**Н-7.01**

Міністерство освіти і науки України

УНІВЕРСИТЕТ МИТНОЇ СПРАВИ ТА ФІНАНСІВ

Факультет Економіки, бізнесу та міжнародних відносин

Кафедра іноземної філології, перекладу та професійної мовної підготовки

Збірник завдання для проведення поточного контролю за кожним змістовим модулем з дисципліни

**«Іноземна мова»**

Галузь знань – 29 «Міжнародні відносини»

Спеціальність – 291 «Міжнародні відносини, суспільні комунікації та регіональні студії »

Назва освітньої програми –«Країнознавство»

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Збірник завдань для проведення поточного контролю за кожним змістовим модулем з дисципліни «Іноземна мова» для студентів 291 «Міжнародні відносини, суспільні комунікації та регіональні студії »/ Укладач: Д. В. Бірюкова, І. В. Чижикова.– Дніпро: УМСФ, 2022. – 38с.

Збірник представляє тестові завдання які призначені для поточного контролю та перевірки знань з англійської мови для студентів спеціальності 291 «Міжнародні відносини, суспільні комунікації та регіональні студії » і укладені відповідно до вимог навчально-методичного комплексу з навчальної дисципліни «Іноземна мова».

Збірник складається з трьох частин: частина перша – завдання для проведення поточного контролю за змістовим модулем 1; частина друга - завдання для проведення поточного контролю за змістовим модулем 2; частина третя - завдання для проведення поточного контролю за змістовим модулем 3.

Укладачі: Бірюкова Д.В**.** доцент кафедри іноземної філології, перекладу та професійної мовної підготовки**,** Чижикова І.В. ст.викладач кафедри іноземної філології, перекладу та професійної мовної підготовки.

Розглянуто на засіданні кафедри іноземних мов та професійної мовної підготовки.

(протокол № \_1\_ від «\_29\_» \_\_08\_\_2022 р.)

в.о. завідувача кафедрою \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Бірюкова Д.В.

Затверджено на засіданні вченої ради факультету \_\_\_\_\_\_\_\_\_\_\_

(протокол № \_1\_ від «\_30\_\_» \_\_08\_\_2022 р.)

Голова Вченої ради факультету \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Даценко В.В.

**Частина 1 (Змістовий модуль 1)./ Part 1.**

**Академічне письмо.**

**Text**

**Read and discuss the text.**

**The Resume**

A *Resume* or *Curriculum Vitae* (CV) is an objective written summary of your personal, educational, and experience qualifications. It packages your assets in the form of a convincing advertisement, which sells you for a specific job. A resume is a kind of written sales presentation. An effective resume creates a favourable impression of you while presenting your abilities and experiences.

The basic requirements for a good resume are:

* brevity: one page is preferable, but not more than two pages:
* top quality paper;
* perfect spelling and grammar;
* no typographical errors;
* attractive layout.

Your personal data sheet contains most of the information you need to prepare a resume. Now you have to select and arrange that information in the way that best relates your background to the work you seek. Every resume is an individualized presentation of your qualifications for a particular job. It means that you may prepare a few different resumes, depending on the types of jobs you are applying for. You can choose from among four types of resumes:

**- Chronological resume** lists work experience or education in **reverse** chronological order. It describes responsibilities and accomplishments associated with each job or educational experiences.

**- Functional resume** lists functional skills and experience separately from employment history.

**- Combination (functional/chronological) resume** draws on the best features of the chronological and functional resumes. It highlights an applicant’s capabilities and includes a complete job history.

**- Targeted resume** emphasizes capabilities and accomplishments relating to the specific job applied to. Work experience is briefly listed in a separate section.

Resumes provided for graduate school admission highlight your skills, professional experience, accomplishments, and academic history in much the same way as “job” resumes. The difference is that an admissions resume will focus on what transitions well to the classroom, not to the workplace.

The most popular with the recruiters nowadays is the combination resume, which includes:

**Topical words**:

job *робота*

your job interests and concerns *тут: робота, яка Вас цікавить*

job advertisements=want ads *оголошення про прийом на роботу*

to apply for a job *звертатися про прийом на роботу*

employer *роботодавець*

required and preferred qualifications *обов’язкові та бажані вимоги до*

*кваліфікації*

job search *пошук роботи*

resume/curriculum vitae (CV) *резюме*

chronological resume *хронологічне резюме*

functional resume *професійне резюме*

combination

(functional/chronological) resume *комбіноване резюме*

targeted resume *цільове резюме*

experience *досвід*

abilities=capabilities *здатність/здібність*

attractive layout *привабливий вигляд*

reverse *зворотний*

responsibilities *обов’язки*

accomplishments *досягнення*

cover letter *супровідний лист*

|  |  |  |
| --- | --- | --- |
| **1. Main**  **heading** | Applicant’s first name | **JASON DANIELSON** |
| **2.Personal**  **data** | Date of birth; Age; Place of birth; Marital status; Children, and their ages; Address; Phone number; Home phone; Email. | 235 White Road  San-Francisco, California  029992  +01(245) 987-6543 |
| **3. Objective** | Detailed information, in response to the company’s requirements. Use a specific job title here, or write a brief, simple phrase describing the type of work you are seeking. | To obtain an administrative assistant position, this would utilize my clerical and administrative skills and offer opportunity for growth. |
| **4. Education** | Includes degrees and certificates. Also listed in the reverse chronological order. | **September 2008-May 2012**  Technical College of San-Francisco |
| **5. Experience**  **(employment)** | Work history, in the reverse chronological order, starting with the most recent position. Include name of the Company, and your position. Using action words to maximize the impact, describe your current or most recent responsibilities. Be concise, remove all unnecessary words and phrases. Include duties, accomplishments, and promotions as well as the specific results of your actions or decisions to demonstrate your contribution. | **June 2014-to present**  *The Institute of Medical Care, San-Francisco*  Unit Secretary, Child and Adolescent Unit. Responsible for maintaining patient charts, entering patient data on database, transcribing medication orders, tracking and paging medical personnel. Relaying patient records to other treatment facilities and fielding incoming phone calls.  **October 2012 to May 2014**  *University of National Law, San-Francisco*  Administrator, Registrar’s Office Answered telephones, filed documents, produced letters for certification and deferment, proctored exams. Registered students for courses, proofread grade sheets, registration materials, exams and course schedules, computed grade point average. Interacted with students, faculty and staff. |
| **6. Special**  **skills** | - List languages, include mother language, and describe your level of knowledge.  - List software applications, operating systems, and pertinent hardware information. (Include years of experience, or describe your level of knowledge). | *Languages:* English - mother tongue, German – beginning.  *Computer literate:* word – processing (Word Perfect and Word for Windows), Spreadsheet (Lotus 1-2-3). Excellent interpersonal and communications skills. |
| **7. Licenses**  **and**  **certificates** | List licenses or certificates you hold that are pertinent to the job you are seeking. Include the year you obtained each license or certificate. |  |
| **8. Interests** | Particular sports, arts, reading. | Alpine skiing, climbing, computers. |
| **9. Activities** | Community activities that you regularly participate in. | Member, high Honor Student Society, San Francisco. |

**To strengthen your resume you may use action verbs like:**

analyzed - аналізував

administered, managed - вів справи, керував

completed - проводив(роботу)

created - створював

evaluated - визначав(кількість, вартість); підраховував

implemented - впроваджував

improved - удосконалював

investigated - дослідив, вивчив

organized - організував

participated - брав участь

performed - виконав

planned - планував

proposed - запропонував

provided - забезпечив

researched - досліджував

solved - вирішив (проблему, питання)

streamlined - модернізував

supervised - завідував

supported - підтримував

Knowing what **to exclude** from your resume is as important as knowing what to include. Here is a list of details to exclude from your resume:

* height, weight, hair or eye colour;
* comments about your family, spouse, or children;
* your photograph (unless you are applying for modeling or acting job);
* travel restrictions;
* preferences for work schedule, days off, or overtime;
* salary demands or expectations.

