

**МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА РОССИЙСКОЙ ФЕДЕРАЦИИ**

**ТРУБЧЕВСКИЙ АГРАРНЫЙ КОЛЛЕДЖ —  
ФИЛИАЛ ФЕДЕРАЛЬНОГО ГОСУДАРСТВЕННОГО БЮДЖЕТНОГО ОБРАЗОВА-  
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***ИНОСТРАННЫЙ ЯЗЫК  
В ПРОФЕССИОНАЛЬНОЙ ДЕЯТЕЛЬНОСТИ***

учебно-методическое пособие

для обучающихся по специальностям 35.02.16 Эксплуатация и ремонт сельскохозяйственной  
техники и оборудования, 35.02.07 Механизация сельского хозяйства

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Настоящее учебно-методическое пособие предназначено для специального этапа обучения английскому языку в СПО специальности 35.02.16 Эксплуатация и ремонт сельскохозяйственной техники и оборудования и 35.02.07 Механизация сельского хозяйства. Цель пособия – заложить основы навыков чтения и перевода текстов средней трудности, формирование практических навыков в различных видах речевой деятельности. Пособие состоит из двух разделов: профессиональный и деловой английский и словаря в качестве приложения. Каждый раздел содержит тексты и контрольно - тренировочные упражнения. Основной текст урока направлен на развитие навыков чтения вслух, умения извлекать полную и частичную информацию, основную идею. Текст также является основой для монологической и диалогической речи. В конце пособия имеется англо-русский словарь терминов, встречающихся в текстах, но отсутствующих в рекомендуемых обучающимся общих словарях.

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## Часть I. Professional English

### Text 1.

Read and translate the text.

#### What is agriculture?

Agriculture is an important branch of economy. Economic growth of any country depends on the development of agriculture which supplies people with food and clothing and industry with raw materials.

The word "agre" is a Latin word. It means the cultivation of fields in order to grow crops. Now agriculture also includes the use of land to breed farm animals.

We do not know when people began to grow crops. It was many thousand years ago. Now crop production and animal husbandry are highly developed branches of agriculture.

Life is impossible without plants. They play a highly, important role in everyday life of people. Plants that are grown by farmers are known as farm crops. They are used for many different purposes. Most of them are used directly as food for people, some are consumed by farm animals, others are used in industry and medicine.

In order to increase crop yields and animal products our collective and state farms apply widely intensive technologies.

#### Learn the words.

agriculture – сельское хозяйство

animal – животные

apply – применять

breed – разводить

crop – культура

cultivation – обработка

develop – развивать

development – развитие

farm – ферма, хозяйство

grow – расти, выращивать

growth – рост

increase – увеличение

plant – растение

supply – снабжать

use – использовать

yield – урожай

field – поле

food – пища

#### 1. Write the equivalents of the following international words:

region, climate, machine, tractor, combine, bulldozer, to mechanize, tendency, tradition, traditional, industrial.

**2. Answer the following questions**

1. Why is agriculture very important?
2. What are the two branches of agriculture?
3. What does the Latin word "agre" mean?
4. Is life possible without plants?
5. Where are farm crops used?
6. How do people increase crop yields?

**3. Write 3 forms of the verbs:**

To be, to know, to go, to do, to work, to say, to make, to come, to ask, to happen.

**Text 2.**

Read and translate the text.

**Branches of agriculture**

There are two main branches of agricultural production — crop production and animal husbandry.

Crop production is the practice of growing and harvesting crops. The most important crops grown by man are grain crops, vegetables and grasses. In order to obtain high yields crops are grown under favorable soil and climatic conditions.

Animal husbandry is a branch of agriculture including the breeding of farm animals and their use. Dairy and beef cattle, hogs, sheep, and poultry are widely bred throughout the world. Farm animals are highly important sources of food for man. They are kept for the production of such nutritious products as meat, milk and eggs.

Many crops grown by man are used in feeding livestock. At the same time manure produced by farm animals is an important source for the maintenance of soil fertility. Most of the nutrients taken by plants from the soil are thus returned. Applying manure, farmers improve the physical condition of the soil.

Thus, crop production and animal husbandry are closely connected with each other.

**Explanations to the text:**

Under... conditions – при (в) ... условиях

With each other – друг с другом

**Notes:**

Some – несколько, некоторый

The same – тот же самый, один и тот же

**Learn the words.**

beef cattle - мясной скот

dairy cattle – молочный скот

egg - яйцо

favourable - благоприятный

grain - зерно

grass - трава

hog - свинья

improve - улучшать

to keep – содержать

manure - навоз

meat - мясо

milk - молоко

nutrient – питательное вещество

poultry – домашняя птица

to produce - производить

sheep – овца, овцы

soil fertility – плодородие почвы

**1. Answer the following questions:**

- a. What are the two branches of agriculture?
- b. What is crop production?
- c. What are the main farm crops?
- d. What does animal husbandry include?
- e. What products do farm animals produce?
- f. What is manure used for?
- g. How do farmers improve the physical condition of the soil?

**2. Translate the sentences (pay attention to the words some and same):**

- a. Some farmers keep poultry in poultry houses in summer and in winter.
- b. All grain crops take the same nutrients from the soil.
- c. Some cultural practices are highly effective in controlling weeds.
- d. These two farmers use the same methods in growing vegetables.

**3. Find 3 adjectives and form degrees of comparison.**

**Text 3.**

Read and translate the text.

**Classification of field crops**

Crops are variously grouped and classified. They may be classified as **cultivated** crops such as **potatoes** and corn or as non-cultivated crops such as wheat or barley.

Crops may also be grouped according to the duration of their growth. **Annual** crops complete

their life cycle in one **growing season**. **Biennials** require *two* seasons to produce seed. **Perennials** grow for more than two seasons, producing seed each year.

According to their use field crops may be classified into many groups. The most important of them are:

1. **Cereal** or **Grain Crops**. A cereal is a grass grown for its edible grain. Wheat, corn, **rye**, barley, **oats** and rice are to be mentioned as the most important grain crops.

2. **Legumes for Seed**. The principal legumes grown for seed are field peas, field beans and soybeans. Sometimes the aim of growing them is to improve soil fertility because they are able to fix atmospheric nitrogen through the bacteria living on their roots.

3. **Forage Crops**. These are the crops used as **feed** for farm animals in the form of **pasture**, **hay** or **silage**. Most of them are perennials.

4. **Root Crops**, Unlike cereals root crops are grown because of the food value of their roots. There are many root crops grown by man. They are sugar beets, carrots, radishes and others. They are biennials.

5. **Tuber Crops**. The most important tuber crop cultivated throughout the world is **potatoes**. Like root crops they are biennials but people grow them as annuals.

### Learn the words.

Annual - однолетний, однолетнее растение

Biennial – двухлетнее растение, двухлетний

Cereal crop – хлебная (зерновая) культура

Cultivate – возделывать

Feed - корм

Forage crop - корм

Growing season – вегетационный период

Hay - сено

Oats - овёс

Pasture - пастбище

Perennial – многолетний, многолетняя культура

Potatoes - картофель

Rice - рис

Rye - рожь

Silage - силос

### **1. Answer the following questions**

- 1) Is wheat a cultivated crop?
- 2) What is a biennial crop?
- 3) For how many years does alfalfa grow?
- 4) Do perennial crops produce seed each season?
- 5) *Why do* legumes increase soil fertility?
- 6) What root crops do you know?

7) Is potato a biennial crop?

