

**Методичні рекомендації
до виконання контрольної роботи з дисципліни «Ділова іноземна мова»
для студентів спеціальності «Право» (заочна форма навчання)**

Контрольна робота № 2

Завдання до контрольної роботи подані у 10 варіантах. Студент обирає варіант контрольної роботи відповідно до списку (див. отримані файли).

Контрольна робота перевіряється викладачем лише у разі її реєстрації на кафедрі іноземної філології НН ГМІ НАУ (8.1512).

Студент отримує позитивну оцінку за умови засвоєння навчального матеріалу, написання контрольної роботи, відвідання всіх практичних занять та активної участі в роботі над матеріалом під час занять.

Вимоги до оформлення:

1. Обов'язкова титульна сторінка.
2. Шрифт – 14, всі поля – 2 см.
3. Друкуєте спочатку англійський текст, потім переклад.
4. Завдання 2 виконується у стовпчик:

Insurance – страхування

5. Завдання 3

Українське речення – переклад.

Решта завдань – відповідно до сформульованого.

Варіант № 1

Task 1. Translate the text into Ukrainian.

One of the greatest factors in our economy today is unemployment. Unemployment is the labor force participants that have inability to find jobs. There are certain exceptions to being unemployed such as woman who devotes her time to being a housewife or a person who is doing charity work and donating their time. An important rule of thumb before discussing how unemployment affects our economy is to remember that, to get the maximum out of the available production capacity we need to reach full employment.

According to the Government 6.5 million people are unemployed, 5.5% of people are unemployed, and 12% of people are below the poverty line. But according to the infamous Michael Moore up to 13 million people are unemployed, up to 11% of people are unemployed and 20 % of people are below the poverty line. As you can see, the United States Government has totally different numbers than Michael Moore. This is because the government can not account for everyone in their country. People without homes can not be counted as homeless because there is no way to contact all of them, or not count them twice.

Task 2. Translate the given below words and word combinations into English.

Асистент адміністратора; банкінг; бізнес; комерція; споживач; безробіття; резюме; агенція з працевлаштування; споживацькі тенденції; конкуренція; підприємець; ціни на житло; спілкування; лист-роз'яснення.

Task 3. Translate the sentences into English.

1. Конс'юмеризм – організований громадський рух громадян та діяльність державних органів управління, що спрямовані на захист прав споживачів.
2. Перший, закріплений документально, спонтанний протест споживачів, стався у 1775 р. в США (штат Массачусетс).
3. Приклади факторів впливу: зміни законодавства, курсів валют, цін на ресурси, погоди, дії конкурентів та багато інших.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
2. I (work) overtime all this week.
3. I (go) to the football match tomorrow evening.
4. I (have) this car since 1985.
5. That car (look) nice, but I can't afford it.
6. I never (like) lemons. They (have) such a sour taste.
7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises*/*advertises*/*consumes* regularly on TV and local radio.
2. The *reward*/*respond*/*success* of the project depends on us.
3. We usually *sell*/*consume*/*fail* about 4,000 copies of this magazine every month.
4. This *responses*/*punish*/*product* is very popular in Japan.
5. Our business *succeeds*/*produces*/*rewards* fifteen types of material for curtains.
6. The population *fails*/*responds*/*consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response*/*sellers*/*reward* was fantastic.
8. Our company *rewards*/*succeeds*/*fails* the workers' creativity.
9. The average *failure*/*buyer*/*advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Consumption Single-parent household
 Life expectancy Market force Birth rate

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

Consumer turnover badly-paid workers ethical
 investment parent company deposit labour conditions
 investors subsidiary national figures cash flow
 growth in sales senior citizens ethical awareness
 shoppers consumer spending general market manufacturers
 ethical policies growth markets workforce

People	Companies	Finances	Economic processes	Other

Task 8. Complete the missing parts in the message. Use the phrases in the box:

Consumer journalist, Susan Lau, wants an interview with Rob Tucker, CEO of Faraway Flifhts.com. Complete her conversation with his PA, Lyn Hall.