The trend in resumes today is to omit personal data, such as birth date, marital status, religion, nationality.

Very few people have good resumes. If English is not your native language or if you come from another country, it can be even more difficult to know the right things to do. Some special suggestions will help you write a perfect resume:

1. Adapt your resume to the information you have gathered about the employer and the job you want.
2. Use action verbs, they will bring you resume to life.
3. Avoid the pronoun “I”. Describe your skills and capabilities by using as many words as possible.
4. Highlight your accomplishments and achievements.
5. Keep it simple and clear: two pages at most.
6. Be truthful! Don’t exaggerate or misrepresent yourself. Remember that employers check the information.
7. Don’t mention salary.
8. Avoid long sentences. Use the minimum number of words and phrases but avoid abbreviations.
9. Looks are important. The resume should be typed with plenty of white space and white margins. Place headings at the left side of the page, and the details relating to them on the right side.
10. Make sure there are no errors in spelling, punctuation, or typing.
11. Don’t sign or date the resume.
12. Always send an original of your resume. Don’t send a photocopy.
13. Keep copies of resumes on file for future reference. Once you have a job, update your resume on a regular basis.

**Exercises after the text.**

**1. Complete the sentences:**

1. When a person is eager to get a job he is often to fill in ….

2. The forms can be laid out in different ways but ….

3. The information given by the candidate can be very helpful in assessing ….

4. It is important that the candidate ….

5. CVs should contain the following information ….

6. CVs and application forms will require the name and address of at least….

7. The referees may be contacted and asked ….

8. Normally the firm will ask for the names of present ….

a. the candidate’s suitability for the post.

b. personal details, objective, education, work experience, languages, hobbies and interests, references.

c. a resume or a curriculum vitae or a standard printed application form

d. or former employers or supervisors for whom the candidate has worked

e. whether or not they consider the applicant to be suitable for the post

f. completes the paper clearly and carefully

g. two individuals who can act as referees

h. the information required will be the same

**There are some Dos and DON’Ts for job seekers. Put dos or don’ts.**

* learn ahead of time about the company and its product (your homework)
* apply for a job in person
* let as many people as possible know you are “job hunting”
* apologize for your age
* be untidy in person
* display “cocksuredness”
* stress your qualification
* mention any experience you have which is relevant to the job
* beg for consideration
* mumble or speak with a muffled voice
* talk and think as far as possible about the future rather than the past
* indicate, where possible, your stability, attendance record and good safety experience
* be one of those who can do everything
* hedge in answering questions
* express your ideas on compensation, hours, etc. early in the interview
* assume an air of confidence
* approach the employer with respectful dignity
* try to be optimistic in your attitude
* hesitate to fill out applications, give references, take physical examinations or tests on request
* maintain your poise and self-control
* try to overcome nervousness and shortness of breath
* hang around, prolonging the interview, when it should be over
* answer questions honestly
* have a good resume
* go to an interview without a record of former employment
* arrive late and breathless for an interview
* know the importance of getting along with people
* recognize your limitations
* make plenty of applications
* be a “know it all” or a person who can’t make instructions
* isolate yourself from contacts that might help you find a job
* indicate your flexibility and readiness to learn
* be well-groomed and appropriately dressed
* fell that the world owns you a living
* make claims you cannot “deliver” on the job
* keep stressing you need for a job
* discuss past experience which has no application to the job situation
* display a feeling of inferiority
* write incorrect information on your CV to make it look better

**Writing business letters**

A letter speaks for you in your absence. ***Clarity***. Remember that you will not be present when your letter is being read to explain what you mean. The reader will not be able to ask you to clarify. Obviously, the, you must make your message clear. It goes without saying that your letter should ne easily legible, whether handwritten or typewritten. ***Tone.*** When speaking face-to-face with someone, you use your tone of voice to reflect shades of meaning and attitude. Writing, too, has a tone, reflected largely in the words you choose. What will your letter sound like to the recipient? First, be sure that it sounds like you – that it speaks with your voice. Second, be sure that the tone will neither anger nor offend. Unlike spoken words, which are often readily forgotten, letters are permanent records of what you have said. An angry letter may make you fell better at the time of writing, but a few weeks later you may be sorry that you mailed it.

A letter that is neat, free of errors and in good form will do a fine job of representing you – just as your speech and personal appearance do in a face-to-face relationship.

There are many types of business letters: the request, the order, the complaint letter, the application letter and many others. Let’s consider the application letter more precisely.

**The letter of application**

The letter of application can be as important as the CV in that it often provides the first direct contact between a candidate and an employer. If this letter is not well written and presented, it will make a poor impression. The letter of application normally contains four paragraphs in which you should:

• confirm that you wish to apply and say where you learned about the job

• say why you are interested in the position and relate your interests to those of the company

• show that you can contribute to the job by highlighting your most relevant skills and experience

• indicate your willingness to attend an interview (and possibly say when you would be free to attend)

Below you will find details from Fiona Scott's letter of application. Look at the outline of the letter on the left and indicate where the information below should go.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | 1 | | | **a**.) Although I am presently employed by a non-profit making organization, it has always been my intention to work in a commercial environment. I would particularly welcome the chance to work for your company as I have long admired both the quality of the products that it provides and its position as a defender of environmental causes. As you will notice on my enclosed CV, the job you are offering suits both my personal and professional interests. | |
| 3 | |  |  | | |
|  | 2 | | |
|  |  | | |
|  | |  |  | | |
| 4 | |  |  | | |
|  | |  |  | | |
| 5 | | | | | **b**.) I would be pleased to discuss my curriculum vitae with you, more detail at an interview. In the meantime, please do not hesitate to contact me if you require further information. I look forward to hearing from you. | |
| 6 | | | | | **c**.) Dear Ms Baudoin | **d**.) 18th January 2000 |
| 7 | | | | | **e**.) I am writing to apply for the position which was advertised last month in The Independent. | |
| 8 | | | | | **f**.) 52 Hanover Street Edinburgh  EH2 5LM  UK | **g**.) Nathalie Baudoin Patagonia Gmbh Reitmorstrasse 50  8000 Munich 22  Germany |
|  | | | | |
|  | | |  |  | **h**.) My work experience has familiarized me with many of the challenges involved in public relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would definitely enjoy working in a German-speaking environment. | |
| 9 | |  | | |
| Fiona Scott | | | | |
| 10 | |  | | | **i**.) Fiona Scott | **j**.) Yours sincerely |

**Format for letter of inquiry or covering letter**

Date

Dr., Mr., Ms.