**2. Find 15 nouns and make Plural form of them.**

**3. Complete the sentences:**

- 1) Some crops are grown during one season. They are ... .
- 2) Crops providing grain are known as ... .
- 3) Soil fertility is increased by growing ... .
- 4) Winter feeds for cattle are hay and ... .
- 5) In summer cattle should be kept on ... .
- 6) Forage crops grow for many seasons; they are ...

#### **Text 4.**

Read and translate the text.

### **Tillage Implements**

As you know tillage is used to prepare the ground for seeding or planting, to retard weed growth and to improve the physical condition of soil. Tillage includes various operations: plowing (primary tillage), harrowing (secondary tillage), deep tillage, cultivation, fertilizing, etc.

*Primary tillage*, or plowing, may be done by various kinds of plows, such as two-way plows, disk plows, rotary plows, etc. The plows may be both tractor-mounted and tractor-drawn.

Tractor-drawn plows are attached to the tractor by an adjustable hitch which permits horizontal adjustment of the plow and prevents "nosing" of plow points. The hitch incorporates a spring release or some other device which disconnects the plow when it strikes an obstacle. In some plows each bottom is held in working position by a heavy spring which permits the bottom to raise and pass over the obstacle. Tractor-drawn plows are provided with a lifting mechanism which raises them from or lowers them to their working position. The lifting mechanism may be either mechanical or hydraulic. There are also<sup>1</sup> two levers — one for regulating the depth of plowing, the other for levelling the plow.

A tractor-mounted plow is a compact unit of high maneuverability which is adjusted by means of hydraulic controls. Due to hydraulic controls the tractor operator can quickly connect and disconnect the implements without leaving the cabin. Tractor-mounted plows, like tractor-drawn plows, have two levers — one is used for regulating the depth, the other — for levelling the plow.

*Secondary tillage*, or harrowing, is done to refine the ground after plowing. Depending on the physical condition of soil<sup>2</sup> and other factors various kinds of harrows must be used, such as, disc harrow, spike-tooth harrow, spring-tooth harrow, etc.



It goes without saying<sup>3</sup> that all types of harrows, like plows, are either tractor-mounted or tractor-drawn.

There are other implements ' intended for retarding weed growth, such as row-crop cultivators, field cultivators, spring-tooth weeders, etc.

**Notes:**

<sup>1</sup> there are also – есть также

There are other implements – существуют (есть) и другие приспособления

<sup>2</sup> depending on the physical condition of soil – в зависимости от физического состояния почвы

<sup>3</sup> it goes without saying – не приходится и говорить, само собой разумеется

**Learn the words.**

retard weed growth – замедление роста сорняков

two-way plows – двусторонние плуги

tractor-mounted and tractor-drawn – навесная и тракторная тяга

an adjustable hitch – регулируемое устройство

to prevent – предотвращать

the hitch – устройство

strikes an obstacle – удар о препятствие

a lifting mechanism – подъёмный механизм

to adjust – регулировать

a lever – рычаг

secondary tillage – вторичная обработка почвы

disc harrow – дисковая борона

spike-tooth harrow – шипованная борона

spring-tooth harrow – пружинная борона

row-crop cultivators – пропашные культиваторы

***1. Answer the following questions***

- 1) What kind of tillage do you know ?
- 2) What operations includes tillage?
- 3) What kind of plow do you know?
- 4) Describe a tractor-mounted plow.
- 5) How much levers have tractor-mounted plows?
- 6) What factors affect the secondary tillage?
- 7) What other implements do you know?

**2. Find English equivalents:** использоваться для подготовки, быстро соединить или разъединить, различные операции, регулировать глубину плуга, физическое состояние почвы, механический или гидравлический.

### **Text 5.**

Read and translate the text.

### **Electricity in agriculture**

Electricity has become highly important in our modern world. It has made our work easier and our life more comfortable.

In agriculture electricity is being used in many ways. It is especially widely applied in animal buildings for lighting and for operating different machines such as barn cleaners, feed conveyers, automatic ventilators and automatic waterers.

Electric energy is more economical than any other forms of energy. Electricity operated machines save time and labour, increase labour productivity and improve the quality of work.

### **Learn the words.**

Comfortable – удобный

to save - экономить

in many ways – для многих целей

to improve – повышать

to apply – использовать

### **1. Answer the questions:**

- 1) What is the role of electricity in agricultural?
- 2) For what purposes we use electricity?
- 3) Is electric energy more economical than any other forms of energy?

### **2. Find English equivalents.**

Современный, важный, более, время, повышать, широко, освещение, сельское хозяйство, качество, различные, работа, корм, мир, автоматический.

### **3. Complete the sentences:**

- 1) In agriculture electricity is being used .... ..
- 2) ... has become highly important in our modern world.
- 3) ... .. machines save time and labour, ... labour productivity and improve the quality of ...
- 4) Electric energy ... .. economical ... any other forms of energy.
- 5) ... .. our work easier and our life more comfortable.

#### **4. Find and translate the sentences, which says:**

- 1) О том, что электрическая энергия самый экономичный вид энергии
- 2) Энергия делает нашу жизнь легче
- 3) Используется для многих целей
- 4) Повышает качество работы
- 5) Играет большую роль в нашей жизни.

#### **Text 6.**

Read and translate the text.

### **Robots today and tomorrow**

Robots are ideal workers not only for industry but for agriculture as well. In the Soviet Union robotization is a young branch of agricultural mechanization. It is highly important because of both certain lack of working hands in the country and the necessity to eliminate hand labour, which is one of the main social and economic problems of the day.

If robots were widely used in agriculture, labour productivity would be raised greatly, crop, meat and milk yields would be increased and the product quality would be improved due to more timely performing of farm operations.

Robot-type agriculture is used now in irrigation systems where people are no longer needed to apply and control water or move irrigation pipelines.

Intensive work has been started on the development of various types of robots designed specially for agriculture. New robots are likely to appear for doing work on fields. Such electronic farmers will be able to till the soil, to sow seeds and to harvest crops. They will be able even to see weeds and control them. The farmer will only press the necessary buttons on the control panel and then leave the machine which will work unattended.

Time is not very far when many labour-consuming operations on farms will be performed by robots.

#### **Learn the words.**

working hands – рабочие

due to – благодаря

no longer – больше не

are likely – вероятно

control panel – пульт управления

labour-consuming – трудоёмкий

to appear – появляться

lack – недостаток

robot – робот

robotization - роботизация

labour – труд

**1. Translate the sentences (note *if* – «если» или «если бы»):**

- 1) Milk yields will be higher if proper amounts of high-quality feeds are fed to cows.
- 2) Milk yields would be higher if proper amounts of high-quality feeds were fed to cows.
- 3) Less time and labour will be needed if feeds are mixed automatically.
- 4) Less time and labour would be needed if feeds were mixed automatically.
- 5) If there were robots for controlling weeds, this labour-consuming operation would be performed by them.

**2. Complete the sentences:**

1. Robots are machines that
2. All operations in crop growing would be timely performed
3. There are few robots
4. No hand labour is required

- 
- |   |  |
|---|--|
| a. when robots are used.                | d. if different robots were used in this |
| b. specially developed for agriculture. | branch of agriculture.                   |
| c. can perform work unattended.         |  |

**3. Answer the questions:**

- 1) Will robotization in agriculture eliminate hand labour?
- 2) Where are robots used now?
- 3) What will robots do on fields?
- 4) What will farmers do to make robots work?
- 5) Do robots work unattended?