What time would suit you? I'll put you through. The reason I'm phoning is to ...	I'd like to speak to Mr Tucker, please. I'm sorry, his line is engaged. Would Monday suit him?
--	--

Lyn: Good morning. Faraway Flights. How can I help you?
 Susan: Hello. This is Susan Lau. _____(1)
 Lyn: Ah, Miss Lau, yes of course. _____(2)
 One moment, please _____(3)
 Susan: Oh dear. _____(4)
 make an appointment for my interview with him next week.
 Lyn: Oh, yes, I know about that. I have Mr. Tucker's diary here so
 would you like to make an appointment now?
 Susan: Fine. _____(5)
 Lyn: Yes, he's free on Monday morning. _____(6)
 Susan: Let's say 10.00.
 Lyn: Good. I'll pass that on to Mr. Tucker.

Варіант № 2

Task 1. Translate the text into Ukrainian.

Yum! Brands is the owner of five different fast food chains across the world. These include Pizza Hut, Taco Bell, Kentucky Fried Chicken, Long John Silver's and A & W Restaurants. As the owner of five such restaurant chains, there are a variety of potential projects or events that require an investment. These can include such things as an expansion, buying new equipment, mergers, recalls, and so on.

Within Yum! Brands there are two projects. The first would be a corporate office for the international offices and the second would be a updating the current computer systems within the restaurant locations. One of these will be funded by current source of funds and the other sourced by non-current funds. «Current sourcing of funds are traditional ways, which can be circulated and repaid within the accounting period or operating cycle of the business. These types of funds are easily converted into cash or equivalent.» Alternatively, «non-current sources of funds are for a longer period of time, typically at least over one year. Normally long term sources are used for capital expenditure such as land, buildings, and machineries for the enterprises.»

Task 2. Translate the given below words and word combinations into English.

Закони бізнесу; бізнес-школа; пов'язувати; постачальник; консультація; повний робочий день; консьюмеризм; привабливий ринок; йти у відставку; оптова торгівля; повноліття; лист-запрошення; правила поведінки; неупередженість.

Task 3. Translate the sentences into English:.

1. Проект – це тимчасове підприємство, призначене для створення унікальних продуктів, послуг або результатів.
2. Основним завданням організації є інформування споживачів про товари і результати їх лабораторних досліджень.
3. У 1936 р. в США було створено Союз споживачів.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. Can you help me please? I (look) for the bank.
2. ... you (know) this student over there? – Yes, of course. I (know) him for years. He's a Portuguese, like me. He (come) from my home town.
3. I've got to go to the airport now. My brother (come) from the USA today.
4. He (collect) stamps ever since he was a small boy.
5. Be quiet and listen. The director (speak).
6. How long it (take) to get from here to London?
7. I am very tired. I (not sleep) for three days.
8. She (use, live) in Paris when she was 13.
9. She (seem) distracted during her last meeting in spring.
10. Leaning backwards in your chair (can, mean) you (be) a little rude.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises/advertises/consumes* regularly on TV and local radio.
2. The *reward/respond/success* of the project depends on us.
3. We usually *sell/consume/fail* about 4,000 copies of this magazine every month.
4. This *responses/punish/product* is very popular in Japan.
5. Our business *succeeds/produces/rewards* fifteen types of material for curtains.
6. The population *fails/responds/consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response/sellers/reward* was fantastic.
8. Our company *rewards/succeeds/fails* the workers' creativity.
9. The average *failure/buyer/advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Globalization Disposable income
 Market force Market share Household expenditure

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

Consumer turnover badly-paid workers ethical
 investment parent company deposit labour conditions
 investors subsidiary national figures cash flow
 growth in sales senior citizens ethical awareness
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 ethical policies growth markets workforce

People	Companies	Finances	Economic processes	Other

Task 8. Put the sentences in the correct order to make two letters. The first letter is an invitation. The second letter is the response.

Dear Mr Zelle,	1
We look forward to hearing from you.	
I am afraid I am unable to attend due to a business trip in Switzerland.	
Dear Miles Broom,	
I have enclosed a form with further information which you can also use to reserve places.	
Yours sincerely, Robert Zelle	
I do hope the evening goes well.	
I am writing to invite you to our annual dinner in the Atrium Restaurant on 19th of July.	
Yours sincerely, Miles Broom	
The dinner will begin at 8.00.	
Thank you for the invitation to the annual dinner.	

