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Федеральное государственное бюджетное образовательное
учреждение высшего образования
«Брянский государственный аграрный университет»

КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ



МЕДВЕДЕВА С.А., ГОЛУБ Л.Н.

ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК (АНГЛИЙСКИЙ)

ТЕСТЫ

**ДЛЯ СТУДЕНТОВ
НАПРАВЛЕНИЯ ПОДГОТОВКИ**

20.04.02 ПРИРОДООБУСТРОЙСТВО И ВОДОПОЛЬЗОВАНИЕ

Учебное пособие

Брянская область,
2020

УДК 811.111 (07)

ББК 81.2Англ

М 42

Медведева, С. А. Деловой иностранный язык (английский). Тесты для студентов направления подготовки 20.04.02 Природообустройство и водопользование: учебное пособие / С. А. Медведева, Л. Н. Голуб. - Брянск: Изд-во Брянский ГАУ, 2020. – 56 с.

Пособие предназначено для студентов направления подготовки 20.04.02 Природообустройство и водопользование, изучающих дисциплину «Деловой иностранный язык». Содержит тренировочные тесты по составлению деловых писем и документов, использованию стандартных фраз в деловой переписке и составлении корреспонденции, общению по телефону и т.д.

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Рекомендовано к изданию учебно-методическим советом института энергетики и природопользования Брянского ГАУ, протокол № 2 от 28.10.2020 года.

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ВВЕДЕНИЕ

Учебное пособие предназначено для студентов направления подготовки 20.04.02 Природообустройство и водопользование, изучающих дисциплину «Деловой иностранный язык».

Учебное пособие составлено с учетом требований ФГОС ВО, имеет своей целью развитие и закрепление навыков и умений работы с деловой корреспонденцией, а также навыков подготовленной и неподготовленной устной речи («Разговор по телефону», «Паспорта. Багаж. Таможня» и др.).

В качестве материалов используются аутентичные фрагменты (газетные статьи, отрывки из художественных произведений), материалы актуальных учебников по деловому английскому языку. Тематика и содержание согласуются с программой по деловому английскому языку, действующей в университете. При определении тематики также учитываются профессиональные интересы обучающихся, уровень их языковой подготовки. Тесты носят творческий, коммуникативный характер, способствуют контролю сформированных компетенций ОК-3, ОК-6.

Учебное пособие может быть использовано как для аудиторной, так и для самостоятельной работы студентов.

Тема 1. Разговор по телефону

1) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «Hello, Mr. Green's office. What can I do for you?»

Client: «_____»

Who's calling?

Mr. Green? Hello...

Is that Mr. Green's office?

I'd like to speak to Mr. Green, please!

2) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «Green & Go». Can I help you?»

Client: «_____»

Could I speak to Mr. Green, please?

Who's calling?

Mr. Green? Hello...

Is that Mr. Green office?

3) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «_____»

Client: «Could I speak to Mr. Green, please?»

Who's calling?

«Green & Go». Can I help you?

Mr. Green? Hello...

Is that Mr. Green's office?

4) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «_____»

Client: «I'd like to speak to Mr. Green, please»!

Who's calling?

Hello, Mr. Green's office. What can I do for you?

Mr. Green? Hello...

Is that Mr. Green's office?

5) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «I'd like to speak to Mr. Green, please»!

Secretary: «_____»

Who's calling?

Mr. Green is not available right now.

Who are you?

Green speaking. Good afternoon.

6) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «I'd like to speak to Mr. Brown, please»!

Secretary: «_____»

I don't understand you.

Sorry. Wrong number. I don't know anyone by that name here.
Who are you?
What's the problem?

7) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «My name's Black. Could you put off my appointment with Mr. Wanes till Thursday?»

Secretary: «_____»

All right. I'll find out and confirm it today.
I don't know anyone by that name here.
What's the problem?
I don't know.

8) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «_____»

Secretary: «All right. I'll find out and confirm it today».

Mr. Green? Hello...
Is that Mr. Green's office?
Could I speak to Mr. Green, please?
My name's Black. Could you put off my appointment with Mr. Wanes till Thursday?

9) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «This is Brown. Good morning».

Businessman: «_____»

I don't know you.
Sorry. Wrong number.
Oh, good morning, Mr. Brown. Go ahead, please.
What's the problem?

10) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «_____»

Businessman: «Oh, good morning, Mr. Brown. Go ahead, please».

My name's Black. Could you put off my appointment?
Is that Mr. Green's office?
This is Brown. Good morning.
Brown speaking. Good afternoon.

11) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «I'd like to speak to Mr. Black, please»!

Secretary: «_____»

Who's calling?
Mr. Black will speak to you in a moment. Would you like to hold on?
Who are you?
I'm very sorry.

12) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «Mr. Turner will speak to you in a moment. Would you like to hold on?»

Client: «_____»

I'm very sorry.

Yes, I'll hold on.

I have no time.

I'm looking forward to meet you.

13) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «I'm calling you to confirm your appointment with Mr. Cane for Monday».

Client: «_____»

Thank you. I'll be there.

Yes, I'll hold on.

I have no time.

I'm looking forward to meet you.

14) Выберите реплику, наиболее соответствующую ситуации общения:

Secretary: «Mr. Green is not available right now».

Client: «_____»

Thank you. I'll be there.

I have no time.

I'm looking forward to meet you.

Could you tell him Mr. Smith phoned?

15) Выберите реплику, наиболее соответствующую ситуации общения:

Client: «I'd like to speak to Mr. Brown, please»!

Secretary: «_____»

I have no time.

I'm afraid, Mr. Brown is not in the office at the moment.

Who are you?

What's the problem?

Тема 2. Деловая поездка

1) Выберите правильный перевод фразы: «Do you want a return ticket, sir?»

Вы хотите билет с открытой датой?

Вы хотите билет в оба конца?

Каким классом вы хотите лететь?

Вы хотите билет на ближайший рейс?

2) Выберите правильный перевод фразы: «Do you want an open-date ticket, sir?»

Вы хотите билет с открытой датой?

Вы хотите билет в оба конца?

Каким классом вы хотите лететь?

Вы хотите билет на ближайший рейс?

3) **Выберите правильный перевод фразы:** «What class do you want to fly?»

Вы хотите билет с открытой датой?

Вы хотите билет в оба конца?

Каким классом вы хотите лететь?

Вы хотите билет на ближайший рейс?