**Text 7.**

Read and translate the text.

**Advantages of farm mechanization**

Hard hand labour has been reduced. Production and income per person engaged in farming have been markedly increased. Land that was needed to produce feed for horses is now used for the production of food for people. Farm work can be done more rapidly when weather and soil conditions are most favourable. Crops can be planted, cultivated and harvested in a shorter time than in the past.

Learn the words.

hard hand labour – тяжёлый ручной труд

markedly – заметно

income per person – доход на душу населения

rapidly – быстро

favourable – благоприятны

1. Insert the necessary word (production, weather, reduced)

1) Land is used for the \_\_\_\_\_ of food for people.

2) Farm work depends on the \_\_\_\_\_ and soil conditions.

3) Hard hand labour has been \_\_\_\_\_.

2. *Answer the following questions:*

1) For which purposes is being used the land?

2) Of which depends the yield?

3) Why crops can be planted, cultivated and harvested in a shorter time than in the past?

3. *Insert necessary letters.*

Inc\_ me, condi\_\_ons, f\_ \_d, h\_ s, p\_\_ple, \_ork, t\_ me, favour\_\_le.

**Text 8.**

Read and translate the text.

**Disadvantages of farm mechanization**

Farmers must have more capital to be engaged in farming because of large investments in farm machines and other equipment. Farmers must have a larger and more stable income to have money for electricity and tractor fuel. Farms have to be larger in size. So, small farms are disappearing and many farmers cannot be engaged in farming. Farmers must have better knowledge and skill in operating modern farm equipment efficiently.

*Learn the words.*

fuel - топливо

income – доход

disappearing - исчезать

engage – задействовать

equipment – оборудование

**1. Make 3 questions to the text.**

**2. Find English equivalents.**

Стабильный доход, тракторное топливо, знания и умения, большие вложения, большие по размеру.

**3. Make singular from of plurals:**

Farmers, investments, machines.

**Text 9.**

Read and translate the text.

### **Effects of mechanization on American agriculture**

The dominant trend in American agriculture in the past years can be summarized in two words - increased productivity,

The increased productivity is a result of technological revolution<sup>1</sup>. The principal components of this revolution in crop and livestock production have been greater use of fertilizers, improved crop varieties, better breeding and feeding practices, better skills in management, mechanization and automation being the most important among them.

Mechanization and application of other scientific developments to farming have increased the output per farm worker. Hand labour required for farming has markedly decreased while the production per person has increased.

The increase in production is greater in crop farming than in livestock breeding because crop production has been mechanized to a greater extent<sup>2</sup> than in livestock production.

About 50 years ago 27 per cent of the total population of the country was engaged in agriculture, now the employment in this sector of the economy is about 2.5%.

In 1955 labour made up 32 per cent of the cost of farming; by 1980 it only 3.1 per cent. The machinery cost in farming, on the other hand, has continued to increase.

The organization of agriculture in the years to come will use less land, less labour, fewer but better managers and much more capital, machines and various types of technology. These trends have been in progress for decades and it is unlikely<sup>3</sup> that there will be any change from this direction.

**Notes:**

technological revolution – научно-техническая революция

to ... extent – в... степени

it is unlikely - вряд ли, маловероятно

**Learn the words.**

employment – занятость

skill – мастерство, умение

manager – управляющий

trend – тенденции

population – население

***1. Find and translate the sentences, which says:***

- 1) о факторах научно-технической революции;
- 2) о снижении ручного труда в сельском хозяйстве;
- 3) о более высокой продуктивности растениеводства;
- 4) об основных тенденциях развития сельского хозяйства в будущем.

***2. Answer the following questions:***

- 1) What is the trend in American agriculture?
- 2) What are the most important components of the technological revolution?
- 3) What has increased the output per farm worker?
- 4) Why is the produce increase in crop production greater than in livestock breeding?
- 5) What is the employment in agriculture now?
- 6) What will the trend of the development of agriculture be in future?

**Text 10.**

Read and translate the text.

**Soviet tractors**

The tractor industry in our country is highly developed. Many different types of tractors are being produced for doing various agricultural practices on soils, including the K-701 wheeled tractor powered by a 300 horse power engine the T-150 crawler tractor, MTZ — 80 wheeled tractor and many others. These tractors are used with different mounted and trailed farm machines for plowing, cultivating, harrowing, sowing and harvesting agricultural crops.

At present millions of tractors are working in the fields of the state and collective farms. With the modern Soviet tractors all the main field operations have been fully mechanized in our country.

**Learn the words.**

wheeled tractor – колёсный трактор

engine – двигатель

crawler tractor – гусеничный трактор

**1. Answer the following questions:**

- 1) Is the tractor industry highly developed in our country?
- 2) For what used tractors?
- 3) What kinds of tractors do you know?

**2. Find English equivalents.**

полностью механизированы, 300 лошадиных сил, сельхоз. культуры, коллективные фермы, в настоящее время.

**3. Insert necessary word (industry, at present, used with)**

1. Tractors are \_\_\_\_\_ different mounted and trailed farm machines.
2. The tractor \_\_\_\_\_ in our country is highly developed.
3. \_\_\_\_\_ millions of tractors are working in the fields.

**Text 11.**

Read and translate the text.

**Trends in Tractor Design**

It is known that the need for more food, feed and industrial crops regularly grows. Farmers usually meet these ever increasing demands by increasing crop yields. This largely depends on the quantity and quality of the machinery supplied by tractor and agricultural engineering industry. The most important machine used on farms is the tractor. The heart of the tractor is its power unit, that is, the engine.

The main trend adopted in designing new tractors and other farm machinery is as follows:

- to increase the capacity of the engine, mainly by increasing its power and field speed;
- to improve the design of transmission, chassis and the engine;
  - to reduce fuel consumption and maintenance time;
- to improve labour conditions for tractor operators, etc.



The designers said that this trend would result in basic improvements in tractor design. As a result, for example, both the wheeled and track-type general purpose tractors T-150 used in conjunction with<sup>2</sup> trailing or mounted machines and implements are now able to perform not only a number of routine operations, such as soil cultivation, sowing and harvesting, but also land reclamation, earth-moving and other jobs. Of great importance now is<sup>3</sup> that both the wheeled and the crawler models have up to 70% of standardized parts, which is of great importance.<sup>4</sup>

The most important feature of the T-150 is its high power which provides higher field speeds as compared to<sup>5</sup> other general-purpose tractors. Its other important feature is the dual transmission system. The tractor is equipped with an all-metal cab which may be heated and ventilated. When tractor operators began to work on the T-150 they said the new cab had greatly improved their labour conditions.

The basic technical data (specifications) of the T-150 crawler-type tractor are as follows: engine power — 150 hp, at 200 r.p.m. fuel consumption per brake horse power — 185 gph speeds — eight forward and four reverse range of speeds — 2.68 to 15.89 km/h track — 1435 mm ground clearance — 300 mm average soil compacting pressure — 0,44 kg/cm<sup>2</sup> mass (weight) — 7400 kg

#### Notes:

<sup>1</sup> for more food, feed and industrial crops - в большем количестве пищевых добавок, кормовых и промышленных культур.

<sup>2</sup>in conjunction with – в сочетании с чем-либо

<sup>3</sup>of great importance is – очень важно то, что (большое значение имеет то, что)

<sup>4</sup>which is of great importance - что имеет большое значение

<sup>5</sup> as compared to - по сравнению с чем-л.