Title

Company, Institution

Address

Dear Sir/Madam,

State your reason for writing.

You will inquire whether any positions are available or you will say which position you are applying for. If you are applying for a specific position identify the source of the information (a person, a newspaper, including date, etc.)

Describe your educational background and professional experience. Focus on those things from you resume that best relate to the position you are applying for.

Say you are enclosing your resume and/or other supporting material. State your willingness to provide more information and to be interviewed.

Thank them for their consideration. Say you look forward to hearing from them.

Yours faithfully, (signature)

Your name

Address

Phone

Enclosure

**Sample of covering letter (1)**

Mark Diamond

4701 Pine Street, #K-13

Philadelphia, PA 19143

Tel. 1-(215)-748-3037

April 2, 2017

Dear Mr.Marinichenko,

I am a first-year student in the M.B.A. program at the Wharton Business School in Philadelphia.

I understand that you are heading the independent Ukrainian airline. I have heard from my friend Mr. Bill Eastmann, a student at Duke University’s Fuqua School of Business that you might wish to have an American M.B.A. student work with your airline this summer as an intern. I am very interested in the possibility of such an internship during the summer of 2017.

My professional experience has given me an in-depth knowledge of the air transportation industry. I have, in particular, worked for American Airlines, the Federal Aviation Administration, and Kurth and Company, Inc., an aviation consulting firm where I was Manager of Airline Analysis. My responsibilities included the study of schedules, fares, equipment selection, and financial results. Notably, I prepared numerous feasibility studies for both jet and turboprop routes, including passenger and cargo flights, for proposed transatlantic and transpacific services.

I wish to place this experience at the disposal of your airline. I believe strongly that my knowledge of the deregulated air transportation industry in the United States could be quite beneficial to your carrier.

I have enclosed a copy of my resume. If my background and qualifications are of interest to you, please telephone me on (215) 748-3037. I would be interested in meeting you in mid-April in New York to discuss further possibility of such a summer position, and your requirements.

I look forward to hearing from you soon.

Yours sincerely,

Mark Diamond

**Sample of covering letter (2)**

44 Charlton Place,

Limerick City

20 February 2003

Ms P Murphy

Personnel Manager

Company Name

Address

Dear Ms Murphy,

Please find enclosed a copy of my Curriculum Vitae in response for a Community Development Worker (ref 1P97) as advertised in the Limerick Post on 6 February 2003. I am currently a final year Cultural Studies student at the University of Limerick and I will be graduating in June 2003.

My interest in Community Work has developed over several years, specifically through my membership of a local community centre, where I have been able to see at first hand the range of activities that a Community Worker is involved in. My final year project is based on local Community Development Initiatives in the inner city of Limerick.

As you can see from my CV, my academic and leisure activities have given me the capacity and confidence to work with people from a variety of social backgrounds. My ability to work under pressure has been illustrated by my handling of the requirement to study and to juggle domestic responsibilities efficiently. I believe that through the research for my dissertation I have shown myself to be capable of organising my time effectively and using my initiative to come up with original ideas.

I am available for interview at any time and should you require any further information please do not hesitate to contact me.

Yours sincerely

Josie Maguire

**Useful phrases and expressions for a covering letter:**

**-** With reference to your advertisement in “Kyiv Post” of Tuesday, January 10, I would like to apply for the position of … in your company. – Посилаючись на оголошення у «Київ-Пост» від 10 січня, вівторок, я б хотів запропонувати свою кандидатуру на посаду…у вашій компанії.

- I recently heard form …that there is a vacancy in your sales department. – Я нещодавно почув від….про вакансії у вашому торговому відділі.

- I am used to working on my own. – Я звик працювати самостійно.

- I appreciate the opportunity to work on my own initiative and to take on a certain amount of responsibility.- Я високо ціную можливість працювати з певною мірою відповідальності та мати можливість проявити власну ініціативу.

- During training for my present job I took courses on marketing. – За часи навчання, щоб отримати посаду, яку я зараз обіймаю, я закінчив курси маркетингу.

- Since my present position offers little prospect for advancement, I would prefer to be employed in an expanding organization such as yours. – Тому що моя посада не дає мені можливості для подальшого просування, я би хотів працювати у компанії як ваша.

- I am at present earning …per month. – На даний час моя заробітна плата …в місяць.

- Thank you for offering me the post/position of…- Дякую, що запропонували мені посаду…

- I have pleasure in accepting this position. – Я з задоволення приймаю цю посаду.

- I am looking forward to commencing work on September 1. – З нетерпінням чекаю початок роботи 1 вересня.

**Read the recruitment advertisement and complete the sentences with words.**

|  |  |  |
| --- | --- | --- |
| a. opportunities;  d. invaluable;  h. need. | d. learn;  e. insight; | c. accept;  f. discriminate; |

1. We will give you \_\_\_\_\_\_\_\_\_\_\_\_\_\_ training for a unique caves.

2. The Fast Stream Programme will give you \_\_\_\_\_\_\_\_\_\_\_\_\_\_ into government policy.

3. You will develop your skills so that you can take on the wide range of career \_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

4. You will \_\_\_\_\_\_\_\_\_\_\_\_\_\_ how different types of business operate.

5. You will \_\_\_\_\_\_\_\_\_\_\_\_\_\_ drive and self discipline.

6. We will not \_\_\_\_\_\_\_\_\_\_\_\_\_\_ on grounds of gender or race.

7. They will not \_\_\_\_\_\_\_\_\_\_\_\_\_\_ applications after 6 November.

**Replace the words and expressions in italics with words which are similar in meaning.**

|  |  |
| --- | --- |
| a. department store  b. operation manual  c. organization chart  d. corporate culture  e. applicant  f. authority  g. interview  h. headquarter  i. front end fee  j. discount | k. mass market  l. royalty  m. IT  n. subordinates  o. CV  p. subsidiary  q. head-hunter  r. management services fee  s. range  t. decision-making |

There were hundreds of1 *people who sent letters of application* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for the post of Chief Buyer in one of our 2 *large city centre outlets selling a variety of different products* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Our Personnel Department couldn't possibly study all the 3 *documents containing education and employment history* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_which we received.

They had to call on the services of a 4 *search firm*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to help them compile a short list of the most suitable people to 5 *meet with to talk about their experience and qualifications*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We were looking for someone with good communication and organizational skills. Furthermore this is a position that requires someone who is capable of *6 deciding what action to take*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and can get 7 *the people who work under him / her*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to reach their objectives.