Варіант № 3

Task 1. Translate the text into Ukrainian.

Organizing is very important for an organization. There are different ways of organizing a company. A good idea for companies is to have an organization chart. An organization will show the structure of the organization who is in charge of which department and how the department's organization work from within. But how the human resources department, the assets, finance and technology department are organized and their functions within the organization?

Large organizations are structured by department. One important department is the human resource department. The human resource department is responsible for staffing the organization's need. The staffing process involved different stages. An organization can staff the organization through recruitment. "Recruitment is the development of a pool of applicants for jobs in an organization." An organization can perform an internal recruiting. Internal recruiting is moving or promoting employees within the organization. It is an opportunity for the employees to be promoted and also to look at the employees skills. The skills inventory can allow the recruiter to give the employees a better opportunity in another department.

Task 2. Translate the given below words and word combinations into English:

Менеджер по роботі з персоналом; маркетинг; проводити переговори; проектний менеджмент; сплата податків; прибуток; місцевий уряд; трудовий кодекс; заява про прийняття на роботу; очікувати на відповідь; досвідчений користувач ПК.

Task 3. Translate the sentences into English:

1. Якщо населення отримує високі доходи, то воно може купувати різноманітні товари.
2. Бренд країни повинен бути оригінальним та асоціюватися з країною.
3. Упродовж тривалого часу споживчий ринок визначали лише як місце, де здійснюється купівля або продаж товарів.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
2. I (work) overtime all this week.
3. I (go) to the football match tomorrow evening.
4. I (have) this car since 1985.
5. That car (look) nice, but I can't afford it.
6. I never (like) lemons. They (have) such a sour taste.
7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

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Task 8. Complete the missing parts in the message. Use the phrases in the box:

Consumer journalist, Susan Lau, wants an interview with Rob Tucker, CEO of Faraway Flifhts.com. Complete her conversation with his PA, Lyn Hall.

What time would suit you? I'll put you through. The reason I'm phoning is to ...	I'd like to speak to Mr Tucker, please. I'm sorry, his line is engaged. Would Monday suit him?
--	--

Lyn: Good morning. Faraway Flights. How can I help you?
 Susan: Hello. This is Susan Lau. _____(1)
 Lyn: Ah, Miss Lau, yes of course. _____(2)
 One moment, please _____(3)
 Susan: Oh dear. _____(4)
 make an appointment for my interview with him next week.
 Lyn: Oh, yes, I know about that. I have Mr. Tucker's diary here so
 would you like to make an appointment now?
 Susan: Fine. _____(5)
 Lyn: Yes, he's free on Monday morning. _____(6)
 Susan: Let's say 10.00.
 Lyn: Good. I'll pass that on to Mr. Tucker.

Варіант № 4

Task 1. Translate the text into Ukrainian.

Changes in the political environment and the technological development are factors that both have changed the opportunity for countries to trade services and products. It is easier for us to transfer information and transport the services and products around the world.

Fisher slightly describes advantages and disadvantages of globalization. He talks about different benefits and changes such as the new technology and its effects in the business world of today, and he also mentions that the markets are more open than before. He describes that the opponents of globalization claims different disadvantages, such as companies moving their production to countries where it is easier for them to produce without caring about labour laws, and that WTO and other organizations are undemocratic and that underprivileged people's interests are neglected.

Task 2. Translate the given below words and word combinations into English:

Етика бізнесу; покупець; споживчий кошик; підприємець; відповідальність; пошукач; витрати; роздрібна торгівля; глобалізація; рівень злочинності; лист-заява; партнер по бізнесу; останнє місце роботи; заклади харчування.