4) **Выберите правильный перевод фразы:** «May I pay in cash?»

Можно заплатить наличными?

Можно заплатить кредитной картой?

Можно заплатить чеком?

Можно заплатить иностранной валютой?

5) **Выберите правильный перевод фразы:** «The plane is due to depart at 7 a.m.»

Самолет вылетает в 7 утра.

Самолет прилетает в 7 утра.

Самолет вылетает в 7 вечера.

Самолет прилетает в 7 вечера.

6) **Выберите правильный перевод фразы:**

«I'd like a single room for one night only».

Я бы хотел одноместный номер на одну ночь.

Мне нравится этот одноместный номер.

Я бы хотел забронировать одноместный номер.

Я люблю останавливаться на ночь в этом одноместном номере.

7) **Выберите правильный перевод фразы:** «Will you register, please? Here are the forms».

Зарегистрируйтесь, пожалуйста. Вот бланки.

Будете регистрироваться по этой форме?

Хотите регистрироваться по форме?

Нужно регистрироваться, заполнив бланки.

8) **Выберите правильный перевод фразы:** «You can order your breakfast by phone from your room».

Вы можете заказать обед по телефону из номера.

Вы можете заказать завтрак по телефону в свой номер.

По телефонному звонку Вам принесут еду в номер.

Вы можете заказать завтрак по телефону из номера.

9) **Выберите правильный перевод фразы:** «How long are you going to stay in the hotel?»

Как долго вы едете до гостиницы?

В какой гостинице Вы будете останавливаться?

На какое время Вы собираетесь остановиться в гостинице?

Во сколько вы выезжаете из гостиницы?

10) Выберите правильный перевод фразы: «I'd prefer economy class.»

Я люблю экономить.

Мне нравится класс экономики.

Я бы предпочел эконом класс.

Я предпочитаю занятие по экономике.

11) Выберите правильный перевод фразы: «When does the check in begin»?

Когда начинается регистрация?

Когда начать оплату чеком?

Когда распечатать чек?

Когда рассчитаться чеком?

12) Выберите правильный перевод фразы: «How did you like staying at our hotel»?

Вы любите останавливаться в гостинице?

В какой гостинице Вы остановились?

Сколько стоит пребывание в гостинице?

Вам понравилось пребывание в нашей гостинице?

13) Выберите правильный перевод фразы: «Ninety dollars a day plus tax».

Девятнадцать долларов в день плюс такси.

Девяносто долларов в день плюс налог.

Девять долларов за вызов такси днем.

Больше, чем девяносто долларов налога.

14) Выберите правильный перевод фразы: «Could you send my suitcases down tomorrow»?

Не могли бы Вы завтра отправить мои чемоданы вниз?

Не могли бы Вы прислать мой костюм завтра?

Можете забрать завтра мои чемоданы?

Помогите принести мои чемоданы снизу.

15) Выберите правильный перевод фразы: «At the laundry you can have your things washed and pressed».

В химчистке Ваши вещи почистят.

В прачечной Ваши вещи постирают и погладят.

В ремонтной мастерской Вашу обувь отремонтируют и почистят.

В сервисной службе Вам вызовут такси или помогут взять автомобиль напрокат.

16) Выберите правильный перевод фразы: «If you need to leave your suitcases for a while you can use the left-luggage office».

Носильщики отеля донесут чемоданы до номера.

Вы можете оставить ценные вещи в сейфе.

Если Вам нужно оставить свои вещи ненадолго, к Вашим услугам камера хранения.

Вы можете воспользоваться камерой хранения за дополнительную плату.

Тема 3. Паспорта. Багаж. Таможня

1) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «Good morning, sir. May I see your passport and landing card, please»?

Traveler: «_____»

Certainly. Here you are.

Here is my ticket.

Thank you, officer.

I'm sorry.

2) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «Good morning, sir. What's the reason for your visit to the United Kingdom»?

Traveler: «_____»

Certainly. Here you are.

I'm on a business tour to attend a training programme.

A week or so.

Here is my ticket.

3) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «How long are you staying here»?

Traveler: «_____»

Certainly. Here you are.

I'm on a business tour to attend a training programme.

A week or so.

Certainly. Here is my ticket.

4) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «Have you got a return ticket»?

Traveler: «_____»

Here is the invitation.

I'm on a business tour to attend a training programme.

A week or so.

Certainly. Here is my ticket.

5) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «May I see the invitation of the company who will receive you here»?

Traveler: «_____»

Just a minute. Here is the invitation.

I'm on a business tour to attend a training programme.

A week or so.

Certainly. Here is my ticket.

6) Выберите реплику, наиболее соответствующую ситуации общения:

Traveler: «Excuse me; one of my suitcases is missing. Where can it be»?

Clerk: «_____».

Just a minute. Here is the invitation.

I'm on a business tour to attend a training programme.
A week or so.
Some luggage is over there. I hope you'll find yours there.

7) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «_____»?

Traveler: « Just a minute. Here is the invitation».

How long are you staying here?

What's the reason for your visit to the United Kingdom?

May I see the invitation of the company who will receive you here?

Good morning, sir. May I see your passport and landing card, please?

8) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «_____?»

Traveler: « A week or so».

How long are you staying here?

What's the reason for your visit to the United Kingdom?

May I see the invitation of the company who will receive you here?

Good morning, sir. May I see your passport and landing card, please?

9) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «_____»?

Traveler: « I'm on a business tour to attend a training programme».

How long are you staying here?

What's the reason for your visit to the United Kingdom?

May I see the invitation of the company who will receive you here?

Good morning, sir. May I see your passport and landing card, please?

10) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «_____?»

Traveler: « Certainly. Here you are».

How long are you staying here?

What's the reason for your visit to the United Kingdom?

Do you speak English?

Good morning, sir. May I see your passport and landing card, please?

11) Выберите реплику, наиболее соответствующую ситуации общения:

Traveler: «_____»?

Clerk: «Some luggage is over there. I hope you'll find yours there».

Excuse me, one of my suitcases is missing. Where can it be?

Are you on a business tour to attend a training programme?

I don't speak English very well, can you help?

What is the flight number?

12) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «If you have nothing to declare, pass through this green corridor».

Traveler: « _____ ».

Thank you.

Certainly. Here is my ticket.

Here is the invitation.

Here is my passport.

13) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «If you have something to declare, pass through this red corridor».