#### Learn the words.

meet these ever increasing demands – учитывать возрастающие потребности

power unit – силовой агрегат

the engine – двигатель

the capacity – мощность

design of transmission – конструкция

трансмиссии

chassis – шасси

maintenance time – время обслуживания

a conjunction – сочетание

a land reclamation – мелиорация земли

a feature – особенность

general-purpose tractors – тракторы общего назначения

to equip with an all-metal cab – быть оснащённым цельнометаллическими кабинами

r.p.m. – обороты в минуту

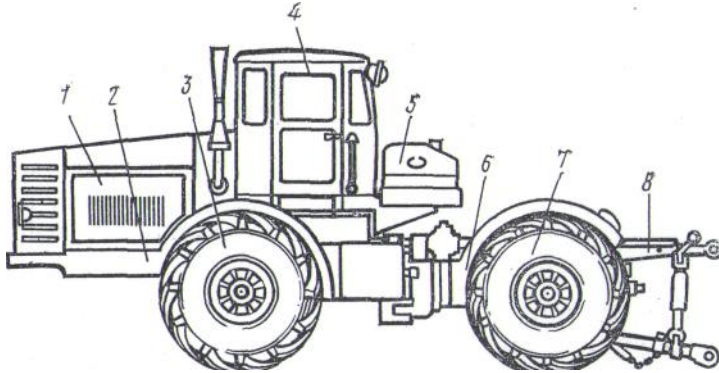
gph speeds – галлоны в час

a range – диапазон

average soil compacting pressure – среднее

давление прессования почвы

**1. Describe the picture:**



*Fig. 1* 1. engine; 2. front subframe; 3. front driving wheels; 4. cab; 5. fuel tank; 6. rear subframe; 7. rear driving wheels; 8. hitch.

**2. Find 10 adjectives and form degrees of comparison.**

**Text 12.**

Read and translate the text.

**Farm machines**

Every collective farm has various types of machines that plow the soil, plant the seeds, cultivate the plants, harvest the crops and transport the products harvested.

Soviet collective farmers use tractors (in terms of 15 horsepower units), lorries, different drills, planters and harvesters. At present nearly every branch of agronomy uses specialized harvesters. Thus, we find grain combine harvesters, corn pickers, cotton pickers, tea pickers, fruit pickers, tomato harvesters. For harvesting root and tuber crops there exist various diggers such as potato diggers, carrot diggers, sugar beet diggers, onion diggers, etc.

**Learn the words.**

a lorry- грузовик

a digger – экскаватор

in terms – в пересчёте

an onion – лук

the tubers – клубни

**1. Answer the following questions:**

- 1) What kinds of farm machines do you know?
- 2) What belongs to the specialized harvesters?

3) Exist various diggers for harvesting root and tuber crops ?

**2. Complete the sentences:**

- a) Every branch of agronomy uses \_\_\_\_\_.
- b) There are various diggers such as \_\_\_\_\_.
- c) \_\_\_\_\_ has various types of machines.
- d) \_\_\_\_\_ use tractors, lorries, different drills, planters and harvesters.  
potato diggers, carrot diggers; every collective farm; specialized harvesters; collective farmers.

**3. Find English equivalents.**

Используются различные экскаваторы, транспортировка выращенной продукции, в настоящее время, отрасли агрономии, сбор урожая.

**4. Make a singular from of plurals:**

Types, diggers, pickers, harvesters, seeds, plants, lorries, drills.

**Text 13.**

Read and translate the text.

### **Harvesting Machinery**

Harvesting machinery or equipment is a mechanical device used for harvesting. There are several types of harvesting machines which are generally classified by crop. Reapers are used for cutting cereal grains, threshers for separating the seed from the plant; whereas corn or maize harvesting is performed by employing a specially designed mechanical device 'mechanical corn pickers.' A typical harvesting machine comprises of a traveling part, a reaping part, and a baler part.

Harvesting machines are also used for controlling the production of weeds. Machines like field choppers, balers, mowers, crushers and windrowers are the common examples of this category. A forage harvester is used for cutting and chopping of almost all silage crops.

**Types of Harvesting Machinery** Following is a brief description of major harvesting machines used all around the globe:

- **Crop Harvesting Machine:** The mechanical device which harvests forage crops cultivated in upland/paddy field and forms roll bale simultaneously was developed, is termed as crop harvesting machinery. It comprises of traveling, reaping and a baler part.
- **Grain Harvesting Machine:** This machine is used to harvest grains, the edible brans or fruit seeds of a cereal crop.

- **Root crop Harvesting Machine:** Traditionally root crops are harvested with diggers and digger-pickers. Now a days, several machines are available in the market. Modern sugar-beet harvester is one of the most popular examples of the root crop harvesting machine.
- **Threshers:** Threshers or threshing machine is used for the separation of grain from stalks and husks.
- **Vegetable Harvesting Machine:** Nowadays, machines are also available for the harvesting of vegetables. These 'vegetable harvesting machines', are quite common among the global vegetable farmers. Tomato harvesting machine is the most common example of this.

**Learn the words.**

thresher – молотилка	a brief description – краткое описание
whereas – в то время как	crop Harvesting Machine – машина
mechanical corn pickers – механические сборщики кукурузы	для сборки урожая
a reaping – жатва	grain Harvesting Machine – зерноуборочная машина
a baler – пресс-подборщики	root crop Harvesting Machine – машина для уборки корнеплодов
a weed – сорняк	a digger-picker – экскаватор-сборщик
a mower – косилка	a stalk – стебель
a crushers – жатка	a husk – шелуха
a windrower – дробилка	
a forage harvester – кормоуборочный комбайн	

***1. Answer the following questions:***

- 1) What is Harvesting Machinery?
- 2) What types of harvesting machinery do you know?
- 3) What is crop Harvesting Machine?
- 4) For what purposes is used grain Harvesting Machine?
- 5) Give an example of root crop Harvesting Machine.
- 6) Call vegetable Harvesting Machine.

***2. Make a plan to the text.***

***3. Find English equivalents.***

В наши дни, механическое устройство, рисовое поле, типичная машина для сборки урожая, пример из этой категории, использоваться, сбор овощей.

## **Text 14.**

Read and translate the text.

### **Mechanization in crop production**

Tillage practices vary with soil and climatic conditions and the crop that is to be grown. Tillage includes plowing, harrowing and rolling the soil. There are some purposes of tilling the soil. They are to improve the aeration and temperature conditions, to produce a firm soil and to control weeds. Different types of plows, harrows and rollers are now available to till the soil.

Seed should be sown in a firm, moist soil and covered at a proper depth to germinate rapidly and uniformly. Many various types of grain drills and planters have been developed to suit varying farm requirements. Some modern drills are equipped with attachments for seeding legume and grass seed and for spreading fertilizers. So, seed can be sown and fertilizer spread in one operation. Fertilizers can also be broadcast before planting. Recently attachments have been added to planters for applying insecticides and herbicides to the soil.

Harvesting crops is the final field operation. Combines that harvest and thresh small grains and some other crops have displaced most threshing machines or threshers. For harvesting to be successful, one should grow a variety that is adapted to mechanical harvesting. The plants should be of uniform height and should mature uniformly. Root crops and potatoes are harvested with root lifters and potato diggers respectively.