Task 3. Translate the sentences into English:

1. Якщо ви бажаєте досягти успіху, обов'язково слід подбати про те, щоб лист був бездоганним у всіх аспектах.
2. Відпочинок - відновлення сил після втоми припиненням дії, руху тощо.
3. Менеджери повинні не просто підвищувати заробітну плату працівникам, а допомагати їм ставити перед собою цілі.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
2. I (work) overtime all this week.
3. I (go) to the football match tomorrow evening.
4. I (have) this car since 1985.
5. That car (look) nice, but I can't afford it.
6. I never (like) lemons. They (have) such a sour taste.
7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises*/*advertises*/*consumes* regularly on TV and local radio.
2. The *reward*/*respond*/*success* of the project depends on us.
3. We usually *sell*/*consume*/*fail* about 4,000 copies of this magazine every month.
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5. Our business *succeeds*/*produces*/*rewards* fifteen types of material for curtains.
6. The population *fails*/*responds*/*consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response*/*sellers*/*reward* was fantastic.
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Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Globalization Disposable income
Market force Market share Household expenditure

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

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People	Companies	Finances	Economic processes	Other

Task 8. Put the sentences in the correct order to make two letters. The first letter is an invitation. The second letter is the response.

Dear Mr Zelle,	1
We look forward to hearing from you.	
I am afraid I am unable to attend due to a business trip in Switzerland.	
Dear Miles Broom,	
I have enclosed a form with further information which you can also use to reserve places.	
Yours sincerely, Robert Zelle	
I do hope the evening goes well.	
I am writing to invite you to our annual dinner in the Atrium Restaurant on 19th of July.	
Yours sincerely, Miles Broom	
The dinner will begin at 8.00.	
Thank you for the invitation to the annual dinner.	

Варіант № 5

Task 1. Translate the text into Ukrainian.

What size would you like? Would you like a pastry with your coffee? Perhaps you would like to try that drink cold? If you like this beverage so much, you should definitely try our promotional (and more expensive) beverage. Sir, I can certainly make your drink over if it is not to your liking. These are just a few of the proper customer service responses expected and provided by Starbucks' baristas.

After five years, four managers and three district managers, it became clear that it is not only creating the ultimate coffee beverage, but also providing excellent service that ensures customers leave the store completely satisfied and eager to return — maybe next time with friends or family. Starbucks Coffee Company demands Five-Star customer service from all partners, and it is this service that separates Starbucks from other coffee shops. The goal is to provide for all customers a «third place» environment — a place of relaxation that is away from home and work. While many complain of the expensive java prices, it is this environment that keeps customers coming back for more.

Task 2. Translate the given below words and word combinations into English:

Бізнес-ланч; закони комерції; міжнародна компанія; ставлення до покупця; національний брендинг; правова відповідальність; влаштовуватися на роботу; рівень смертності; лист-подяка; персональні дані; ділова переписка; зменшення ризиків.

Task 3. Translate the sentences into English:

1. Службове листування - важлива частина ділового етикету.
2. Дотримання правил етикету листування є свідченням вашої поваги до адресата.
3. Особливістю ділового листування є широке вживання сталих мовних формул.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. Can you help me please? I (look) for the bank.
2. ... you (know) this student over there? – Yes, of course. I (know) him for years. He's a Portuguese, like me. He (come) from my home town.
3. I've got to go to the airport now. My brother (come) from the USA today.
4. He (collect) stamps ever since he was a small boy.
5. Be quiet and listen. The director (speak).
6. How long it (take) to get from here to London?
7. I am very tired. I (not sleep) for three days.
8. She (use, live) in Paris when she was 13.
9. She (seem) distracted during her last meeting in spring.
10. Leaning backwards in your chair (can, mean) you (be) a little rude.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises/advertises/consumes* regularly on TV and local radio.
2. The *reward/respond/success* of the project depends on us.
3. We usually *sell/consume/fail* about 4,000 copies of this magazine every month.
4. This *responses/punish/product* is very popular in Japan.
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6. The population *fails/responds/consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response/sellers/reward* was fantastic.
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Task 8. Complete the missing parts in the message. Use the phrases in the box:

Consumer journalist, Susan Lau, wants an interview with Rob Tucker, CEO of Faraway Flifhts.com. Complete her conversation with his PA, Lyn Hall.

What time would suit you? I'll put you through. The reason I'm phoning is to ...	I'd like to speak to Mr Tucker, please. I'm sorry, his line is engaged. Would Monday suit him?
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Lyn: Good morning. Faraway Flights. How can I help you?
 Susan: Hello. This is Susan Lau. _____(1)
 Lyn: Ah, Miss Lau, yes of course. _____(2)
 One moment, please _____(3)
 Susan: Oh dear. _____(4)
 make an appointment for my interview with him next week.
 Lyn: Oh, yes, I know about that. I have Mr. Tucker's diary here so
 would you like to make an appointment now?
 Susan: Fine. _____(5)
 Lyn: Yes, he's free on Monday morning. _____(6)
 Susan: Let's say 10.00.
 Lyn: Good. I'll pass that on to Mr. Tucker.