Traveler: « _____ ».

Certainly. Here is my ticket.

Here is the invitation.

Here is my passport.

I have nothing to declare.

14) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: «If you have difficulty in speaking English, I may ask our interpreter».

Traveler: « _____ ».

I have nothing to declare.

No, thank you. I speak English rather well.

Certainly. Here is my ticket.

Here is the invitation.

15) Выберите реплику, наиболее соответствующую ситуации общения:

Officer: « _____ ».

Traveler: «No, I have some things to declare».

Some luggage is over there.

If you have nothing to declare, pass through this green corridor.

Here is your passport.

Join your group, please.

Тема 4. Оформление делового письма

Задание 1

Расположите части делового письма в правильном порядке:

1) Thank you for your letter. I am afraid that we have a problem with your order. Unfortunately, the manufacturers cannot supply it until November. Would you prefer us to supply a substitute, or would you rather wait until the original parts are again available?

2) I look forward to hearing from you. Yours sincerely, Simon Tramp Sales Manager

3) Dear Mr Sawyer,

4) 6 Pine Estate, Bedford Road, Bristol, UB28 12BP Telephone 9036 174369 Fax 9036 36924 6 August 2005

5) James Sawyer, Sales Manager, Electro Ltd, Perry Road Estate, Oxbridge UN54 42KF.

1,2,3,4,5

4,5,3,1,2

3,4,5,1,2

2,4,3,1,5

Задание 2

Расположите части делового письма в правильном порядке:

1) I wish to thank you for your hospitality extended to me during my visit to your company. The opportunity to meet you was something I had long looked forward to. I can hope now that one day I may be able to receive a visit here from you. I appreciated your kindness in showing me round the new plant. I thank you once again.

2) Yours faithfully, John Gibbs, President, Metal Equipment Inc.

3) Dear Sir,

4) 24 October 199X

5) Mr, Walter Drake Chairman The Drake and Sons Engineering Co. Ltd., Bristol, 5, England

1,2,3,4,5

4,5,3,1,2

3,4,5,1,2

2,4,3,1,5

Задание 3

Расположите части делового письма в правильном порядке:

1) Dear Mr. Snow,

2) Yours sincerely, Nick Nikolaev General Director

3) According to our records payment of our Invoice 3582, sent to you on 10 August, has not yet been made. As an exception we specified payment on an open account terms 30 days net. Our Invoice has now been outstanding for 50 days. In the case of unsettled debts of this duration it is our company policy to take legal action. We would naturally prefer not to have to go so far. In case you have lost or mislaid the original we are enclosing a copy of our invoice. We look forward to receiving your payment this week.

4) 15 October 1997

4,1,3,2

3,1,2,4

3,4,1,2

2,4,3,1

Задание 4

Расположите части делового письма в правильном порядке:

1) In reply to your letter of 4-14-200X we are informing you that Messrs. Stanley Corp. are a large American corporation with a substantial capital of their own. They are customers of ours and we are granting them considerable credits. Messrs. Stanley Corp. are known to have always met their obligations promptly and on due dates. They are reputable both in the USA and abroad. This information is confidential and is given with no responsibility on our part.

2) Very truly yours, American Express Bank

3) 4-20- 200X,

4) Ella Bank London England

5) Gentlemen.

1,2,3,4,5

5,3,1,2,4

3,4,5,1,2
2,4,3,1,5

Задание 5

Расположите части делового письма в правильном порядке:

- 1) Daniel H. Peterson Certified Public Accountant
- 2) New York, N.Y. 30 January, 199X
- 3) The Board of Directors Johnson and Co.
- 4) I have examined the Balance Sheet of Johnson and Co., as of 31 December, 199X, as well as the related Statements of income and retained earnings and changes in the financial position for the year ending on that date. In my opinion, the accompanying Balance Sheet and Statement of Income and Retained Earnings present fairly the financial condition of Johnson and Co., on 31 December, 199X.

1,2,3,4
3,1,2,4
3,4,1,2
2,4,3,1

Задание 6

Расположите части делового письма в правильном порядке:

- 1) As you will remember from our telephone calls, we have been recently experiencing a number of difficulties with several large customers. This has resulted in unfortunate delays in paying outstanding accounts. We are extremely sorry that your company has been affected by these developments. We are doing everything possible to rectify the situation.
- 2) 1 November 2007
- 3) Yours sincerely, John Smith Managing Director
- 4) Dear Mr. Nikolaev

1,2,3,4
3,1,2,4
3,4,1,2
2,4,1,3

Задание 7

Расположите части делового письма в правильном порядке:

- 1) Yours faithfully, Chief Accountant
- 2) 2nd May, 2008
- 3) We have had no reply concerning the statement of account sent to you on 18th April. We enclose a duplicate of our letter and the statement, and would urge you to give the matter your earliest attention.
- 4) Dear Sirs,
- 5) Crowley and Bullock Ltd. 24 Hartley Lane Real Kent England

1,2,3,4,5
5,2,4,3,1
3,4,5,1,2
2,4,3,1,5

Задание 8

Расположите части делового письма в правильном порядке:

- 1) Yours faithfully, Company Secretary
 - 2) 21st June, 2008
 - 3) We have not yet received payment of your outstanding balance of 2,850.00. Nor have we received acknowledgement of our letters of 18th April and 2nd May. We should like to draw your attention to the fact that you have considerably exceeded the term of credit usually allowed.
 - 4) Dear Sirs,
 - 5) Crowley and Bullock Ltd. 24 Hartley Lane Real Kent England
- 1,2,3,4,5
5,2,4,3,1
3,4,5,1,2
2,4,3,1,5

Задание 9

Расположите части делового письма в правильном порядке:

- 1) We shall be obliged if you would favour us with your opinion as to the means, standing and respectability of Messrs. Stanley Corp., Minneapolis, Minnesota, USA. We would be grateful if you could tell us if the firm is reliable in settling its accounts promptly. Any information given by you will be treated as strictly private and confidential. Thanking you for your cooperation
 - 2) American Express Bank New York, NY USA
 - 3) Yours faithfully, (Authorized Signature) Ella Bank
 - 4) 14 April, 2009
 - 5) Dear Sirs,
- 1,2,3,4,5
5,3,1,2,4
3,4,5,1,2
2,4,5,1,3

Задание 10

Расположите части делового письма в правильном порядке:

- 1) We enclose a statement of account up to 30th March, from which you will see that you owe us £2,850.00 for goods delivered in February. As you know, our conditions of sale stipulate payment within thirty days. An early settlement would be appreciated.
 - 2) Yours faithfully, for Chief Accountant
 - 3) 18th April, 2009
 - 4) Dear Sirs,
 - 5) Crowiey and Bullock Ltd. 24 Hartley Lane Real Kent England
- 1,2,3,4,5
5,3,4,1,2
3,4,5,1,2
2,4,3,1,5

Задание 11

Расположите части делового письма в правильном порядке:

1) We saw a collection of women's dresses in your October catalogue. The lines you showed would be most suitable for our market.