#### **Learn the words.**

aeration - аэрация (почвы)

attachment – приспособление

to control – уничтожать, бороться

cover seed – заделывать семена

to equip – оборудовать, оснащать

moist – влажный

potato digger – картофелекопалка

roller – каток

root lifter – уборочная машина для корнеплодов

to spread – разбрасывать

to thresh – молотить

thresher – молотилка

uniform – однородный, одинаковый

#### ***1. Answer the following questions:***

1. What operations does tillage include?
2. What machines are used in tilling the soil?
3. What are some drills equipped with?
4. What is the final field operation?
5. What machines are used in root crop and potato harvesting?

**2. Прочитайте и переведите предложения, в которых говорится:**

- а) о факторах, которые влияют на выбор приёмов обработки почвы;
- б) о целях обработки почвы;
- в) об условиях быстрого прорастания семян;
- г) о том, как можно применять гербициды;
- д) об использовании комбайнов.

**3. Find about 5 words of the following parts of speech: nouns, adjectives, verbs, adverbs.**

**Text 15.**

Read and translate the text.

**Equipment for planting cereals**

Broadcasting by hand was used in the USA as the main method of planting wheat and other small grains about a century ago. Later various types of grain drills and seeders have been developed.

Today, with a 12-foot (фут = 30,5 см) tractor-drawn drill one person can seed 50 to 60 acres per day at a proper rate and at uniform depth. To increase the daily acreage two or more of these drills are combined together.

**Planting**

The warm-season cereals are grown in tropical lowlands year-round and in temperate climates during the frost-free season. Rice is commonly grown in flooded fields, though some strains are grown on dry land. Other warm climate cereals, such as sorghum, are adapted to arid conditions.

Cool-season cereals are well-adapted to temperate climates. Most varieties of a particular species are either **winter** or **spring** types. Winter varieties are sown in the autumn, germinate and grow vegetative, then become dormant during winter. They resume growing in the springtime and mature in late spring or early summer. This cultivation system makes optimal use of water and frees the land for another crop early in the growing season.

Winter varieties do not flower until springtime because they require: exposure to low temperature for a genetically determined length of time. Where winters are too warm for vernalization or exceed the hardiness of the crop (which varies by species and variety), farmers grow spring varieties. Spring cereals are planted in early springtime and mature later that same summer, without vernalization. Spring cereals typically require more irrigation and yield less than winter cereals.

**Learn the words.**

the wheat – пшеница

a drill – сеялка

an acreage – площадь

a broadcasting – посев

a lowland – низменность

flooded fields – затопленные поля

sorghum – сорго

the varieties – сорта

to become dormant during winter –  
становиться пассивным зимой

to resume – возобновлять

to mature – созревать

to require vernalization – требовать  
яровизации

an exposure – воздействие

the hardiness of the crop – морозо-  
стойкость культур

an irrigation – полив

winter cereals – озимые зерновые

***1. Answer the following questions:***

1) What is the main method of planting grain a century ago?

2) What equipment is used for planting crops?

3) What kind of cereal do you know?

4) Are sown winter varieties in the autumn?

5) When are planted spring cereals?

6) What kind of cereals require more irrigation?

***2. Complete the sentences, one is extra:***

1) Most varieties of a particular species are either winter or spring \_\_\_\_\_.

2) \_\_\_\_\_ the daily acreage two or more of these drills are combined together.

3) Spring \_\_\_\_\_ typically require more irrigation.

4) Winter varieties are sown in \_\_\_\_\_.

5) \_\_\_\_\_ makes optimal use of water and frees the land for another crop early in the growing season.

6) \_\_\_\_\_ are planted in early springtime.

7) Rice is commonly grown in \_\_\_\_\_, though some strains are grown on dry land.

To increase , spring cereals, too warm , the autumn, types, flooded fields, cereals, cultivation system.

**3. Write 3 forms of verbs:**

To grow, to become, to have, to adapt, to make, to plant.

**Text 16.**

Read and translate the text.

**Importance of machinery and energy in agriculture**

More and more machines are used on farms today replacing hand labour and increasing labour productivity. With machines and power available farmers not only can do more work and do it more economically, but (they can do higher-quality work and the work may be finished in a shorter and more favourable time.

Machines that are used for crop production include those that till the soil, plant the crops, perform various cultural practices during the growing season and harvest the crops.

Many machines are known to be powered by tractors. Implements such as plows, cultivators and planters may be mounted on a tractor or they may be pulled by a tractor.

However, an increasing number of farm machines are now self-propelled. These machines are grain combine harvesters, cotton pickers, forage harvesters, and many other specialized farm machines.

Machines that do not require mobility are usually powered with electric motors. Such machines include silage unloaders, livestock feeding equipment and milking machines.

Farm machines we use today are quite different from those the farmers used two or even one decade ago. The tractors, tractor-drawn planters and drills were smaller and less productive. They could plant less acres per day than the machines do now.

**Learn the words.**

combine harvester- уборочный комбайн

cotton picker - хлопкоуборочная машина

cultivator – культиватор

drill – рядовая сеялка

equipment – оборудование

hand labour – ручной труд

implement – орудие

milking machine – доильный аппарат

mount – навешивать

planter – посадочная машина, сажалка

plow – плуг

power – энергия, приводить в движение (глагол)

pull – тянуть

self-propelled – самоходный



silage – unloader – разгрузочная машина для силоса

to till – обрабатывать почву  
tractor- drawn – на тракторной тяге

**1. Complete the sentences:**

1. Plows and various cultivators are used
2. Self-propelled machines are those that
3. Silage unloader and milking machines are powered
4. Cereals are planted

- |                                 |                      |
|---------------------------------|----------------------|
| a. are not powered by tractors. | c. to till the soil. |
| b. with tractor-drawn drills.   | d. with electricity. |

**2. Переведите предложения, в которых говорится:**

- 1) о том, что машины выполняют работу экономически более выгодно;
- 2) о машинах, приводимых в движение тракторами;
- 3) о сельхоз. Машинах в прошлом и будущем.

**3. Answer the following questions:**

- 1) Do machines make labour more productive?
- 2) Can machines do work in a shorter time?
- 3) What machines are mounted on a tractor?
- 4) What self-propelled machines do you know?
- 5) Are milking machines powered with electricity?
- 6) What do modern machines differ in?

## **Часть II. Business English**

### **Text 1.**

Read and translate the text

### **Resume**

An excellent resume may help you get the job of your dreams and a poor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume be well-written.

It should be presented at the beginning of any interview that you have with a company. Ideally, resume should not be longer than one page.

Although resumes are personal documents there are some basic areas of information that most resumes include:

1. Personal information;
2. Job objective;
3. Education;
4. Experience;
5. Activities and/or professional affiliations;
6. Special interests and skills;
7. References.

The resume begins with PERSONAL INFORMATION, name, address, telephone number centered at the top page.

After your address, a statement of intent or JOB OBJECTIVE should be written. This objective should be well thought out from the very beginning since it will influence the way you will write the rest of the resume. It should not be too general, eg: “To obtain a managerial position in a western company.”

Think about your job search and career goals carefully, write them down in a way that shows you have given them much thought.

For example: “Objective: To obtain a position in telecommunication that will allow me to use my knowledge of engineering and take advantage of my desire to work in sales”.

Never include your desire to have a well-paid job in this statement. A focus on money in your resume’s first sentence will not make the best impression anywhere in the world, not just in Russia.

After the statement of intent, describe your EDUCATION.

List the universities, institutes and colleges you have attended in reverse chronological order.

Any studying you have done abroad should be included and courses that you have taken that are relevant.

If you graduated with honors, you should definitely include this. A “red diploma” can be called “graduated with high honors” in English. Do not include your high school.

