

## ЗАВДАННЯ ПОТОЧНОГО КОНТРОЛЮ

### Assignment 1

**I Complete the expressions below using multi-word verbs from the box in the correct form. Use each multi-verb once.**

cut off	get back	get through	hold on	look into
pass on	put through	ring off	run out	sort out

- 1 Don't worry, it's not a big problem and shouldn't take long to \_\_\_\_\_.
- 2 I'm sorry, but it's impossible to \_\_\_\_\_ to that number at the moment. Could you try again later?
- 3 Please don't \_\_\_\_\_ yet.
- 4 Oh no, my battery is about to \_\_\_\_\_.
- 5 Sorry, we were \_\_\_\_\_.
- 6 Please could you \_\_\_\_\_ a message to Mr Chalmers?
- 7 I'll \_\_\_\_\_ to you as soon as I've discussed this with John.
- 8 Please \_\_\_\_\_ a moment while I see if Ms Wilson is in.
- 9 I'll just \_\_\_\_\_ you \_\_\_\_\_.
- 10 I'll \_\_\_\_\_ possible dates and give you a call later.

**II Complete the words in the sentences below. Choose the correct prefix or Ø, if no prefix is needed.**

- 1 I'm not normally so [in / im / un / Ø]patient but I have to admit I'm not good at waiting for delayed flights.
- 2 Employees have remained [un / im / dis / Ø]loyal to the company because they feel like they are part of one big happy family.
- 3 Carlos is pretty [dis / im / un / Ø]reliable and rarely does what he says he's going to do.
- 4 The staff at our hotel were incredibly [in / un / dis / Ø]welcoming and really made us feel at home.

- 5 At first, he seemed [in / um / un / Ø]friendly but then I realized that he was actually quite shy.
- 6 In some cultures it is [im / dis / un / Ø]respectful to stare at people.
- 7 After deciding that the current booking system was [in / im / dis / Ø]efficient, a meeting was called to discuss possible improvements.
- 8 He was completely [in / im / un / Ø]competent and couldn't be relied on to do any part of his job effectively.
- 9 His comments were totally [dis / im / in / Ø]appropriate given the circumstances but he did apologize afterwards.
- 10 When money went missing and no one owned up to taking it, we knew one of our colleagues was being [un / in / dis / Ø]honest.

## Assignment 2

I Complete the gaps in the useful expressions with words from the box below.

add agenda (x 2) agree agreement aim begin business comment covered decided move reach start sum talk think
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Opening a meeting	Stating the purpose of a meeting
<ul style="list-style-type: none"> <li>• Shall we <sup>1</sup>_____?</li> <li>• Let's make a <sup>2</sup>_____, shall we?</li> <li>• The first item on the <sup>3</sup>_____ is ...</li> </ul>	<ul style="list-style-type: none"> <li>• The <sup>4</sup>_____ of this meeting is to discuss ...</li> <li>• We need to <sup>5</sup>_____ a decision on ...</li> <li>• We're here to <sup>6</sup>_____ about ...</li> </ul>
Asking someone to speak	Introducing another topic
<ul style="list-style-type: none"> <li>• Would anyone like to <sup>7</sup>_____?</li> <li>• James, do you have anything to <sup>8</sup>_____?</li> </ul>	<ul style="list-style-type: none"> <li>• The next item on the <sup>10</sup>_____ is ...</li> <li>• Can we <sup>11</sup>_____ on to ... ?</li> </ul>

<ul style="list-style-type: none"> <li>• Tina, what do you <sup>9</sup> _____ about it?</li> </ul>	
<b>Checking everyone agrees</b>	<b>Concluding the meeting</b>
<ul style="list-style-type: none"> <li>• Is that <sup>12</sup> _____ then?</li> <li>• Do I take it we're all in <sup>13</sup> _____?</li> <li>• Do we all <sup>14</sup> _____?</li> </ul>	<ul style="list-style-type: none"> <li>• I think we've <sup>15</sup> _____ everything.</li> <li>• So to <sup>16</sup> _____ up ...</li> <li>• Is there any other <sup>17</sup> _____?</li> </ul>