Would you kindly send us your quotation for clothing that you could supply to us by the end of November?

Thank you for an early reply.

2) Very truly yours, P.Pratt Buyers

3) Oct. 21, 2000

4) Gentlemen,

5) Jackson & Miles, 118 Regent Street, London, W1C 37D UK

1,2,3,4,5

5,3,4,1,2

3,4,5,1,2

2,4,3,1,5

Задание 12

Расположите части делового письма в правильном порядке:

1) We are pleased to make you a firm offer regarding our products in the size you require. Nearly all the models are obtainable and can be delivered to you by the end of November. If you prefer the goods to be shipped by air freight, this kind of shipment will be charged extra at cost.

2) Yours faithfully, D.A.Leary, Manager

3) Oct. 28, 2000

4) Dear Sirs,

5) Howard & Pratt, Ladies' Clothing 306, 3d Avenue, Chicago, Ill. 60602 USA

1,2,3,4,5

5,3,4,1,2

3,4,5,1,2

2,4,3,1,5

Задание 13

Расположите части делового письма в правильном порядке:

1) Thank you for your quotation on October 28. We have pleasure in placing an order with you for 1,500 dresses to the amount of US \$38,745 in the colours and sizes specified below.

2) Very truly yours, P.Pratt, Buyers

3) Nov. 4, 2000

4) Gentlemen,

5) Jackson & Miles, 118 Regent Street, London, W1C 37D UK

1,2,3,4,5

5,3,4,1,2

3,4,5,1,2

2,4,3,1,5

Задание 14

Расположите части делового письма в правильном порядке:

1) We acknowledge receipt of your order for women's dresses dated Nov. 4, 2000 and agree to execute it in strict accordance with its terms and conditions which we hereby accept and confirm in all respects.

2) Yours faithfully, D.A.Leary, Manager

3) Oct. 15, 2000

4) Dear Sirs,

5) Jackson & Miles, 118 Regent Street, London, W1C 37D UK

1,2,3,4,5

5,3,4,1,2

3,4,5,1,2

2,4,3,1,5

Задание 15

Расположите части делового письма в правильном порядке:

1) Thank you for your delivery of dresses which we ordered on Nov. 4, 2000. However we wish to draw your attention to:

Concerning the red dresses supplied: one lot of 100 (size 12) included clothes of a lighter red colour than the other sizes. We are returning them, and would ask you to replace the whole lot by 100 dresses (size 12) in the correct colour.

2) Very truly yours, P.Pratt, Buyers

3) Nov. 22, 2000

4) Gentlemen,

5) Jackson & Miles, 118 Regent Street, London, W1C 37D UK

1,2,3,4,5

5,3,4,1,2

3,4,5,1,2

2,4,3,1,5

Тема 5. Оформление конверта

Задание 1

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

New Jersey Power Company

5695 South 23 Road

(1) Ridgefield, (2) NJ 08887

(3) Mr. Frederick Wolf

Director of Marketing

(4) Smith Printing Company

590 (5) Sixth Avenue

Milwaukee, (6) WI 53216

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

Задание 2

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

National Organization of Retired Persons

Freeport High School

(1) Freeport, (2) Vermont 66621

(3) Mrs. Iva Stravinsky

Attorney-at-Law

(4) Law Agency

200 (5) Center Street

Freeport, (6) Vermont 66621

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

Задание 3

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Roughsons Electronics

21 Mead Road

(1) Swansea, (2) Glamorgan 3ST 1DR

(3) Mr. R. Brown

(4) Homemakers LTD

54-59 (5) Riverside

Cardiff (6) CF1 1JW

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 4

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

State Chamber of Commerce

Preston New Road

(1) Denver, (2) Colorado 61043

(3) Mr. C. Bennett

(4) Glaston Potteries Inc.

20-13 (5) Vorley Road

Little-Rock, (6)Arkansas 4667

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

Задание 5

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

United Dental Care Corp.

208 Eastside Road

(1) Columbus, (2) Ohio 37891

(3) Mrs. F. Jones

(4) Marcus Drugstore

15 (5) Ellison Place

Mansfield, (6) Ohio 3704

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

Задание 6

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Flanagan's Department Store

12207 Sunset Strip

(1)Los Angeles, (2)CA 91417

(3)Mrs. Terry Roberts

(4)Ketchum Collection Agency

1267 (5) Hollywood Boulevard

Los Angeles, (6) CA 91401

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

Задание 7

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Eterna-Tools, INC.

Route 9

(1) Saddlebrook, (2) NY 07666

(3) Mr. Jack Patterson

(4) Jack's Hardware Store

72 (5) Elm Street

Kennebunk, (6) Maine 0660

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 8

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

M M Shoe Store

70-19 Lefferts Boulevard

(1) Bayside, (2) New York 11202

(3) Mrs. Loretta Vasques

(4) The Vasques Travel Agency

1402 (5) Broadway

New York, (6) New York 1003

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

Задание 9

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Standard Electric Corporation

2120 Oak Terrace

(1) Lake Bluff, (2) Illinois 60044

(3) Mr. Bruce Kretchmer

(4)Krethmer's ApplianceStore

1135 (5) State Street

Chicago, (6) Illinois 60688

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

Задание 10

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

The First Banc of Chicago
1160 State Street

(1) Chicago, (2) Illinois 60688

(3) Mr. Milton Smedley
Credit Department

(4) Standard Electric Corp.
2120 (5) Oak Terrace
Lake Bluff, (6) Illinois 60044

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 11

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Jackson & Miles
118 Regent Street

(1) London, (2) W1C 37D UK

(3) Mr. P.Pratt
Howard & Pratt
(4) Ladies' Clothing
306 (5) 3d Avenue
Chicago, (6) Illinois 60602