Your working EXPERIENCE is the next section. List your experience starting with your most recent place of employment, your position, and the name of the company you worked for.

Provide information about your responsibilities, emphasizing important activities by listing the most relevant to your objective. Do not use complete sentences! List your responsibilities in short statements that do not include the words “my” or “I”.

Following experience, consider including COMMUNITY, COLLEGE and PROFESSIONAL ACTIVITIES being sure to indicate leadership positions held (i. e. committee chair person, vice president). You might briefly describe major projects undertaken, presentations given or special skills/knowledge you gained from your involvement.

**SPECIAL INTERESTS/SKILLS** include foreign languages and specific computer knowledge, your favourite leisure activities and travel experiences. They can provide employer with a sense of your personality.

When describing your language abilities, it is best to be honest about assessing your level, “Fluent English,” “native Russian,” “intermediate German”, and “beginning French” are all ways to describe your language abilities.

The last section of your resume is the **REFERENCE** section. List at least two people, not related to you, who can describe your qualification for the job.

Their names, titles, places of work, and telephone numbers should be included. If you do not have space on your resume for this, write “Available upon request.” You will then be expected to give this information to a prospective employer if it is requested.

The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

### **Exercises.**

#### **1. Form nouns by adding the suffix –ian. Translate them.**

History, library, music, politics, mathematics, academy.

#### **2. Suggest the English for:**

высокооплачиваемая работа, заявление о намерениях, в обратном хронологическом порядке, пройти курс, закончить с отличием, последнее место работы, следуйте в обратном хронологическом порядке, занятия в нерабочее время, потерянная возможность.

#### **3. Suggest the Russian for:**

personal information, job objective, to obtain a managerial position, emphasizing important activities, activities and professional affiliations, major projects, travel experiences, available upon request, format of a resume.

#### **4. Express the following in English. Consult the text.**

1. Резюме должно быть хорошо написано. Это первая информация, которую компания получает о вас.

2. Плохо написанное резюме – потерянная возможность получить работу.

3. Резюме не должно быть больше одной страницы.
4. Вы должны указать точные даты, должности и места работы.
5. Необходимо перечислить все места учебы в обратном хронологическом порядке.
6. Говоря о своем опыте, начните с последнего места работы.
7. Если вы закончили университет с «отличием», укажите это в разделе «образование».
8. В разделе «Рекомендации» вы можете просто написать: «могут быть представлены по требованию».
9. Резюме посылается работодателю вместе с сопроводительным письмом.

5. There are two essential steps in the job hunting process: research and planning. Research means examining your skills and personality traits and finding out where you can apply them. Planning means deciding how you will present your skills to a prospective employer. Analyse your interests, abilities and personality traits.

There are ten basic questions to think about:

1. What are my abilities?
2. What special talents do I have?
3. What are my special interests?
4. What are my physical abilities and limitations?
5. What are my attitudes and values?
6. How do I see myself, or what is my self-concept?
7. What is my previous experience?
8. What are my educational plans for the future?
9. Am I the kind of person who works well in a large group, or do I work better with only one or two people?
10. Am I willing to accept change?

6. **When speaking about your personality traits use:** speaking about your personality traits use:

1) I am very accurate (adaptable, cooperative, creative, dependable, flexible, mature, organized, punctual, responsible, tactful)

2) Accuracy is one of my strong points ( or: adaptability..., cooperation..., dependability..., flexibility..., maturity..., organization..., punctuality..., responsibility..., tact...)

7. **Study the following sentences commonly used in Cover Letters.**

1) With reference to your advertisement in the | Ссылаясь на объявление в... от 10 января,

<p>“Moscow Times” of Tuesday, January 10, I would like to apply for the position of... in your company.</p>	<p>вторник, я хотел бы претендовать на должность... в вашей фирме.</p>
<p>2) I recently heard from...that there is a vacancy in your Sales department.</p>	<p>Я недавно услышал от... что у вас в торговом отделе есть вакансии.</p>
<p>3) I appreciate the opportunity to work on my own initiative and to take on a certain amount of responsibility.</p>	<p>Я высоко ценю возможность работать с должной мерой ответственности, проявляя собственную инициативу</p>
<p>4) During training for my present job I took courses in...</p>	<p>Во время обучения для получения должности, которую я сейчас занимаю, я закончил курсы...</p>
<p>5) Since my present position offers little prospect for advancement I would prefer to be employed in an expanding organization such as yours.</p>	<p>Так как моя настоящая должность не дает мне больших возможностей для продвижения, я хотел бы работать в такой перспективной организации, как ваша.</p>
<p>6) I am at present earning... per month.</p>	<p>В настоящее время я получаю... в месяц.</p>

## Text 2

Read and translate the text

### What is to be professional?

You know that it's essential to be professional if you want to be a success. But what does to “being professional” actually mean?

For some, being professional means to dress smartly at work or to do a good job. For others, it means to have advanced degrees or other certifications, framed and hung on the office wall.

So, what is professionalism, and why does it matter? And how can you be completely professional in your day-to-day role?

First and foremost, professionals are known for their specialized knowledge. They develop and improve their skills, and, where appropriate, they have the degrees and certifications that serve as the foundation of this knowledge.

Professionals get the job done. They are reliable, and they keep their promises. Professionals don't make excuses, but focus on finding solutions; demonstrate qualities such as honesty and integrity. They keep their word, and they are trustworthy. More than this, true professionals are humble – they're not afraid to admit that they don't know something. They ask for help when they need it, and they're willing to learn from others.

Genuine professionals show respect for the people around them, no matter what their role or situation.

Professionals look the part – they don't come to work untidily dressed, with uncombed hair.

As you can see from these characteristics, professionals are the kind of people that others respect and value. This is why it's so important that we work to earn a professional reputation in the workplace. True professionals are the first to be promoted, they get valuable projects or clients, and they are successful in their careers.

#### Learn the words.

**essential** - важный

**success** – успех

**solution** – решение

**advanced degree** – диплом об учебной степени

**to frame** – поместить в рамку

**first and foremost** – в первую очередь

**to improve** – совершенствовать

**skills** – умения

**where appropriate** – там, где это необходимо

**foundation** – основа, фундамент

**reliable** – надежный

**promise** – обещание

**trustworthy** – заслуживающий доверия

**humble** – скромный

**integrity** – добросовестность

**to admit** – признавать

**to will** – хотеть, стремиться

**genuine** – настоящий

**to look the part** – выглядеть соответственно

**untidily** – небрежно, неряшливо

**to value** – ценить

**to earn** – заслуживать, зарабатывать

**to promote** – повышать по службе

**smartly** - элегантно

#### **Exercises**

##### **1. Answer the questions**

- 1) Why is it important to be professional?
- 2) Being professional means to have advanced degrees and other certifications, doesn't it?
- 3) What kind of knowledge do professionals have?

- 4) What is the foundation of this knowledge?
- 5) Do professionals know everything?
- 6) What do they do if they don't know something?
- 7) Do they need anyone's help?
- 8) How do professionals look?
- 9) What qualities do people respect and value in professionals?
- 10) Why is it so important to earn a professional reputation at work?

2. *Occupation, position, profession, job, work and career* are the names of different ways in which a person can earn money. However, there are some differences between these terms. Read the sentences and find them out. Fill in the gaps using the following words and word combinations:

education, training or skill, salary, earning money, for a long time, post, job, weekly/monthly, skills, work or business

1) Occupation is a person's usual ... . the main aim of any type of occupation is ... . it can be only a daily or ... basic. "Occupation" is used mainly on official forms.