Варіант № 6

Task 1. Translate the text into Ukrainian.

Our surroundings can have a significant effect on the way we feel, think and work. The type of environment we favour for problem solving varies, depending on what puts us in the right frame of mind for a particular task. Some people thrive in a bustling atmosphere while others prefer more calm surroundings. Often we require different circumstances for different types of task. Quiet may be more suitable to analytical thinking, whereas lively surroundings might help us to get into a more relaxed, free-thinking frame of mind. We can learn from experience what conditions suit as best for different types of mental task and then try to recreate these when needed.

Environmental stimulants determine our level of mental arousal, which affects the ease with which we can use various mental skills. The optimum level of arousal varies for different people. The sight of flowers, the smell of coffee, the sound of traffic, etc, may raise or lower arousal depending on the individual. Emotions such as frustration and anger also affect the level of arousal. With such a wide range of influences affecting people in different ways, there are no hard and fast rules about the best physical environment for problem solving.

Task 2. Translate the given below words and word combinations into English:

Економіка; підприємництво; переговори; національні традиції бізнесу; медіа-презентація; робітник; кімната для переговорів; заробітна платня; дохід; конкурент; лист-скарга; рада директорів; оцінювати ризики; працездатність.

Task 3. Translate the sentences into English:

1. Особливістю ділового листування є широке вживання сталих мовних формул.
2. Упродовж тривалого часу споживчий ринок визначали лише як місце, де здійснюється купівля або продаж товарів.
3. Дотримання правил етикету листування є свідченням вашої поваги до адресата.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
2. I (work) overtime all this week.
3. I (go) to the football match tomorrow evening.
4. I (have) this car since 1985.
5. That car (look) nice, but I can't afford it.
6. I never (like) lemons. They (have) such a sour taste.
7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises/advertises/consumes* regularly on TV and local radio.
2. The *reward/respond/success* of the project depends on us.
3. We usually *sell/consume/fail* about 4,000 copies of this magazine every month.
4. This *responses/punish/product* is very popular in Japan.
5. Our business *succeeds/produces/rewards* fifteen types of material for curtains.
6. The population *fails/responds/consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response/sellers/reward* was fantastic.
8. Our company *rewards/succeeds/fails* the workers' creativity.
9. The average *failure/buyer/advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Globalization Disposable income
 Market force Market share Household expenditure

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

Consumer turnover badly-paid workers ethical
 investment parent company deposit labour conditions
 investors subsidiary national figures cash flow
 growth in sales senior citizens ethical awareness
 shoppers consumer spending general market manufacturers
 ethical policies growth markets workforce

People	Companies	Finances	Economic processes	Other

Task 8. Put the sentences in the correct order to make two letters. The first letter is an invitation. The second letter is the response.

Dear Mr Zelle,	1
We look forward to hearing from you.	
I am afraid I am unable to attend due to a business trip in Switzertand.	
Dear Miles Broom,	
I have enclosed a form with further information which you can also use to reserve places.	
Yours sincerely, Robert Zelle	
I do hope the evening goes well.	
I am writing to invite you to our annual dinner in the Atrium Restaurant on 19th of July.	
Yours sincerely, Miles Broom	
The dinner will begin at 8.00.	
Thank you for the invitation to the annual dinner.	

Варіант № 7

Task 1. Translate the text into Ukrainian.

Corporations have the need to raise capital for a number of reasons. Smaller firms need capital to start up operations. Larger firms need capital to expand operations and to finance inventory. There are various ways in which a firm can raise capital through the financial system and numerous individuals and entities that can assist a corporation in this crucial venture.

Start-up firms and small businesses petition investors for what is known as venture capital. Venture capital comes from wealthy investors, usually a group, who see the potential for growth in smaller businesses. In the early 1990's the Securities and Exchange Commission (SEC) expanded its role to assist small businesses. The SEC made it easier for small businesses to raise capital through public stock offerings.