(1)the addressee; (2)the addressee's company name; (3)the street name in the

mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 12

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Howard & Pratt, Ladies' Clothing

306 3d Avenue

(1) Chicago, (2) Illinois 60602

(3) D.A.Leary Manager

Manager

(4) Jackson & Miles

118 (5) Regent Street

London, (6) W1C 37D UK

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 13

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Miranda Collins

Regional Sales Manager

Park House

13 Kings Street

(1) Manchester, (2) M12 3PG

(3) Mrs. Janet Andersen

Personnel Manager

(4) Dot. Com. Solution Ltd
10 (5) Waterbridge Road
Kingcross, (6) FK18 9GD

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 14

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Mrs. Janet Andersen
Personnel Manager
Dot. Com. Solution Ltd
10 Waterbridge Road
(1) Kingcross, (2) FK18 9GD

(3) Mr. Miranda Collins
Regional Sales Manager
(4) Park House
13 (5) Kings Street
Manchester, (6) M12 3PG

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Задание 15

Соотнесите информацию под определенным номером на конверте с тем, что она обозначает.

Bruce Kretchmer

Krethmer's Appliance Store
1135 State Street
(1) Chicago, (2) Illinois 60688

(3) Mrs. Ann Jackson
Credit Department
(4) Standard Electric Corp.
52 (5) Hanover Street
Edinburgh, (6) EH2 5LM UK

(1)the addressee; (2)the addressee's company name; (3)the street name in the mailing address; (4)the ZIP Code in the mailing address; (5)the town the letter comes from; (6)the ZIP Code in the return address

(1)the ZIP Code in the mailing address; (2)the town the letter comes from; (3)the ZIP Code in the return address; (4)the addressee; (5)the addressee's company name; (6)the street name in the mailing address

(1)the town the letter comes from; (2)the ZIP Code in the return address; (3)the addressee; (4)the addressee's company name; (5)the street name in the mailing address; (6)the ZIP Code in the mailing address

(1)the ZIP Code in the return address; (2)the addressee; (3)the addressee's company name; (4)the street name in the mailing address; (5)the ZIP Code in the mailing address; (6)the town the letter comes from

Тема 6. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса

1) Определите вид документа:

We are a large record store in the centre of Manchester and would like to know more about the CDs and DVDs you advertised in last month's edition of *Hi Fi*. Could you tell us if the products are leading brand names, or made by small independent companies, and if they would be suitable for recording classical music, games and video? We would appreciate it if you send us some samples.

Contract

Memo

CV

Letter of enquiry / request

2) Определите вид документа:

Thank you for your enquiry of 12 May in which you asked about the tapes we advertised in this month's edition of *Hi Fi News*. The cassettes are ferrous based and high quality chromium dioxide which as you know means they would be suitable for any type of recording. We have sent, by separate post, samples of the advertised cassettes and other brands we stock.

We would urge you to place an order as soon as possible as there has been a huge response to our advertisement.

Thank you for your interest and await your reply.

Contract

Memo

CV

Letter of information

3) Определите вид документа:

We shall be obliged if you would favour us with your opinion as to the means, standing and respectability of Messrs. Stanley Corp., Minneapolis, Minnesota, USA. We would be grateful if you could tell us if the firm is reliable in settling its accounts promptly. Any information given by you will be treated as strictly private and confidential. Thanking you for your cooperation.

Contract

Memo

CV

Letter of enquiry / request

4) Определите вид документа:

Name: Susanna J.Patrick

Home address: 1 The Lane Liverpool M16 2PT

Date of birth: 22 March 1979

Place of birth: Liverpool

Nationality: British

Marital status: Single

Education: Stonebroom Comprehensive School West Park Liverpool September 1990-July 1995

Qualifications: July 1995 GCSE Mathematics (B)English (C)Business Studies (A)French (C)Art and Design (D)

Objective: A traineeship in trading

Work experience: Work on a market stall on Saturday

Interest & activities: Swimming. Reading. Horse riding

Contract

Memo

CV

Letter of enquiry / request

5) Определите вид документа:

The Sellers have sold and the Buyers have bought on cif terms 10 000 kgs. of Chemicals ST to be delivered in the fourth quarter of 1998. Partial shipments are allowed. The quality of the Chemicals is to be confirmed by certificate issued by a competent independent and recognized laboratory. The Chemicals are to be packed in plastic bags. The price is 175 English pounds sterling per kilo cif Liverpool. The total value of the Contract is GBP 1,750,000 (one million seven hundred and fifty thousand English pounds sterling). The date of the bill of lading issued in the name of the Buyers is to be considered the date of delivery. Payment is to be made through the National Bank, Liverpool.

Contract

Memo

CV

Letter of enquiry / request

6) Определите вид документа:

In accordance with Article 3 of the above Contract we are informing you of the Arrival Date of the Group. It is 12 November and the flight number is SU 241. We hope this will enable you to reserve the accommodation in good time. We have also made the reservation for the return flight on 20 November.

If you have any queries please do not hesitate to contact us.

Faithfully yours,

Pete Smirnov, General Director.

Contract

Informing letter

CV

Letter of enquiry / request

7) Определите вид документа:

This is made between: International Management Ltd, London, United Kingdom, hereinafter referred to as Organiser and Economtraining, Moscow, Russian Federation, hereinafter referred to as Customer.

This Contract concerns the Programme for a Group of 10 senior bankers and foreign trade company executives (the Participants) from the Russian Federation as nominated by the Customer, scheduled to take place in London during 8 days in November, 2007.

The exact dates are to be specified before 20 October.

Both parties to this Contract are bound by the terms and conditions of the Contract as set out below.

Contract

Memo

CV

Letter of enquiry / request

8) Определите вид документа:

Name: Peter J. Brown

Home address: 3 The Cherry street Liverpool M13 2PT

Date of birth: 14 January 1972

Place of birth: Liverpool

Nationality: British

Marital status: Married

Education: Stonebroom Comprehensive School West Park Liverpool September 1990- July 1995

Qualifications: July 1995 GCSE Mathematics (B) English (C) Business Studies (A) French (C) Art and Design (D)

Objective: A traineeship in trading

Work experience: Work on a market stall on Saturday

Interest & activities: Climbing. Reading.