! Don't use "occupation" to talk about your own job.

2) Position is the ... of any person in which he/she does his/her duties and which is usually above manual labour. It's a more formal word for a job. It is used especially in job advertisements.

! A synonym of "position" is "post"

3) Profession is a type of job that requires special ... .

4) Job is the routine work done for earning money in the form of ... .

5) Work is the ... that somebody does, especially in order to earn money.

! Does not say "What is your job?" or "What is your work?" or "What are you?"

Say "What do you do (for a living)?"

6) Career is a job or profession that someone does ... . it's an opportunity to build ... in a particular business field by means of getting sufficient knowledge as well as experience.

### 3. Choose the correct word.

- 1) He has finally got a *profession/ job/ position* as financial director.
- 2) State your name, age and *career/ job/ occupation* in the box below.
- 3) A *career/ position/ profession* is a kind of work for which you need special training and a good education.
- 4) Her *career/ position/ profession* is more important to her than her family.
- 5) My last *career/ profession/ job* was with a computer firm.

6) It's very difficult to find *career/ work/ occupation* at the moment.

### **Text 3.**

Read and translate the text

#### **Negotiation skills**

“Negotiating” is a term used a great deal nowadays, in newspapers, on television and on radio. It often seems that only large companies or whole countries are involved in negotiations, not individuals. However, we all frequently have to negotiate, even though we may not realize it.

One of the most important skills anyone can hold on daily life is the ability to negotiate. Negotiation is the process of discussion between two or more parties, who seek to find a solution to a common problem. Learning to be a skilled negotiator can help to make deals, solve problems, manage conflicts and preserve relationships. We enter negotiations in order to start or continue a relationship and resolve an issue. Even before we accept our first jobs or begin our careers, we all learn how to negotiate. Some people are naturally stronger negotiators than others. Without the ability to negotiate, people break off relationships, quit jobs. With this ability they can avoid conflict and uncomfortable situations.

In the world of business, negotiating skills are used for a variety of reasons, such as to negotiate a salary or a promotion, to secure a sale or to form a new partnership. In order to achieve a desirable outcome, it may be useful to follow a structured approach to negotiation. For example, in a work situation a meeting may need to be arranged in which all parties involved can come together.

The process of negotiation includes the following stages: preparation, discussion, clarification, bargaining, agreement.

Negotiating is a skill that impacts on all areas of life. You can negotiate good business for your company, satisfactory terms and conditions for you and your staff, to get out of tricky situations, for example, if working relationships aren't going well.

Don't try to get your own way at all costs and take the long view. Concentrate on developing relationships rather than destroying them.

#### Learn the words.

**to accept** – принимать

**to quit** – оставлять

**to avoid** – избегать

**to secure** – гарантировать

**outcome** – результат

approach – подход

to arrange – организовывать

clarification – уточнение



to bargain – договариваться, торговаться  
to impact – влиять  
tricky – сложный

long view – дальновидность  
rather than – а не

## Exercises

### 1. Answer the questions.

- 1) What is one of the most important skills in daily life?
- 2) What is negotiation?
- 3) Only large companies are involved in negotiations, aren't they?
- 4) Why is it good to be a skilled negotiator?
- 5) What areas of life does negotiating impact on?
- 6) Why do we enter negotiations?
- 7) How to achieve a desirable outcome?
- 8) What stages does the process of negotiation include?
- 9) What should a negotiator concentrate on?
- 10) What does the word "bargaining" mean?

### 2. Match the following negotiation stages with their descriptions.

- a. Preparation
- b. Discussion
- c. Clarification
- d. Bargaining
- e. Agreement

1) It is important that you carry out some research on your own about the other party before you begin the negotiation process.

2) Key skills during this stage are questioning, listening and clarifying. Each side should have an equal opportunity to present their case.

3) That is the best way to understand the negotiator and look at the deal from his/her point of view. If you have any doubts, always clarify them.

4) Both parties compromise on several aspects to come to a final agreement. This means that each party has to give up one thing to get another.

5) It is essential to keep an open mind in order to achieve a solution. It is the final stage where you have decided to work together and established a business relationship. Sometimes it means signing a contract.

#### **Text 4**

Read and translate the text

### **Business Communication**

#### **Telephoning**

*Read and translate the flashes of telephone conversations and pick out words and phrases one can use when making a call.*

1. A: Hello!

B: May I speak to Mr Stock, please?

A: Speaking.

B: Good morning, Mr Stock. This is Surkov calling.

A: Good morning. Mr Surikov.

2. A: Hello.

B: Could I speak to Mr Ivanov?

A: Who's calling, please?

B: This is Brown from the Foreign Office.

A: Thank you. I'm putting you through.

I: Ivanov, speaking.

3. A: Russian Embassy. Good morning.

B: Good morning. Could you put me through to Mr Sokolov?

A: Sorry. The line is engaged. Can you hold on?

B: All right. Thank you.

4. A: Five-seven-three; one-nine-oh-four.

B: Good evening. Can I speak to Mr Jones, please?

A: Sorry. Mr Jones is on the other line. Will you wait, please?

B: All right.

A: Sorry to have kept you waiting. I'm putting Mr Jones on the line.

B: Thank you.

5. A: Hello.

B: Hello, David Black speaking. May I have a word with Mr Ivanov?

A: I'll see if he is in. (A minute later.) I'm afraid Mr Ivanov is out at the moment.

B: Could you take a message?

A: Yes, of course.

**6.** A: Hello. This is Petrov from the Russian Trade Delegation. Could you put me through to Mr Russell, please?

B: Hold on a moment, please. Sorry. Mr Russell is not in now and he won't be back until late this afternoon.

A: Would you ask him to call me when he gets back?

B: Certainly.

**7.** A: Hello. May I speak to Mr Roberts?

B: Sorry, sir. Mr Roberts is not available. Is there any message?

A: No, thank you. I'll call back later.

B: Right. Good-bye.

**8.** A: Hello. May I speak with Mr Black for a minute?

B: Hold the line, please.

A: Thank you.

B: Sorry. There is no reply at his number.

**9.** A: Foreign Office. Good afternoon. Can I help you?

B: Good afternoon. I'd like to speak to Mr Tate.

A: What extension, please?

B: I think it's twenty three.

A: Thank you. (After a moment.) You are through.

**10.** A: Good morning.

B: Good morning. May I have extension thirty-two, please?

A: Busy. Will you hold on, please?

B: Yes. Thank you.

**11.** A: Three-four-five; eight-double seven-nine.

B: Can I speak to Mr Scott?

A: I'm afraid you've got the wrong number.

B: Oh, sorry to have troubled you.

A: That's all right

**12.** A: Hello. I'd like to talk to Mr Smith.

B: I'm afraid you have the wrong number. What number were you calling?

A: I was calling 340-1907.

B: This is 340-1907. But there is no one by the name of Smith here. This is a private residence.

A: I'm sorry to have bothered you.

B: That's quite all right.

**1. Messages. Match the sentences on the left, with the responses on the right.**

1. Would you like to leave a message?
2. Can I leave a message?
3. Are there any messages for me?
4. Can you tell her I called?
5. Could you ask him to call me back?
6. I'd call back later?
7. Did you get my message?
  - a. Yes, but I didn't have time to call you back.
  - b. No nobody called all morning.
  - c. Yes. I'll pass on the message as soon as I see him.
  - d. Yes, of course. I'll just get the pen... Go ahead.
  - e. Yes, please. Could you tell him I'm coming tomorrow?
  - f. Yes, I'll tell her when I see her this afternoon.
  - g. OK. Goodbye.