The job involves monitoring performance and ensuring that our large 8 *variety of products* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is always up to date. The final selection process was organized at our 9 *main office* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The successful candidate is now being given extensive training in order to help him to adapt to our1 ° *company philosophy and style of working*

**Complete the extract from the letter of application below, using an expression from A in the correct form and a preposition from B***.*

|  |  |  |
| --- | --- | --- |
| А | В | |
| a. believe | A. from | |
| b. collaborate | B. in (x4) |  |
| c. result | C. to |  |
| d. report | D. on |  |
| e. benefit | E. for (x2) |  |
| f. apply | F. with |  |
| g. work |  | |
| h. are responsible |  | |
| i. been involved |  | |
| j. succeeded |  | |

I am writing to1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the position of Senior Computer Programmer. As you can see in my enclosed curriculum vitae, I already hold the position of Team Manager where I2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ three programmers who3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_me directly.

As an additional part of my job I have to4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_other Team Managers from different divisions of the company.

I have recently5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a major research and development project where my team was asked to6\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a new network application for the company's accounts department.

During this project we7\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_solving a number of complex technical problems.

This programme is now in the final stages and once complete will8\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_considerable savings in both cost and time.

While I am happy in my present position, I would welcome the challenge of managing a bigger team.

I firmly9\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the value of teamwork and power sharing which I know are important elements in the working environment of your company.

Moreover, I feel sure that on both a personal and professional level I would be able to10\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the opportunity of working for a company with such a well-established international reputation.

**Complete the sentences in this letter. Use the job advertisement and the words below.**

*Changi News*

*July 2, 2019*

*File clerk wanted. Must have high school degree. Send resume to Mr. Paul Rook, Human Resources Director, Island International Airport, Singapore 659589*

applying forward part-time Resource

enclosed interview position Sincerely

Mr. Paul Rook

Human (1) \_\_\_\_\_ Director

Island International Airport

Singapore 659589

Dear Mr. Rook,

I am (2) \_\_\_\_\_ for the position of file clerk that was advertised in the July 2nd *Changi News*.

I worked as a (3) \_\_\_\_\_ file clerk after school for three years. Now I am looking for a full-time position. I have (4) \_\_\_\_\_ my resume, and I would like to schedule an (5) \_\_\_\_\_ . I will call you early next week to follow up on my application. I look (6) \_\_\_\_\_ to discussing this (7) \_\_\_\_\_ with you.

(8) \_\_\_\_\_ yours,

\_\_\_\_\_\_\_\_\_\_ (Write your name here)

**Lui Shia saw the job advertisement on a Web site and answered it. The shaded boxes show nine places where she made errors. Write the correct word or punctuation above the errors. The first one is done for you.**

**To:** [secy6433@JobsUnltd.com](mailto:secy6433@JobsUnltd.com)

**Subject**: Secreterial Positioning Position

Dear Recruiter,

I am responding for the secretarial vacancy posted on August 16 in your Web site. I have been an executive secretary since five years, I also have trained other secretaryes how to use word processing and accounting software , I type over 90 wpm, and I am very organized. I have attached my resume to this e-mail. I will e-mail you next week to follow up on my apply. I look forward to hear from you soon.

Sincere yours,

Liu Shia

**Audio and video practice:**

**1.**[**https://www.businessenglishpod.com/2017/08/27/925-english-lesson-14-how-to-talk-about-your-career-in-english/**](https://www.businessenglishpod.com/2017/08/27/925-english-lesson-14-how-to-talk-about-your-career-in-english/)

**2.** [**https://www.businessenglishpod.com/category/business-english/**](https://www.businessenglishpod.com/category/business-english/)

**3.** [**https://www.businessenglishpod.com/category/job-interviews/**](https://www.businessenglishpod.com/category/job-interviews/)

**Write your own CV and the letter of application in English using qualifications you already have, or ones you might get in the future. Use the given models for your writing.**

**Частина 2 (Змістовий модуль 2)./ Part 2.**

**Граматика, фразеологія, правопис, морфологія.**

***Placement test №1.***

Choose the best answer.

1. \_\_\_\_\_ name is Robert.  
a. Me

b. I

c. My  
2. They \_\_\_\_\_ from Spain.  
a. is

b. are

c. do  
3. \_\_\_\_\_ are you from?  
a. What

b. Who

c. Where  
4. What do you do? I’m \_\_\_\_\_ student.  
a. the

b. a

c. the  
5. Peter \_\_\_\_\_ at seven o’clock.  
a. goes up

b. gets

c. gets up  
6.\_\_\_\_\_ you like this DVD?  
a. Are

b. Have

c. Do  
7. We \_\_\_\_\_ live in a flat.  
a. don’t

b. hasn’t

c. doesn’t  
8. Wednesday, Thursday, Friday, \_\_\_\_\_  
a. Saturday

b. Tuesday

c. Monday  
9. \_\_\_\_\_ he play tennis?  
a. Where

b. Does

c. Do

10. Have you \_\_\_\_\_ a car?  
a. any

b. have

c. got  
11. We don’t have \_\_\_\_\_ butter.  
a. a

b. any

c. got  
12. \_\_\_\_\_ some money here.  
a. There’re

b. There

c. There’s  
13. We \_\_\_\_\_ got a garage.  
a. haven’t

b. hasn’t

c. don’t  
14. Those shoes are very \_\_\_\_\_ .  
a. expensive

b. a lot

c. cost  
15. Have you got a pen? Yes, I \_\_\_\_\_ .  
a. am

b. have

c. got  
16. It is a busy, \_\_\_\_\_ city.  
a. traffic

b. quite

c. noisy  
17. They \_\_\_\_\_ at home yesterday.  
a. was

b. are

c. were  
18. I \_\_\_\_\_ there for a long time.  
a. lived

b. living

c. live

19. He didn’t \_\_\_\_\_ glasses.  
a. put

b. wear

c. take  
20. The restaurant was \_\_\_\_\_ busy.  
a. very

b. a lot

c. many  
21. Do you like the red \_\_\_\_\_ ?  
a. it

b. that

c. one  
22. He \_\_\_\_\_ to Brazil on business.  
a. go

b. goed

c. went  
23. Yesterday was the \_\_\_\_\_ of April.  
a. third

b. three

c. day three  
24. She’s got \_\_\_\_\_ hair.  
a. dark, long

b. long and dark

c. dark, long  
25. I \_\_\_\_\_ play football at the weekend.  
a. usually

b. use

c. usual  
26. I \_\_\_\_\_ in an armchair at the moment.  
a. sitting

b. ‘m sitting

c. sit  
27. My brother is older \_\_\_\_\_ me.  
a. then

b. that

c. than  
28. Their car is \_\_\_\_\_ biggest on the road.  
a. than

b. this

c. the  
29. It’s the \_\_\_\_\_ interesting of his films.  
a. more

b. much

c. most  
30. The phone’s ringing: \_\_\_\_\_ answer it.  
a. I’ll

b. I

c. will  
31. Do you \_\_\_\_\_ classical or rock music?  
a. rather

b. prefer

c. more  
32. He has \_\_\_\_\_ breakfast.  
a. ate

b. eaten

c. eat  
33. The \_\_\_\_\_ have seen it before.  
a. childs

b. child

c. children  
34. I’ve never met an actor \_\_\_\_\_ .  
a. before

b. already

c. after  
35. \_\_\_\_\_ is very good exercise.  
a. Swim

b. To swim

c. Swimming  
36. Have you \_\_\_\_\_ been on a winter sports holiday?  
a. always