Contract

Memo

CV

Letter of enquiry / request

9) Определите вид документа:

Dear Sir,

I wish to thank you most warmly for your excellent hospitality extended to me during my visit to your company. The opportunity to meet you and your directors was something I had long looked forward to. I can only hope now that one day I may be able to receive a visit here from you. I very much appreciated your kindness and that of Mr. James Frobisher in showing me round the new plant.

I thank you once again.

Contract

Memo

CV

Letter of thankfulness

10) Определите вид документа:

Name: John J. Brown

Home address: 5 Cross street Liverpool M13 2NR

Date of birth: 10 January 1980

Place of birth: Liverpool

Nationality: British

Marital status: Married

Education: Stonebroom Comprehensive School West Park Liverpool September 1990- July 1995

Qualifications: July 1995 GCSE Mathematics (B) English (C) Business Studies (A) French (C) Art and Design (D)

Objective: A traineeship in trading

Work experience: Work on a market stall on Saturday

Interest & activities: Roller-skating. Gardening. Fishing.

Contract

Memo

CV

Letter of enquiry / request

11) Определите вид документа:

Genlemen,

We saw a collection of women's dresses in your October catalogue. The lines you showed would be most suitable for our market.

Would you kindly send us your quotation for clothing that you could supply to us by the end of November?

Thank you for an early reply.

Contract

Memo

CV

Letter of enquiry

12) Определите вид документа:

Dear Sirs,

We are pleased to make you a firm offer regarding our products in the size you require. Nearly all the models are obtainable and can be delivered to you by the end of November. If you prefer the goods to be shipped by air freight, this kind of shipment will be charged extra at cost.

Contract
Memo
CV
Offer

13) Определите вид документа:

Genlemen,

Thank you for your quotation on October 28. We have pleasure in placing an order with you for 1,500 dresses to the amount of US \$38,745 in the colours and sizes specified below.

Contract
Memo
CV
Order of goods

14) Определите вид документа:

Dear Sirs,

We acknowledge receipt of your order for women's dresses dated Nov. 4, 2000 and agree to execute it in strict accordance with its terms and conditions which we hereby accept and confirm in all respects.

Contract
Memo
CV
Confirmation of order

15) Определите вид документа:

Dear Sirs,

Thank you for your delivery of dresses which we ordered on Nov. 4, 2000. However we wish to draw your attention to:

Concerning the red dresses supplied: one lot of 100 (size 12) included clothes of a lighter red colour than the other sizes. We are returning them, and would ask you to replace the whole lot by 100 dresses (size 12) in the correct colour.

Contract
Memo
CV
Letter of complaint

Тема 7. Оформление служебной записки

1) Выберите вариант для подстановки слов для заполнения пропусков так, чтобы он отражал особенности оформления служебной записки:

To : Secretarial Supervisor

(?) _____ : Claire McElroy

(?) _____ : Demonstration of new office equipment

The (?) _____ of Smart Equipment will visit us on 28 April to demonstrate their new computer and fax-machine which you are sure to be interested in. Please arrange the time to meet him so that all your staff could be present.

(?) _____

From; Subject; Sales Manager; C.M.

Subject; From; C.M.; Sales Manager

From; Subject; Sales Manager; C.M.

C.M.; From; Subject; Sales Manager

2) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Attorney-at-Law

(?) _____ : Henry Purcell

(?) _____ : Guest Lecture

The (?) _____ of the Freeport chapter of the National Organization of Retired Persons would indeed be interested in a lecture on «The Social Security Act». Therefore, with much appreciation, I accept your offer to address our club. We look forward to your lecture

(?) _____

From; Subject; members; President

Subject; From; members; President

From; Subject; President; members

President; From; Subject; members

3) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Mr. C. Bennett

(?) _____ : Tony Dilmann

(?) _____ : Request for Marketing Information

The (?) _____ of a list of commercial and industrial wholesalers and distributors will constitute a chargeable enquiry. The approximate cost of this service will be \$300.

(?) _____

From; Subject; provision; Office Manager

Subject; From; provision; Office Manager

From; Subject; Office Manager; provision

provision; From; Subject; Office Manager

4) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Mr. Simpson

(?) _____ : Robert Roughson

(?) _____ : Answer on the enquiry

Thank you for (?) _____ about our new tape-recorder. I am enclosing our brochure, which gives general information about the product.

(?) _____

From; Subject; enquiry; General Manager
Subject; From; enquiry; General Manager
From; Subject; General Manager; enquiry
enquiry; From; Subject; General Manager

5) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ :Mrs.Biggs

(?) _____ : Claire McElroy

(?) _____ : Credit Investigation

Having conducted our standard (?) _____ investigation, we have concluded that it would be unwise for us to grant you credit at this time.

(?) _____

From; Subject; credit; General Manager

Subject; From; credit; General Manager

From; Subject; General Manager; credit

credit; From; Subject; General Manager

6) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Chief of the company

(?) _____ : John Smith

(?) _____ : Payment

We are extremely sorry that your company has been affected by a number of difficulties with several large customers. We are doing everything possible to rectify the (?) _____. Indeed we hope to make the payment which is about a month overdue in the very near future.

(?) _____

From; Subject; situation; Managing Director

Subject; From; situation; Managing Director

From; Subject; Managing Director; situation

situation; From; Subject; Managing Director

7) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : General Director

(?) _____ :Mrs. F. Jones

(?) _____ : Claim on toothpaste quality

It is upsetting to learn that you have problems with our toothpaste. On Wednesday morning our (?) _____ Tony Maller will make the samples which will be forwarded to our Quality Control Department for analysis. Please accept our apologies for inconvenience.

(?) _____

From; Subject; representative; Vice-President

Subject; From; representative; Vice-President

From; Subject; Vice-President; representative

representative; From; Subject; Vice-President

8) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Robert Nathan

(?) _____ : George Gillian

(?) _____ : Letter of information

We appreciate your interest in Franklin and Gordon office supplies and are delighted to send you the (?) _____ you requested. Please let us know if we may be of further assistance.

(?) _____

From; Subject; information; Customer Service Manager

Subject; From; information; Customer Service Manager

From; Subject; Customer Service Manager; information

information; From; Subject; Customer Service Manager

9) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Mr. Smith

(?) _____ : John Knight

(?) _____ : Letter of information

We sincerely appreciate your interest in Sony products. We are enclosing a list of (?) _____ in your community who carry a full line of our cameras. Anyone of them will be happy to serve you.