**2. Find in the above dialogues the equivalents for the following sentences.**

1. Говорит Суриков. 2. Соединяю. 3. Говорит Иванов. 4. Вы не могли бы соединить меня с г-ном Соколовым? 5. Номер занят. 6. Г-н Джоунз разговаривает по другому телефону. 7. Извините, что я заставил вас ждать. 8. Г-на Иванова сейчас нет. 9. Подождите минуточку, пожалуйста. 10. Я позвоню еще раз позже. 11. Его номер не отвечает. 12. Добавочный, пожалуйста. 13. Добавочный 32, пожалуйста. 14. Занят. 15. Вы ошиблись номером. 16. Простите за беспокойство. 17. Здесь нет никого по фамилии Смит. 18. Извините за беспокойство.

**3. Lisa wants to make an appointment to see Martin. Complete Martin's half of the dialogue with the sentences given below.**

Lisa: Hello, is that Martin?

Martin:.....(1)

Lisa: Hello, Martin. This is Lisa.

Martin:.....(2)

Lisa: I'd like to make an appointment to see you next week.

Martin:.....(3)

Lisa: How about Wednesday?

Martin:.....(4)

Lisa: No, I'm afraid I'm busy that day.

Martin:.....(5)

Lisa: Yes, that's fine. What suits you better morning or afternoon?

Martin:.....(6)

Lisa: How about 2.30?

Martin:.....(7)

Lisa: OK. See you next Friday at half past two then.

Martin:.....(8)

Martin's words:

- a. What about Friday?
- b. After lunch it is more convenient.
- c. Of course. What day suits you?
- d. Yes, speaking.
- e. Yes, that's fine.
- f. No, I'm afraid I'll be attending a sales conferences. Is Thursday convenient?
- g. Hi, Lisa. What can I do for you?
- h. Great. I look forward it.

**4. Put the following sentences from a phone call into the right order. The speakers are:** S – Switchboard operator. SJ – Sally Jones. AP – Ann Pickington.

AP: Fine thanks, and you?

S: Who's calling, please?

AP: Well, thanks very much.

AP: Could I speak to Sally Jones, please?

AP: Hello, Sally. This is Ann Pickington here.

SJ: Not at all.

SJ: Oh, hello Ann. How are you?

S: Good Morning.

AP: Sally. I'm ringing to ask if you can recommended a good secretary.

AP: My name is Ann Pickington.

AP: Bye.

SJ: Yes, fine, too.

S: One moment, please.

SJ: Bye.

SJ: Sally Jones.

## ПРИЛОЖЕНИЕ 1

### АНГЛО-РУССКИЙ СЛОВАРЬ ТЕРМИНОВ

#### Сокращения

*a* – *adjective* – прилагательное

*adv* – *adverb* – наречие

*n* – *noun* – существительное

*pl* – *plural* – множественное число

*v* – *verb* - глагол

## **Aa**

adaptability *n* - приспособляемость

aeration *n* - аэрация (почвы)

affect *v* – влиять (на что-либо)

## **Bb**

bedding *n* – подстилка

## **Cc**

carbohydrate *n* - углевод

care *n* – уход, забота; *v* заботиться

closely *adv* – тесно

coarse *a* – крупный (о семенах)

common *a* – обычный, распространённый

compaction *n*- уплотнение

concentrate *n*- концентрированный корм, концентрат

condition *n*- состояние, кондиция

control *n* – борьба, контроль; *v* бороться, контролировать

## **Dd**

dairy *a* – молочный

depreciation *n*- амортизация, износ

digestible *a* – перевариваемый, усвояемый

alfalfa *n* – люцерна

apply *v* – применять, вносить

attachment *n* - приспособление

automation *n* - автоматизация

body *n* – орган

breeder *n* – селекционер, животновод

broadcast *v* – разбрасывать (семена и др.)

cost *n* – стоимость, себестоимость; *pl* затраты, издержки

cover *v* – заделывать(семена)

cowshed *n* – хлев, коровник

crop *n* - (с.-х.) культура

crossbreeding *n* - кросс-бридинг (скрещивание неродственных особей)

cultivation *n*- выращивание, возделывание; обработка

cutter *n* – резальная машина

digestion *n* - переваривание, усвоение

digger *n* - копалка

draft *a* - тягловый, рабочий (скот)

dual-purpose (cattle) *a*- мясо-молочный скот



**Ee**

economics *n* – экономика

**Ff**

farming *n* – ведение хозяйства, земледелие

fibre *n* – клетчатка

fibrous *a* – мочковатый (о корне)

**Gg**

gain *v* – прибавлять в весе

germination *n* – прорастание

**Hh**

herbicide *n* – гербицид

**Ii**

inbreeding *n* – инбридинг (родственное спаривание)

indication *n* – показатель

**Kk****Ll**

labour-consuming *a* – трудоёмкий

lifter *n* – подъёмное приспособление

economy *n* – экономика, хозяйство

efficiency *n* – эффективность, производительность

electronic *a* – электронный

employment *n* – занятость

fine *a* – мелкокомковатый (о почве), мелкий (о семенах)

firm *a* – уплотнённый, осевший (о почве)

flock *n* – отара

grass *n* – злак, трава

grinder *n* – дробилка

grower *n* – фермер, колхозник; производитель

high-yielding *a* – высокоурожайный, высокоудойный

indigestible *a* – непериваримый

insecticide *n* – инсектицид

kind *n* – вид

legume *n* – бобовое растение

## **Mm**

maintenance *n* – поддержание, сохранение

management *n* – содержание, управление

markedly *adv* заметно

## **Nn**

nutrient *n* – питательное вещество; *a* питательный

## **Oo**

## **Pp**

photosynthesis *n* - фотосинтез

picker *n* – уборочная машина

planter *n* – посадочная машина

power *n* – энергия; *v* приводить в движение

## **Rr**

rainfall *f n* – осадки

remove *v* – выносить (питательные вещества из почвы)

## **Ss**

seedbed *n* – пашня

self-propelled *a* - самоходный

set *v* – устанавливать, налаживать

marketing *n* – реализация, сбыт

mellow *a* – рыхлый, спелый

mobility *n* - подвижность, мобильность

mount *v* - навешивать

nutritional *a* - пищевой

overfeed *v* - перекармливать

practice *n* - приём

production *n* – возделывание, производство

productivity *n* – производительность, продуктивность

profitability *n* – рентабельность, прибыльность

profitable *a* – рентабельный, прибыльный

purebred *a* – чистопородный

robotization *n* - роботизация

roll *v* - прикатывать (почву)

roller *n* - каток

roughage *n* – грубый корм

sheep-pen *n* – овчарня, загон для овец

sire *n* – производитель (о животных)

soybeans *n* - соя

spread *v* - разбрасывать

stand *n* – всходы, травостой, стеблестой

### **Tt**

tap *a* - стержневой (о корне)

technology *n* – технология

### **Uu**

### **Vv**

### **Yy**

yield *n* – урожай, надой (молока)

supplement *n* – добавка

tractor-drawn *a* – на тракторной тяге

tuber *n* - клубень

underfeed *v*- недокармливать

unloader *n* – разгрузочная машина

utilization *n* - использование

variety *n* – сорт

## ЛИТЕРАТУРА

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