b. ever

c. soon  
37. I can’t \_\_\_\_\_ another language.  
a. speaking

b. speak

c. to speak  
38. They \_\_\_\_\_ pay for the tickets.  
a. haven’t to

b. don’t have

c. don’t have to  
39. \_\_\_\_\_ old is their car?  
a. What

b. When

c. How

**40. Are you \_\_\_\_\_ for one or two weeks?**a. staying

b. stayed

c. stay  
**41. Stephen \_\_\_\_\_ to visit his parents.**a. will

b. going

c. is going  
**42. I don’t \_\_\_\_\_ getting up early.**a. not like

b. want

c. enjoy  
**43. We \_\_\_\_\_ like to see the mountains.**a. would

b. will

c. are  
**44. They \_\_\_\_\_ ever check their emails.**a. hard

b. harder

c. hardly  
**45. They won’t come, \_\_\_\_\_ they?**a. won’t

b. come

c. will  
**46. He \_\_\_\_\_ know how to spell it.**a. doesn’t

b. hasn’t

c. don’t  
**47. Carla \_\_\_\_\_ to the radio all morning.**a. listening

b. heard

c. listened  
**48. They \_\_\_\_\_ come to the cinema with us.**  
a. doesn’t

b. not

c. didn’t  
**49. I like this song. \_\_\_\_\_ do I.**a. Either

b. So

c. Neither  
**50. We \_\_\_\_\_ them at eight o’clock.**  
a. meet

b. ‘re meet

c. ‘re meeting

**51. They are going \_\_\_\_\_ in America next month.**a. to be

b. will be

c. be

d. being  
**52. This is the cinema \_\_\_\_\_ we saw the film.**a. when

b. which

c. that

d. where  
**53. Have you ever \_\_\_\_\_ in a jazz band?**  
a. seen

b. played

c. listened

d. wanted  
**54. I’m \_\_\_\_\_ when I’m with you.**  
a. happyer

b. happier than

c. happier

d. the happy  
**55. This is \_\_\_\_\_ than I thought.**a. bad

b. badder

c. worse

d) worst  
**56. Can you tell me the way \_\_\_\_\_ ?**a. to the bank

b. is the bank

c. where is bank

d. of the bank  
**57. Do you know what \_\_\_\_\_ ?**  
a. time is it

b. time is

c. time is now

d. time it is  
**58. Were you \_\_\_\_\_ to open the door?**  
a. could

b. can

c. able

d. possible  
**59. Everybody \_\_\_\_\_ wear a seat belt in the car.**  
a. must

b. mustn’t

c. don’t have to

d. doesn’t have to

**60. Tom has lived in this town \_\_\_\_\_ three years.**

a. since

b. from

c. after

d. for

***Placement test №2.***

**Choose the correct word or phrase to complete the sentence.**

**1. \_\_\_\_\_ a sofa in the living room.**

a. There is

b. There are

c. Theirs

**2. Krista \_\_\_\_\_ a student. She \_\_\_\_\_ a teacher.**

a. be / is not

b. she’s / not

c. is / is not

**3. My favorite sport is volleyball. \_\_\_\_\_\_\_\_\_\_?**

a. Do you like him

b. Do you like it

c. Do you like

**4. \_\_\_\_\_ you tell me where the changing rooms are, please?**

a. Did

b. Are

c. Could

**5. We cook food in \_\_\_\_\_.**

a. the living room

b. the kitchen

c. the bathroom

**6. I work in a restaurant. I am a \_\_\_\_\_.**

a. chef

b. doctor

c. teacher

**7. It is cold outside. Put on a warm \_\_\_\_\_.**

a. tie

b. socks

c. jacket

**8. Which is usually a dessert?**

a. Cereal and milk.

b. Steak.

c. Chocolate cake.

**Read the passage and answer the questions.**

At what age do people get married? The average marriage age is getting older around the world. People are getting married later these days—or staying single. On average, men all over the world get married later than women. In some countries, people get married in their thirties. For example, in Sweden, the average marriage age is 34. But, in Ukraine, the average age is much younger—24 years old. In the United States, the average age for a man to marry is 30, and for a woman it is 27. But 51% of married Americans get divorced. At what age do people get married in your country?

**9. What is the average marriage age in Ukraine?**

a. Twenty-seven.

b. Thirty-four.

c. Twenty-four

**10. The average age to get married in Sweden is ­\_\_\_\_\_\_\_\_\_\_ in Afghanistan**.

a. older than

b. the same as

c. younger than

**Read the schedule and answer the questions (11-12).**

Library Hours:

Monday to Thursday: 9:00 AM to 10:00 PM  
Friday: 9:00 AM to 6:00 PM  
Weekends: 11:00 AM to 4:00 PM

Help Desk:  
Daily: 11:00 AM to 3:00 PM

**11. What time does the library close on Saturday?**

a. Four o’clock.

b. Ten o’clock.

c. Six o’clock.

**12. When is the help desk open?**

a. Only on weekdays.

b. Saturdays and Sundays.

c. Every day.

**Choose the correct response.**

**13. “Do you work at the bank?”**

a. Yes, I’m a chef.

b. No, I only work there on Sundays.

c. No, I’m an engineer.

**14. “That will be $35, please.”**

a. Could I see some skirts?

b. Thanks. Can I buy this dress?

c. Ok. Can I pay by credit card?

**15. “What would you like for dessert?”**

a. Sorry, I don’t eat meat.

b. I’ll have the strawberry ice cream, please.

c. I would like the steak. Thanks.

**Choose the correct word or phrase to complete the sentence.**

**16. When \_\_\_\_\_ start class?**

a. you can

b. do you

c. does you

**17. It’s \_\_\_\_\_ phone. It belongs to him.**

a. he

b. his

c. their

**18. When are you \_\_\_\_\_ visit your family?**

a. go to

b. will go

c. going to

**19. The roses are \_\_\_\_\_ than those other flowers.**

a. prettier

b. prettiest

c. pretty

**20. I \_\_\_\_\_\_\_\_\_\_ every morning.**

a. go to bed

b. brush my teeth

c. have lunch

**21. Let’s \_\_\_\_\_ a taxi to the hotel.**

a. take

b. go

c. ride

**22. Are you and your friend going to \_\_\_\_\_\_\_\_\_\_ somewhere abroad this summer?**

a. take a vacation

b. go to your office

c. do the laundry

**23. These jeans are very small. They are too \_\_\_\_\_ for me.**

a. expensive

b. heavy

c. tight

**Read the passage and answer the questions.**

Byung-ho and Chaewon are twin brothers. They were born in Seoul, Korea. They moved to the US to go to college when they were 18. Now they are both married and are living in different states. Byung-ho is a park ranger in Mackinac Island, Michigan. Byung-ho enjoys the cold winter months. He is an excellent cross-country skier. His brother Chaewon has a house in San Diego, CA. He doesn't like cold weather, so he moved to sunny California many years ago. He is a journalist for the local newspaper.

**24. What does Byung-ho do?**

a. He enjoys the cold weather.

b. He’s a park ranger.

c. He’s a journalist.

**25. Who does a winter sport?**

a. Byung-ho.

b. Chaewon.

c. Neither.