**II Complete the sentences. Choose a), b) or c).**

- What time do you want me to \_\_\_\_\_ you \_\_\_\_\_ from the airport?  
a) put ... up                      b) pick ... up                      c) turn ... up
- When our car \_\_\_\_\_ I knew we would miss our flight.  
a) broke down                      b) dropped off                      c) held on
- My sister \_\_\_\_\_ me \_\_\_\_\_ at the station.  
a) found ... out                      b) hung ... around                      c) dropped ... off
- We were \_\_\_\_\_ for over an hour at customs.  
a) found out                      b) taken off                      c) held up
- Don't worry if you miss the bus, you can always \_\_\_\_\_ a later one.  
a) get on                      b) find out                      c) get through
- How well do you \_\_\_\_\_ your colleagues?  
a) pick up                      b) get on with                      c) get on
- Although I tried phoning a few times, I wasn't able to \_\_\_\_\_ to the airline.  
a) fill in                      b) turn up                      c) get through
- If we \_\_\_\_\_ at 5 a.m., we should arrive at the hotel by noon.  
a) set off                      b) break down                      c) drop off

**Assignment 3**

**I Complete the sentences below. Choose the correct answer for each one.**

- 1 The open return ticket gives you the [speed / flexibility / comfort] to catch a train at any time that you want.
- 2 We were amazed at the [speed / safety / punctuality] of trains in Japan. They always arrived at the exact time given on the timetable.
- 3 My aunt said that when you travelled on the Orient Express, you knew you would travel in [comfort / price / speed] and style. She always said it was an elegant way to see Europe.
- 4 There was a special discount on the [productive use / price / flexibility] of tickets for all students.
- 5 He found it surprising that [speed / comfort / safety] wasn't an issue with the transport police and that people were allowed to sit on the roof of the train.

**II Complete the gaps (1–9) in the advice below using the words in the box.**

anecdote detail distinctly hear humour overview rehearse <del>research</del> sound tired
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The following advice is useful when speaking to a group of people:

- It's important to <sup>0</sup> research the subject matter you are talking about and so can answer questions.
- Allow time to <sup>1</sup> \_\_\_\_\_ what you are going to say so that you feel confident saying it.
- Make sure everyone can <sup>2</sup> \_\_\_\_\_ you and speak clearly and <sup>3</sup> \_\_\_\_\_.
- To stop your voice getting <sup>4</sup> \_\_\_\_\_, drink plenty of water.
- Make an effort to <sup>5</sup> \_\_\_\_\_ enthusiastic and if you can, use <sup>6</sup> \_\_\_\_\_ or an <sup>7</sup> \_\_\_\_\_ to keep people interested.
- Limit how long you speak for and make sure you don't speak for too long. Generally people want an <sup>8</sup> \_\_\_\_\_ rather than <sup>9</sup> \_\_\_\_\_.

**Assignment 4**

## **I Translate from English into Ukrainian.**

Spain is a country in love with food, renowned for everything from tapas to trailblazing chefs to simple, elegant recipes that have endured for generations. So it may seem counterintuitive, perhaps even heretical, to say that the most important thing about a Spanish lunch is not the food. But it's true.

Before you spill your gazpacho, let me say that Spanish people don't take the food part of lunch lightly; far from it. As a Spaniard in love with food in general, and lunch in particular, I for one approach the subject of where to eat with the same level of thought and research that some people put into buying a new car. Of course, I want to know whether the food is good – but I also want to know whether it's going to be a comfortable place to spend a few hours. Steady yourselves foodies; but in Spain the purpose of going out for lunch isn't just eating, it's catching up with friends or family, telling stories and laughing away the stress caused by things that, with a little perspective, you come to realise don't matter anyway. If all you want is food, you might as well stay at home and order in.

## **II Translate from English into Ukrainian.**

What makes you choose a restaurant? The food obviously - but what about the location, seating, how far apart the tables are, service, the staff in general, the surroundings, the general ambience and of course the price?

Restaurants have to make us want to go there, whether for a quick lunch, dinner with friends or a special occasion meal. But what makes one better than the other? Do you follow the recommendations (or otherwise) of food critics' reviews or food guides?

Personally I go for personal recommendations from friends and colleagues, but if I'm in a new town or abroad, I generally choose a place that's busy - especially if it's full of locals, always a good sign that the food is freshly prepared and will taste good.

What I find off-putting is drab, tired décor, ear-splitting background music and tables packed too tightly in a small space; some restaurants are so keen to squeeze in as many diners as possible, that on occasions I've sat so close to the next table that I could have joined in their conversation!

A huge menu in a smallish restaurant isn't a good omen either - it usually means the food is bought in. I once stopped at a remote country 'gastropub' in the highlands of Scotland where an item on the menu was chicken breast in a wild mushroom sauce. My husband asked for his chicken without the sauce and was told this wasn't possible, so it was obviously boil in the bag!