Corporations also raise money to finance debt. Businesses sell bonds to investors in order to raise money for working capital and capital expenditures. The corporation agrees to pay back the principal plus interest, therefore making the investors creditors. Bond holders are able to sell bonds to others before they are due. Selling bonds are beneficial to corporations because, in addition to raising capital, bonds also have much lower interest rates that are tax deductible.

Task 2. Translate the given below words and word combinations into English:

Етика; співбесіда на роботу; бізнес зустріч; контракт; правові засади; часткова зайнятість; поєднувати; роботодавець; працевлаштування; звільнитися з роботи; транспортування; додаткова інформація; місце роботи; директор; старший менеджер.

Task 3. Translate the sentences into English:

1. З метою створення сприятливого іміджу України слід провести кампанію з формування національного брендингу.
2. Починати листа необхідно із звертання, яке є загальноприйнятою формою ввічливості.
3. Службове листування - важлива частина ділового етикету.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. Can you help me please? I (look) for the bank.
2. ... you (know) this student over there? – Yes, of course. I (know) him for years. He's a Portuguese, like me. He (come) from my home town.
3. I've got to go to the airport now. My brother (come) from the USA today.
4. He (collect) stamps ever since he was a small boy.
5. Be quiet and listen. The director (speak).
6. How long it (take) to get from here to London?
7. I am very tired. I (not sleep) for three days.
8. She (use, live) in Paris when she was 13.
9. She (seem) distracted during her last meeting in spring.
10. Leaning backwards in your chair (can, mean) you (be) a little rude.

Task 5. Choose the best word that fits the sentence.

1. The company *advertises/advertises/consumes* regularly on TV and local radio.
2. The *reward/respond/success* of the project depends on us.
3. We usually *sell/consume/fail* about 4,000 copies of this magazine every month.
4. This *responses/punish/product* is very popular in Japan.
5. Our business *succeeds/produces/rewards* fifteen types of material for curtains.
6. The population *fails/responds/consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response/sellers/reward* was fantastic.
8. Our company *rewards/succeeds/fails* the workers' creativity.
9. The average *failure/buyer/advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Consumption Single-parent household
 Life expectancy Market force Birth rate

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

Consumer turnover badly-paid workers ethical
 investment parent company deposit labour conditions
 investors subsidiary national figures cash flow
 growth in sales senior citizens ethical awareness
 shoppers consumer spending general market manufacturers
 ethical policies growth markets workforce

People	Companies	Finances	Economic processes	Other

Task 8. Complete the missing parts in the message. Use the phrases in the box:

Consumer journalist, Susan Lau, wants an interview with Rob Tucker, CEO of Faraway Flifhts.com. Complete her conversation with his PA, Lyn Hall.

What time would suit you? I'll put you through. The reason I'm phoning is to ...	I'd like to speak to Mr Tucker, please. I'm sorry, his line is engaged. Would Monday suit him?
--	--

Lyn: Good morning. Faraway Flights. How can I help you?
 Susan: Hello. This is Susan Lau. _____(1)
 Lyn: Ah, Miss Lau, yes of course. _____(2)
 One moment, please _____(3)
 Susan: Oh dear. _____(4)
 make an appointment for my interview with him next week.
 Lyn: Oh, yes, I know about that. I have Mr. Tucker's diary here so
 would you like to make an appointment now?
 Susan: Fine. _____(5)
 Lyn: Yes, he's free on Monday morning. _____(6)
 Susan: Let's say 10.00.
 Lyn: Good. I'll pass that on to Mr. Tucker.

Варіант № 8

Task 1. Translate the text into Ukrainian.

Consumerism is a complex issue that has a wide social and environmental implication, and discussion about it is a very controversial one. People are on both sides of the arguments, and both of them have very strong reasons that support their opinion. Some of people say that consumerism has lots of drawbacks, while others say that it has many advantages.

The most important advantages of consumerism are that it helps in creation of new jobs; as a result the number of unemployed people in the community should be decreased. Furthermore, it improves the quality of citizen's life and reduces the poverty of the society. For example, in the developed countries, workers earn enough money that makes their life better and problems related to poverty like homelessness should be reduced. In addition, consumerism helps and encourages creativity in business because the employee will do their best to be creative to earn more and more money.