**Read the passage and answer the questions.**

Many students lose things at school. Last week Susan lost a red and blue scarf and a brown and yellow sweater. Larry left his dark blue sweater in room 301. We also found a pink cell phone and a silver necklace in room 512. We found many English and math books. Stephen left two books and a red pencil case at school, but he doesn't remember where. There was a black tablet left in room 425. Jennifer lost hers the day before in that room.

**26. Who lost some clothes?**

a. Stephen.

b. Jennifer.

c. Susan.

**Choose the best response.**

**27. “What time do you get up on weekdays?”**

a. I wake up early on Saturdays.

b. At seven o’clock.

c. Every morning.

**28. “Whose suitcase is this?”**

a. It’s mine. Thanks.

b. She lost hers.

c. They’re ours. Thank you.

**29. “Would you like to study in another country?”**

a. I don’t like college. It’s so stressful.

b. Yes, I will go on vacation to Peru for a week next June.

c. I’m not sure. Maybe.

**Choose the correct word or phrase to complete the sentence.**

**30. I \_\_\_\_\_ to this café three times this week.**

a. have been

b. have go

c. have went

**31. Before I go on vacation, \_\_\_\_\_ pack my suitcase.**

a. I going to

b. I will

c. I am

**32. Could I borrow \_\_\_\_\_ dollars for the bus ride? I’ve forgotten my wallet.**

a. much

b. a little

c. a few

**33. We \_\_\_\_\_ send letters and faxes before we had email.**

a. use to

b. used to

c. use

**34. I learned so much about Japanese \_\_\_\_\_ when I lived there.**

a. connection

b. cultural

c. customs

**35. Mumbai has a much bigger \_\_\_\_\_ than Dublin. It’s a very busy city.**

a. population

b. crowded

c. traffic

**36. The documentary argues that we should protect the pandas before they become \_\_\_\_\_.**

a. extinct

b. in dangered

c. disappear

**37. Shanghai has very good public \_\_\_\_\_. The metro trains are rarely late.**

a. communication

b. transportation

c. education

**Read the passage and answer the questions.**

Dear Mom,  
  
Hello from Lima! I’ve never been here before, and I’m ready for a great adventure! I’m so happy to be here after busily getting ready for the trip and the long flight.  
  
I worked really hard to get everything ready for my trip. A few days ago, on Tuesday, I watered all the plants in my apartment and paid some bills. Then I packed my suitcase. Yesterday, I gave one of my friends some of the fresh food I had left in the refrigerator. I also gave her my house keys. Last night, I confirmed my flight plans. This morning, right before I left, I emptied the trash. Then I got my suitcase, went out of my apartment, and locked the door.   
  
When I arrived at the airport, I went to the check-in counter to get my boarding pass. Then I walked to the gate, showed my boarding pass, and got on the plane. There were a lot of people on the flight. The flight attendant was really helpful. He put my carry-on luggage in the overhead bin.

For most of the flight, I put my laptop on the tray table. That way, I could get some work done.  
I’ll write more later!  
  
Love,  
Rosie

**38. Rosie has been in Peru\_\_\_\_\_.**

a. for a long time

b. for a short time

c. before

**39. What did Rosie do on the flight?**

a. She checked in.

b. She wrote to her mother.

c. She worked.

**Read the passage and answer the questions (40-41).**

I’m Henrik Lund. I was born on July 22, 2000 in Norway. I have been living in Bangkok, Thailand during the last 5 years. My uncle in Boston, MA gave me these tickets to come and see him. This is my first trip to the US. I’m going to stay with him for 3 weeks, and I’ll try to explore some colleges in the area to see if I can finish my education.

**40. What will Henrik try to do when he gets to his destination?**

a. Visit different colleges.

b. Finish school.

c. Visit Thailand.

**41. Hendrik has spent the last 5 years in \_\_\_\_\_.**

a. Asia

b. North America

c. Europe

**Choose the best response.**

**42. “Have you ever traveled to South America?”**

a. No, I haven’t traveled outside of Asia, but I hope to visit Colombia in the future.

b. No, I haven’t been to an island before.

c. Yes, I have been to Germany once and Bulgaria twice.

**43. “What do you think air travel will be like in the future?”**

a. I’m going to fly to Qatar for a business trip soon.

b. They’ll be very fast and expensive.

c. It will be cheaper but harmful to the environment.

**44. “Do you have any advice for the math exam on Tuesday?”**

a. I got an A! I was so relieved.

b. Read the questions carefully and try to stay calm.

c. You can try again next month.

**45. “How did people use to travel in ancient times?”**

a. He used to walk or go by horse.

b. It was a very challenging journey in those days.

c. They used to use horses or get around on foot.

**Choose the correct word or phrase to complete the sentence.**

**46. I really enjoy \_\_\_\_\_ horror movies.**

a. to watch

b. watch

c. watching

**47. Choose the passive form of the sentence: Ali wrote the presentation.**

a. Ali has written the presentation.

b. The presentation was written by Ali.

c. Ali was the writer of the presentation.

**48. You like ice hockey, \_\_\_\_\_?**

a. don’t you

b. yes

c. you do

**49. She fell off her bike \_\_\_\_\_\_\_\_\_\_ cycling to work.**

a. as she was

b. when she

c. after she

**50. I need to \_\_\_\_\_ my writing skills if I am going to apply to college in the US.**

a. believe

b. work

c. develop

**51. There was a terrible \_\_\_\_\_ in the southern region. The rivers and lakes overflowed and damaged a lot of crops.**

a. heatwave

b. flood

c. tornado

**52. Athletes need to have both strength and \_\_\_\_\_ to compete in a triathlon.**

a. teamwork

b. leadership

c. stamina

**53. Seo-yun has a seafood \_\_\_\_\_. She can’t eat lobster.**

a. allergy

b. injury

c. illness

**Read the passage and answer the questions (54-55).**

The phenomenon called global warming started many years ago. The greenhouse gases that the Earth produced were in balance with what the atmosphere could store. With the Industrial Revolution, the increased productivity required burning large amounts of fossil fuels that the Earth could not get rid of. The result has been the **accumulation** of greenhouse gases in the atmosphere. They can stay there for years, acting like a shield that keeps the Earth warm. The problem is that the Earth's temperature is rising every year, and this is affecting life on Earth. We have already noticed significant changes in climate and natural disasters that have occurred as a result of global warming.

**54. Which word or term is closest in meaning to the word in “bold”?**

a. danger

b. importance

c. increase

**55. The writer says that fossil fuels could not be \_\_\_\_\_.**

a. helped

b. produced

c. removed

**Read the passage and answer the questions (56-57).**

We all know about the moon landing. Hundreds of millions of people watched on their television screens as Neil Armstrong stepped off the Apollo 11 spacecraft and spoke those famous words "one small step for man, one giant leap for mankind." However, not a lot of people know that there were not one, not two, but three people on the spacecraft that historic day. I believe that there needs to be more focus on the other two astronauts when the media **covers** this topic. Both Buzz Aldrin and Michael Collins played equally important roles in the mission, and I regard them as unsung heroes.