(?) _____

From; Subject; retailers; Sales Manager

Subject; From; retailers; Sales Manager

From; Subject; Sales Manager; retailers

retailers; From; Subject; Sales Manager

10) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Manufacturing Company

(?) _____ : William Wilson

(?) _____ : Enquiry

We intend to purchase a new office equipment before the end of the year. We would like to consider an RBM copier and wonder if you have a model that would suit our needs.

(?) _____

From; Subject; office equipment; Office Manager

Subject; From; office equipment; Office Manager

From; Subject; Office Manager; office equipment

office equipment; From; Subject; Office Manager

11) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Jackson & Miles

(?) _____ : Howard & Pratt, Ladies' Clothing

(?) _____ : Enquiry

We saw a collection of women's dresses in your October catalogue. The lines you showed would be most suitable for our market.

Would you kindly send us your quotation for clothing that you could supply to us by the end of November?

Thank you for an early reply.

(?) _____

From; Subject; women's dresses; Buyers

Subject; From; women's dresses; Buyers

From; Subject; Buyers; women's dresses

women's dresses; From; Subject; Buyers

12) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Howard & Pratt, Ladies' Clothing

(?) _____ : Jackson & Miles

(?) _____ : Offer

We are pleased to make you a firm offer regarding our products in the size you require. Nearly all the models are obtainable and can be delivered to you by the end of November. If you prefer the goods to be shipped by air freight, this kind of shipment will be charged extra at cost.

(?) _____

From; Subject; women's dresses; Manager

Subject; From; women's dresses; Manager

From; Subject; Manager; women's dresses

women's dresses; From; Subject; Manager

13) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Jackson & Miles

(?) _____ : Howard & Pratt, Ladies' Clothing

(?) _____ : Enquiry

Thank you for your quotation on October 28. We have pleasure in placing an order with you for 1,500 dresses to the amount of US \$38,745 in the colours and sizes specified below.

(?) _____

From; Subject; women's dresses; Buyers

Subject; From; women's dresses; Buyers

From; Subject; Buyers; women's dresses

women's dresses; From; Subject; Buyers

14) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Howard & Pratt, Ladies' Clothing

(?) _____ : Jackson & Miles

(?) _____ : Confirmation

We acknowledge receipt of your order for women's dresses dated Nov. 4, 2000 and agree to execute it in strict accordance with its terms and conditions which we hereby accept and confirm in all respects.

(?) _____

- From; Subject; women's dresses; Manager
- Subject; From; women's dresses; Manager
- From; Subject; Manager; women's dresses
- women's dresses; From; Subject; Manager

15) Выберите слова или сочетания слов для заполнения пропусков так, чтобы они отражали особенности оформления служебной записки:

To _____ : Jackson & Miles

(?) _____ : Howard & Pratt, Ladies' Clothing

(?) _____ : Letter of complaint

Thank you for your delivery of dresses which we ordered on Nov. 4, 2000. However we wish to draw your attention to:

Concerning the red dresses supplied: one lot of 100 (size 12) included clothes of a lighter red colour than the other sizes. We are returning them, and would ask you to replace the whole lot by 100 dresses (size 12) in the correct colour.

(?) _____

- From; Subject; women's dresses; Buyers
- Subject; From; women's dresses; Buyers
- From; Subject; Buyers; women's dresses
- women's dresses; From; Subject; Buyers

Тема 8. Официальное и неофициальное благодарственное письмо

1) Выберите правильный перевод предложения: I wanted to thank you for your hospitality.

Я бы хотел поблагодарить Вас за Ваше гостеприимство.

Благодарю Вас за гостеприимство во время нашей встречи.

Я бы хотел высказать искреннюю благодарность.

Я Вам очень благодарен за помощь.

2) Установите соответствие:

Many thanks for your help.	Спасибо за приглашение. (используется только после посещения)
Thank you for the lovely evening.	Спасибо за хороший вечер.
Thanks very much for having us.	Сердечно благодарю за письмо.
Thanks a lot for your letter.	Большое спасибо за помощь.

3) Заполните пропуск: I would like to thank you for _____ we had last Tuesday.

the great time

the productive meeting

the good reunion

the leisure time

4) **Выберите правильный перевод предложения:** Thank you for your hospitality during our meeting.

Я бы хотел поблагодарить Вас за Ваше гостеприимство.

Благодарю Вас за гостеприимство во время нашей встречи.

Я бы хотел высказать искреннюю благодарность.

Я Вам очень благодарен за помощь.

5) **Дополните благодарственное письмо:** I _____ you for the useful advice and the interesting documents you gave me _____ our last meeting.

am most grateful to

thanks very much

congratulate

am glad

6) **Дополните благодарственное письмо:** I _____ your order for the new products we discussed during our meeting, and I am confident that our renewed co-operation will prove a success.

cannot wait to receive

shall shortly be receiving

look forward to receiving

want to receive

7) **Выберите правильный перевод предложения:** I would like to express our gratitude.

Я бы хотел поблагодарить Вас за Ваше гостеприимство.

Благодарю Вас за гостеприимство во время нашей встречи.

Я бы хотел высказать нашу искреннюю благодарность.

Я Вам очень благодарен за помощь.

8) **Заполните пропуск:** _____ for the productive meeting we had last Tuesday.

I would like to thank you

I am interested in thanking you

I thanking you

Thanks

9) **Дополните благодарственное письмо:** I look forward to receiving your order for the new products ____, and I am confident that our renewed co-operation will prove a success.

I want you to buy

I showed you

we discussed during our meeting

of the firm

10) **Определите вид документа:**

Dear Sir,

I wish to thank you most warmly for your excellent hospitality extended to me

during my visit to your company. The opportunity to meet you and your directors was something I had long looked forward to. I can only hope now that one day I may be able to receive a visit here from you. I very much appreciated your kindness and that of Mr. James Frobisher in showing me round the new plant.

I thank you once again.

Contract

Мемо

CV

Letter of thankfulness

11) Выберите правильный перевод предложения: I am most grateful to you for all your help.

Я бы хотел поблагодарить Вас за Ваше гостеприимство.

Благодарю Вас за гостеприимство во время нашей встречи.

Я бы хотел высказать нашу искреннюю благодарность.

Я Вам очень благодарен за помощь.