Task 2. Translate the given below words and word combinations into English:

Страхування; менеджер з інформаційних технологій; менеджмент; розвиток; податки; працювати за кордоном; співбесіда з роботодавцем; звільнення; контактний номер телефону; з найкращими побажаннями; ступінь магістра.

Task 3. Translate the sentences into English:

1. Менеджери повинні не просто підвищувати заробітну плату працівникам, а допомагати їм ставити перед собою цілі.
2. Приклади факторів впливу: зміни законодавства, курсів валют, цін на ресурси, погоди, дії конкурентів та багато інших.
3. З метою створення сприятливого іміджу України слід провести кампанію з формування національного брендингу.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
2. I (work) overtime all this week.
3. I (go) to the football match tomorrow evening.
4. I (have) this car since 1985.
5. That car (look) nice, but I can't afford it.
6. I never (like) lemons. They (have) such a sour taste.
7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advert/sadvertises/consumes* regularly on TV and local radio.
2. The *reward/respond/success* of the project depends on us.
3. We usually *sell/consume/fail* about 4,000 copies of this magazine every month.
4. This *responses/punish/product* is very popular in Japan.
5. Our business *succeeds/produces/rewards* fifteen types of material for curtains.
6. The population *fails/responds/consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response/sellers/reward* was fantastic.
8. Our company *rewards/succeeds/fails* the workers' creativity.
9. The average *failure/buyer/advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Globalization Disposable income
Market force Market share Household expenditure

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

Consumer turnover badly-paid workers ethical
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shoppers consumer spending general market manufacturers
ethical policies growth markets workforce

People	Companies	Finances	Economic processes	Other

Task 8. Put the sentences in the correct order to make two letters. The first letter is an invitation. The second letter is the response.

Dear Mr Zelle,	1
We look forward to hearing from you.	
I am afraid I am unable to attend due to a business trip in Switzertand.	
Dear Miles Broom,	
I have enclosed a form with further information which you can also use to reserve places.	
Yours sincerely, Robert Zelle	
I do hope the evening goes well.	
I am writing to invite you to our annual dinner in the Atrium Restaurant on 19th of July.	
Yours sincerely, Miles Broom	
The dinner will begin at 8.oo.	
Thank you for the invitation to the annual dinner.	

Варіант № 9

Task 1. Translate the text into Ukrainian.

A consumer is a person who buys and uses goods or services to satisfy his or her needs (things that are necessary for survival, such as food, clothing, and shelter) and wants (things not necessary for survival, but which add pleasure and comfort to our lives). We all are consumers. We buy products and services every day. We buy snacks, clothing, books, pay bills etc. Consumers are very important to businesses and the economy. The buying decisions we make can lead to either success or failure of many businesses. Consumers' wants and needs guide business practices. As a result, businesses expend great efforts to attract and please consumers.

In 1962 Consumer Bill of Rights was presented to Congress. Later on two more rights were added to the original four. They declared that every consumer had six basic rights.

Task 2. Translate the given below words and word combinations into English:

Закони бізнесу; бізнес-школа; пов'язувати; постачальник; консультація; повний робочий день; консьюмеризм; привабливий ринок; йти у відставку; оптова торгівля; повноліття; лист-запрошення; правила поведінки; неупередженість.

Task 3. Translate the sentences into English:

1. Якщо ви бажаєте досягти успіху, обов'язково слід подбати про те, щоб лист був бездоганним у всіх аспектах.
2. Проект - це тимчасове підприємство, призначене для створення унікальних продуктів, послуг або результатів.
3. Відпочинок - відновлення сил після втоми припиненням дії, руху тощо.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. Can you help me please? I (look) for the bank.
2. ... you (know) this student over there? – Yes, of course. I (know) him for years. He's a Portuguese, like me. He (come) from my home town.
3. I've got to go to the airport now. My brother (come) from the USA today.
4. He (collect) stamps ever since he was a small boy.
5. Be quiet and listen. The director (speak).
6. How long it (take) to get from here to London?
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8. She (use, live) in Paris when she was 13.
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Task 5. Choose the best word that fits the sentence and underline it.