**56. Which word or term is closest in meaning to the word in “bold”?**

a. films

b. reports on

c. writes

**57. What does the writer mean when he refers to Michael Collins and Buzz Aldrin as “unsung heroes”?**

a. They achieved more than Neil Armstrong.

b. They were too modest about their achievements.

c. They haven’t received enough recognition for what they did.

**Choose the best response.**

**58. “How do you know so much about the history of the Aztecs?”**

a. I studied science in college.

b. I was told about it by my grandfather when I was young, and I bought a book about it.

c. I studied Modern Asian History for my Master’s Degree.

**59. “Your soccer team is competing in the championship, aren’t they?”**

a. Yes. They’ve played so well this year.

b. No, you’re right. They aren’t going to make it to the championship this year.

c. They have been champions of the league for two years in a row.

**60. “Didn’t you climb Aconcagua mountain last fall?”**

a. It’s such a risky thing to do. You need to consider your personal safety.

b. I did. I injured my ankle, but it was a life-changing experience.

c. I have a terrible phobia of heights.

***Tests***

**Check your knowledge on mixed tenses.**

**“Mixed tenses”**

**1. Mr. Brown \_\_\_ to me 2 hours ago to return the book which he \_\_\_ .**

a. comes/borrows

b. came/had borrowed

c. will come/borrowed

d. came/borrowed

e. was coming/borrowed

**2. No sooner he \_\_\_ than he \_\_\_ ill.**

a. had arrived/falls

b. had arrived/fell

c. arrives/has fallen

d. arrived/will fall

e. is arriving/is falling

**3. I \_\_\_ my homework by 6 o`clock yesterday and when my mother came home I \_\_\_ supper.**

a. did/have

b. have done/had

c. had done/was having

d. was doing/had

e. do/have

**4. He said that he \_\_\_ school and he \_\_\_ to enter the academy.**

a. finished/was going

b. has finished/is going

c. had finished/was going

d. finishes/are going

e. finish/was going

**5. The pupils \_\_\_ the sentences yet, the teacher \_\_\_ the blackboard.**

a. has not written/will clean

b. had not written/cleaned

c. did not write/cleans

d. are not writing/clean

e. had not written/had cleaned

**Check your knowledge on passive voice.**

**“Passive Voice”**

**Choose the best word which completes each of these sentences.**

**1. The delegation \_\_\_ at the station by the students yesterday.**

a. meet

b. is met

c. have been met

d. was met

**2. I hope that the truth \_\_\_ very soon.**

a. will find out

b. will be finding out

c. is found out

d. will be found out.

**3. Everything \_\_\_ before you came.**

a. is done

b. was done

c. has done

d. had been done

**4. The inspector is not in the town. He \_\_\_ to another place some days ago.**

a. was sent

b. sent

c. will be sent

d. will send

**5. It \_\_\_ that the Government would do something to relieve the situation**.

a. is assumed

b. assumed

c. was assuming

d. was assumed

**6. New sources of energy \_\_\_ developed nowadays.**

a. is being

b. has been

c. are being

d. have been

**7. You can`t come in. She \_\_\_ for the TV.**

a. is interviewed

b. interviews

c. is being interviewed

d. was interviewed

**KEYS**

**to the tests**

**Keys to placement test №1.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.c | 16.c | 31.b | 46.a |
| 2.b | 17.c | 32.b | 47.c |
| 3.c | 18.a | 33.c | 48.c |
| 4.b | 19.b | 34.a | 49.b |
| 5.c | 20.a | 35.c | 50.c |
| 6.c | 21.c | 36.b | 51.a |
| 7.a | 22.c | 37.b | 52.d |
| 8.a | 23.a | 38.c | 53.b |
| 9.b | 24.c | 39.c | 54.c |
| 10.c | 25.a | 40.a | 55.c |
| 11.b | 26.b | 41.c | 56.a |
| 12.c | 27.c | 42.c | 57.d |
| 13.a | 28.c | 43.a | 58.c |
| 14.a | 29.c | 44.c | 59.a |
| 15.b | 30.a | 45.c | 60.d |

**Keys to placement test №2.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.a | 16.b | 31.b | 46.c |
| 2.c | 17.b | 32.c | 47.b |
| 3.b | 18.c | 33.b | 48.a |
| 4.c | 19.a | 34.c | 49.a |
| 5.b | 20.b | 35.a | 50.c |
| 6.a | 21.a | 36.a | 51.b |
| 7.c | 22.a | 37.b | 52.c |
| 8.c | 23.c | 38.b | 53.a |
| 9.c | 24.b | 39.c | 54.c |
| 10.a | 25.a | 40.a | 55.c |
| 11.a | 26.c | 41.a | 56.b |
| 12.c | 27.b | 42.a | 57.c |
| 13.c | 28.a | 43.c | 58.b |
| 14.c | 29.c | 44.b | 59.a |
| 15.b | 30.a | 45.c | 60.b |

**Check your knowledge on mixed tenses**

**“Mixed tenses”.**

**Keys to the test.**

1. b

2. b

3. c

4. c

5. b

**Check your knowledge on passive voice.**

**“Passive Voice”**

**Keys to the test.**

1. d

2. d

3. d

4. a

5. d

6. c

7. c

**Частина 3 (Змістовий модуль 3)./ Part 3.**

**Синтаксис, стилістика, словотвір.**

**Варіант № 1**

**Прочитайте текст та перекладіть письмово 2 та 3 абзаци.**

**Foreign languages in our life**

Learning a foreign language is not an easy thing. It is a long and slow process that takes a lot of time and efforts. Nowadays it is especially important to know foreign languages. Some people learn languages because they need them for their work, some people learn languages because they travel abroad, and for the others learning languages is a hobby.

Every year thousands of people from Ukraine go to different countries as tourists or employees. They cannot go there without knowing the language of the country they are going to. Everyone, who knows foreign languages, can speak to people from other countries, read foreign authors in the original, which makes one’s outlook wider. It is not surprising that many intellectuals and well-educated people are polyglots.

The problem of learning foreign languages is very important today. Foreign languages are socially demanded especially at the present time when the progress in science and technology has led to an explosion of knowledge and has contributed to an overflow of information. Foreign languages are necessary as the main and most efficient means of information exchange of the people of our planet.

Nowadays English has become the world’s most important language in politics, science, trade and cultural relations. Over 300 million people speak it as a mother tongue. The native speakers of English live in Great Britain, the United States of America, Australia and New Zealand. English is one of the official languages in the Irish Republic, Canada and the South Africa Republic. It is the language of computer technology.

**Notes:**

**1. employee- робітник**

**2. in the original- на мові оригіналу**

**3. explosion- вибух**

**4. efficient- достатній**

**5. a mother tongue- рідна мова**

**Лексичні завдання до тексту:**

**Завдання 1.**

**Дайте відповіді на запитання до тексту.**

1. What is especially important now?
2. Why do people need foreign languages?
3. How many people speak English?
4. Where do we find the practical application of English?
5. Why do you need English?

