, семинарские занятия, лабораторные работы, самостоятельная работа и трудоемкость (в часах)				Задания по самостоятельной работе студентов	Форма текущего контроля успеваемости (коллоквиумы, контрольные работы, компьютерные тесты и т.п.)
		ЛК	ПР / СЕМ	ЛР	СР		
1	2	3	4	5	6	7	8
1	Современный офис: профессии, отделы, оргтехника: 1.1 Новая лексика. Спряжение глагола «to be». 1.2 Работа с текстом по теме раздела. оборот <i>There is/are</i> . 1.3 Времена группы Indefinite в действительном залоге. 1.4 Диалогическая речь. оборот <i>to be going to</i> . 1.5 Повторение материала раздела (модуля)	0	4	0	48	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе	УО, КР
2	Банки. Кредиты. Деньги. Финансы 2.1 Новая лексика. Степени сравнения прилагательных. 2.2 Работа с текстом по теме раздела. Типы вопросительных предложений и их структура. 2.3 Времена группы Continuous, Perfect. 2.4 Диалогическая речь. 2.5 Повторение материала раздела (модуля)	0	4	0	47,8	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе и тестированию	УО, Т, КР
	Всего часов:	0	8	0	95,8		

**ФГБОУ ВО «БАШКИРСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»
ИНСТИТУТ ИСТОРИИ И ГОСУДАРСТВЕННОГО УПРАВЛЕНИЯ**

**СОДЕРЖАНИЕ РАБОЧЕЙ ПРОГРАММЫ
дисциплины **Иностранный язык** на 2 семестр
очная и заочная форма обучения**

Вид работы	Объем дисциплины	
	Очная форма обучения	Заочная форма обучения
Общая трудоемкость дисциплины (з.е. / часов)	7 ЗЕТ / 252 часов, в т.ч. 4 ЗЕТ / 144 часа 2 семестр	7 ЗЕТ / 252 часов, в т.ч. 4 ЗЕТ / 144 часа 2 семестр
Учебных часов на контактную работу с преподавателем:	33,2	5,2
лекций		
практических/ семинарских	32	4
лабораторных		
других (групповая, индивидуальная консультация и иные виды учебной деятельности, предусматривающие работу обучающихся с преподавателем) (ФКР)	1,2	1,2
из них, предусмотренные на выполнение курсовой работы / курсового проекта		
Учебных часов на самостоятельную работу обучающихся (СР)	74,8	129,8
из них, предусмотренные на выполнение курсовой работы / курсового проекта		
Учебных часов на подготовку к экзамену/зачету/дифференцированному зачету (Контроль)	36	9

Форма контроля: экзамен

Для очной формы обучения

№ п/п	Тема и содержание	Форма изучения материалов: лекции, практические занятия, семинарские занятия, лабораторные работы, самостоятельная работа и трудоемкость (в часах)				Задания по самостоятельной работе студентов	Форма текущего контроля успеваемости (коллоквиумы, контрольные работы, компьютерные тесты и т.п.)
		ЛК	ПР /СЕМ	ЛР	СР		
1	2	3	4	5	6	7	8
3	Налогообложение: 3.1 Новая лексика. Времена группы <i>Indefinite, Progressive</i> в страдательном залоге. 3.2 Работа с текстом по теме раздела. Времена группы <i>Perfect</i> , в страдательном залоге. 3.3 Диалогическая речь. 3.4 Повторение материала раздела (модуля)	0	16	0	37	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе	УО, КР
4	Фондовые биржи. Ценные бумаги: 4.1 Новая лексика. Порядок слов в повествовательном предложении. 4.2 Работа с текстом по теме раздела. Предлоги. 4.3 Диалогическая речь. 4.4 Повторение материала раздела (модуля)	0	16	0	37,8	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе и тестированию	УО, Т, КР
	Всего часов:	0	32	0	74,8		

Для заочной формы обучения

№ п/п	Тема и содержание	Форма изучения материалов: лекции, практические занятия, семинарские занятия, лабораторные работы, самостоятельная работа и трудоемкость (в часах)				Задания по самостоятельной работе студентов	Форма текущего контроля успеваемости (коллоквиумы, контрольные работы, компьютерные тесты и т.п.)
		ЛК	ПР /СЕМ	ЛР	СР		
1	2	3	4	5	6	7	8
3	Налогообложение: 3.1 Новая лексика. Времена группы <i>Indefinite, Progressive</i> в страдательном залоге. 3.2 Работа с текстом по теме раздела. Времена группы <i>Perfect</i> , в страдательном залоге. 3.3 Диалогическая речь. 3.4 Повторение материала раздела (модуля)	0	2	0	65	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе	УО, КР
4	Фондовые биржи. Ценные бумаги: 4.1 Новая лексика. Порядок слов в повествовательном предложении. 4.2 Работа с текстом по теме раздела. Предлоги. 4.3 Диалогическая речь. 4.4 Повторение материала раздела (модуля)	0	2	0	64,8	Самостоятельное изучение рекомендуемой основной и дополнительной литературы, интернет-источников; заучивание диалогов, подготовка к контрольной работе и тестированию	УО, Т, КР
	Всего часов:	0	4	0	129,8		