1. The company *advertises*/*advertises*/*consumes* regularly on TV and local radio.
2. The *reward*/*respond*/*success* of the project depends on us.
3. We usually *sell*/*consume*/*fail* about 4,000 copies of this magazine every month.
4. This *responses*/*punish*/*product* is very popular in Japan.
5. Our business *succeeds*/*produces*/*rewards* fifteen types of material for curtains.
6. The population *fails*/*responds*/*consumes* nearly 100,000 tons of rice every year.
7. When we introduced our new perfume, the public *response*/*sellers*/*reward* was fantastic.
8. Our company *rewards*/*succeeds*/*fails* the workers' creativity.
9. The average *failure*/*buyer*/*advertisement* of our jeans is female and around 16 years old.

Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Consumption Single-parent household
 Life expectancy Market force Birth rate

Task 7. The box contains words and phrases. Put them into appropriate smaller sections below.

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People	Companies	Finances	Economic processes	Other

Task 8. Complete the missing parts in the message. Use the phrases in the box:

Consumer journalist, Susan Lau, wants an interview with Rob Tucker, CEO of Faraway Flifhts.com. Complete her conversation with his PA, Lyn Hall.

What time would suit you? I'll put you through. The reason I'm phoning is to ...	I'd like to speak to Mr Tucker, please. I'm sorry, his line is engaged. Would Monday suit him?
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Lyn: Good morning. Faraway Flights. How can I help you?
 Susan: Hello. This is Susan Lau. _____(1)
 Lyn: Ah, Miss Lau, yes of course. _____(2)
 One moment, please _____(3)
 Susan: Oh dear. _____(4)
 make an appointment for my interview with him next week.
 Lyn: Oh, yes, I know about that. I have Mr. Tucker's diary here so
 would you like to make an appointment now?
 Susan: Fine. _____(5)
 Lyn: Yes, he's free on Monday morning. _____(6)
 Susan: Let's say 10.00.
 Lyn: Good. I'll pass that on to Mr. Tucker.

Варіант № 10

Task 1. Translate the text into Ukrainian.

The international corporation or global company has its origin. Usually it is the outgrowth of the great trading companies of the 17th and 18th centuries. In 1811 a New York statute said the filing of documents could create corporations. After that it became a matter of bureaucratic operations to become a corporation. By 1850 it was a very common thing in the United States and was under general statute in European countries as well. Since that time the corporate movement began. As the jet plane, satellite communications and computers began, it became possible for a company to control business in all the world.

There are some projects which predict that within a generation almost a half of the free worlds production will be internationalised.

This trend for internationalism presupposes some benefits such as new jobs, higher living standards and the closing of the gaps between people – economic, educational and technological.

Task 2. Translate the given below words and word combinations into English:

Бізнес-ланч; закони комерції; міжнародна компанія; ставлення до покупця; національний брендинг; правова відповідальність; влаштовуватися на роботу; рівень смертності; лист-подяка; персональні дані; ділова переписка; зменшення ризиків.

Task 3. Translate the sentences into English:

1. Упродовж тривалого часу споживчий ринок визначали лише як місце, де здійснюється купівля або продаж товарів.
2. Сучасні споживачі розраховують на технологію і хочуть, щоб їх досвід був простим, миттєвим і інтуїтивним.
3. Починати листа необхідно із звертання, яке є загальноприйнятою формою ввічливості.

Task 4. Complete the sentences. Use the proper tenses of the verb in brackets.

1. How long you (work) for the government?
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5. That car (look) nice, but I can't afford it.
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7. She (be) on the phone for half an hour now. Who she (talk) to?
8. We (have) three meetings about this problem so far and we still (not decide) what to do.
9. He (use, build) good contacts when he worked as a promotions manager for the big investment bank.
10. An excellent employee (need, be) responsible, motivated and diplomatic.

Task 5. Choose the best word that fits the sentence and underline it.

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Task 6. Look at the card, read the word/word combination, define its meaning in English and suggest your own sentence illustrating the term.

Globalization Disposable income
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I am afraid I am unable to attend due to a business trip in Switzertand.	
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