**Завдання 2.**

**Визначте чи правильні твердження. Поставте (T), якщо твердження правильне або (F), якщо неправильне.**

1. It is easy to learn any foreign language.

2. Many well-educated people can speak some languages.

3. The native speakers of English live only in Great Britain.

**Завдання 3.**

**Вставте пропущені слова.**

1. Every year thousands of people from … go to different countries as tourists or employees.

2. Foreign languages are necessary as the main and most efficient means of information … of the people of our planet.

3. Over 300 million people speak it as a … tongue.

**Граматичні завдання:**

**Завдання 1.**

**Вставте в речення правильну форму прикметника (ступені порівняння).**

1. This house is … than that one.(big)
2. This flower is … than that.(beautiful)
3. He is … than Mr. Hulas.(tall)

**Завдання 2.**

**Оберіть правильну відповідь та заповніть пропуски.**

1. The men sharpened their \_\_\_\_\_\_\_\_\_\_\_\_\_ before throwing them at the targets.

A – knife B – knifes C – knives

1. Please eat the rest of your \_\_\_\_\_\_\_\_\_\_\_\_\_.

A – pease B – peas C – peies

1. I’d like you to stop leaving your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the floor.

A – socks B – sockses C – sox

**Завдання 3.**

**Оберіть правильну відповідь та заповніть пропуски.**

1. My grandmother is eighty-five, but she ……………… still read and write without glasses.

A-can B-could C-may

2. …………….. I come with you?

A-Can B-Will C-Would

3. ………………. you help me with the housework, please?

A-Could B-Will C-Should

**Завдання 4.**

**Оберіть правильну відповідь та заповніть пропуски.**

1. ……………. are useful devices.

A-Computers B-The computers C-Either could be used here

2. I love …………………

A-mushrooms B-the mushrooms C-either could be used here

3. ………………. birds can fly.

A-Most B-The most C-Either could be used here

**Завдання 5.**

**Оберіть правильну відповідь та заповніть пропуски.**

1. I ……………………… my grandparents about twice a month.

A-visit B-am visiting C-visits

2. I ……………………… a lot of movies these days.

A-watch B-am watching C-will be watching

3. I asked her whether she …………………………. in God.

A-believes B-is believing C-believed

**Відповіді.**

**Варіант № 1**

**Лексичні вправи.**

**Вправа № 1.**

**1.** to know foreign languages

**2.** work/travelling/hobby

**3.** over 300 mln

**4.** computer technology

**5.** for work/study

**Вправа № 2.**

**1.** F

**2.** T

**3.** F

**Вправа № 3.**

**1.** Ukraine

**2.** exchange

**3.** mother

**Граматичні вправи.**

**Вправа № 1.**

**1.** bigger

**2.** more

**3.** taller

**Вправа № 2.**

**1.** C

**2.** B

**3.** A

**Вправа № 3.**

**1.** My grandmother is eighty-five, but she can still read and write without glasses.

**2.** Can I come with you?

**3.** Could you help me with the housework, please?

**Вправа № 4.**

**1.** Computers are useful devices.

**2.** I love mushrooms.

**3.** Most birds can fly.

**Вправа № 5.**

**1.** I visit my grandparents about twice a month.

**2.** I am watching a lot of movies these days.

**3.** I asked her whether she believed in God.

**Тексти для аналітичного читання.**

**Текст 1**

The University of Oxford is a collegiate research university in Oxford, England. There is evidence of teaching as far back as 1096, making it the oldest university in the English-speaking world and the world's second-oldest university in continuous operation.

It grew rapidly from 1167 when Henry II banned English students from attending the University of Paris. After disputes between students and Oxford townsfolk in 1209, some academics fled north-east to Cambridge where they established what became the University of Cambridge. The two "ancient universities" are frequently jointly referred to as "Oxbridge".

The history and influence of the University of Oxford has made it one of the most prestigious universities in the world. The university is made up of 38 constituent colleges, and a range of academic departments which are organized into four divisions. All the colleges are self-governing institutions within the university, each controlling its own membership and with its own internal structure and activities. It does not have a main campus, and its buildings and facilities are scattered throughout the city centre. Undergraduate teaching at Oxford is organized around weekly tutorials at the colleges and halls, supported by classes, lectures, seminars, and laboratory work provided by university faculties and departments; some postgraduate teaching includes tutorials organized by faculties and departments. It operates the world's oldest university museum, as well as the largest university press in the world and the largest academic library system nationwide.

The university is consistently cited as among the world's best. Oxford has educated many notable alumni, including 29 Nobel laureates, 27 prime ministers of the United Kingdom and many heads of state and government around the world. As of 2017, 69 Nobel Prize winners, 3 Fields Medalists, and 6 Turing Award winners have studied, worked, or held visiting fellowships at the University of Oxford. Its alumni have won 160 Olympic medals. Oxford is the home of the Rhodes Scholarship, one of the world's oldest international scholarships.

**Текст 2**

Harvard University is a private Ivy League research university in Cambridge, Massachusetts, with about 6,700 undergraduate students and about 15,250 post graduate students. Established in 1636 and named for its first benefactor, clergyman John Harvard, Harvard is the United States' oldest institution of higher learning, and its history, influence, and wealth have made it one of the world's most prestigious universities. The Harvard Corporation is its first chartered corporation. Although never formally affiliated with any denomination, the early College primarily trained Congregational and Unitarian clergy. Its curriculum and student body were gradually secularized during the 18th century, and by the 19th century, Harvard had emerged as the central cultural establishment among Boston elites.

Following the American Civil War, President Charles W. Eliot's long tenure (1869–1909) transformed the college and affiliated professional schools into a modern research university; Harvard was a founding member of the Association of American Universities in 1900. A. Lawrence Lowell, who followed Eliot, further reformed the undergraduate curriculum and undertook aggressive expansion of Harvard's land holdings and physical plant. James Bryant Conant led the university through the Great Depression and World War II and began to reform the curriculum and liberalize admissions after the war. The undergraduate college became coeducational after its 1977 merger with Radcliffe College. The university is organized into eleven separate academic units - ten faculties and the Radcliffe Institute for Advanced Study - with campuses throughout the Boston metropolitan area: its 209-acre (85 ha) main campus is centered on Harvard Yard in Cambridge, approximately 3 miles (5 km) northwest of Boston; the business school and athletics facilities, including Harvard Stadium, are located across the Charles River in the Allston neighborhood of Boston and the medical, dental, and public health schools are in the Longwood Medical Area. The endowment of Harvard's is worth $37.1 billion, making it the largest of any academic institution. Harvard is a large, highly residential research university.

The nominal cost of attendance is high, but the university's large endowment allows it to offer generous financial aid packages. The Harvard Library is the world's largest academic and private library system, comprising 79 individual libraries holding over 18 million items. The University is cited as one of the world's top tertiary institutions by various organizations. Harvard's alumni include eight U.S. presidents, several foreign heads of state, 62 living billionaires, 359 Rhodes Scholars, and 242 Marshall Scholars. As of October 2018, 158 Nobel laureates, 18 Fields Medalists, and 14 Turing Award winners have been affiliated as students, faculty, or researchers. In addition, Harvard students and alumni have won 10 Academy Awards, 48 Pulitzer Prizes, and 108 Olympic medals (46 gold, 41 silver and 21 bronze).