12) Дополните благодарственное письмо: I am most grateful to you for the useful advice and the interesting documents you gave me _____ our last meeting.

during

on the occasion of

at

after

13) Определите вид документа:

Dear George

Thanks so much for the great evening at the White Horse Inn. I haven't enjoyed myself so much for a long time. I hope we can get together again soon.

Best wishes

Jens

Contract

Мемо

CV

Letter of thankfulness

14) Дополните благодарственное письмо: I look forward to receiving your order for the new products we discussed during our meeting, and I am confident that our _____ will prove a success.

good relations

more meetings

renewed cooperation

friendship

15) Заполните пропуск: It was _____ to visit your company and become better acquainted with your business operations.

most interesting

great fun
good experience
great pleasure

Тема 9. Контракт

- 1) **Выберите правильный перевод выражения:** «именуемые в дальнейшем»
hereinafter referred to as
have concluded the present Contract
total value
spare parts
- 2) **Выберите правильный перевод выражения:** «заключили контракт»
hereinafter referred to as
have concluded the present Contract
total value
spare parts
- 3) **Выберите правильный перевод выражения:** «общая стоимость»
hereinafter referred to as
have concluded the present Contract
total value
spare parts
- 4) **Выберите правильный перевод выражения:** «запасные части»
hereinafter referred to as
have concluded the present Contract
total value
spare parts
- 5) **Выберите правильный перевод выражения:** «техническая документация»
technical documentation
the prices are firm and to no alteration
date of receipt
payments are to be effected
- 6) **Выберите правильный перевод выражения:** «цены не подлежат изменению»
technical documentation
the prices are firm and to no alteration
date of receipt
payments are to be effected
- 7) **Выберите правильный перевод выражения:** «дата получения»
technical documentation
the prices are firm and to no alteration
date of receipt
payments are to be effected

- 8) **Выберите правильный перевод выражения:** «платежи будут производиться»
technical documentation
the prices are firm and to no alteration
date of receipt
payments are to be effected
- 9) **Выберите правильный перевод выражения:** «обеспечивать полную сохранность груза»
to secure the full safety of the goods
by means of negotiations
to enter into force
the prices are firm and to no alteration
- 10) **Выберите правильный перевод выражения:** «путем переговоров»
to secure the full safety of the goods
by means of negotiations
to enter into force
the prices are firm and to no alteration
- 11) **Выберите правильный перевод выражения:** «поставляемое оборудование»
the parties are released from responsibility
the guarantee period
full conformity
the equipment to be supplied
- 12) **Выберите правильный перевод выражения:** «полное соответствие»
the parties are released from responsibility
the guarantee period
full conformity
the equipment to be supplied
- 13) **Выберите правильный перевод выражения:** «срок гарантии»
the parties are released from responsibility
the guarantee period
full conformity
the equipment to be supplied
- 14) **Выберите правильный перевод выражения:** «вступать в силу»
to secure the full safety of the goods
by means of negotiations
to enter into force
the prices are firm and to no alteration
- 15) **Выберите правильный перевод выражения:** «стороны освобождаются от ответственности»
the parties are released from responsibility

the guarantee period
full conformity
the equipment to be supplied

Тема 10. Деловой этикет

1) **Выберите правильный ответ:** Before the businessmen get down to business they often speak about the_____.

- weather
- news
- shopping
- fashion

2) **Установите соответствие:**

I regret about it.	С большим удовольствием.
That depends on the circumstances.	Я сожалею об этом.
With great pleasure.	Это зависит от обстоятельств.
Do me a favour.	Окажите мне любезность.

3) **Переведите предложение:** There are a few points to discuss.

- Давайте перейдем к делу.
- Нужно обсудить несколько вопросов.
- Это хорошая идея.
- У меня есть некоторые комментарии.

4) **Установите соответствие:**

I have nothing against it.	Не могу с Вами согласиться.
Sorry to have bothered you.	Извините за беспокойство.
Sorry to disappoint you.	Жаль Вас разочаровывать.
I can't agree with you.	Я ничего не имею против.

5) **Найдите правильный перевод предложения:** That does not depend on me.

- Это не зависит от меня.
- Я не могу с этим согласиться.
- Я возражаю против этого.
- Это совершенно невозможно.

6) **Найдите правильный перевод предложения:** I object to that.

- Это не зависит от меня.
- Я не могу с этим согласиться.
- Я возражаю против этого.
- Это совершенно невозможно.

7) **Найдите правильный перевод предложения:** It's quite impossible.

- Это не зависит от меня.

Я не могу с этим согласиться.
Я возражаю против этого.
Это совершенно невозможно.

8) Установите соответствие:

I'm at your disposal.	Вы можете на меня положиться.
You may rely upon me.	Я в вашем распоряжении.
I'll do my best.	Я не возражаю.
I don't object.	Я сделаю все от меня зависящее.

9) Переведите предложение: We shall get down to the business.

Давайте перейдем к делу.
Нужно обсудить несколько вопросов.
Это хорошая идея.
У меня есть некоторые комментарии.

10) Сформулируйте фразу с признанием компетентности респондента: May I wish you every success in your new position, for which I am sure you have just _____ and experience.

the good qualities
the right qualities
the best qualities
the high qualities

11) Выберите подходящую формулировку для поздравительного сообщения деловому партнеру: My colleagues _____ our warmest congratulations, and we look forward to continuing our long association.

send you
join me in wishing you
join me in sending you
wish you

12) Выберите подходящую формулировку для поздравительного сообщения деловому партнеру: My colleagues join me in sending you our warmest congratulations, and we look forward to _____.

continuing our long association
your continued custom
your next order
continue our work

13) Дополните коммерческое предложение: We are manufacturers of telephone answering machines and _____ a European manufacturer of compatible products with a view to entering into a commercial partnership.

would like to meet
are seeking

will be contacting
want to ask

14) Дополните коммерческое предложение: We would like to offer our services as commercial agents for your products in the United States, _____ your representation of our products on the European market.

as an exchange for
in exchange with
in exchange for
instead of

15) Дополните коммерческое предложение: We hope you will _____? And look forward to your reply.

look into this
give this proposal your kind consideration
give this your immediate attention
come to the conclusion

16) Дополните коммерческое предложение: As we are sure _____, the US market offers excellent potential for your type of product, and we feel confident that you will appreciate how much your company could benefit from such a partnership.

you are aware
you must know
you bear in mind
you understand

17) Дополните коммерческое предложение: As we are sure you are aware, the US market offers excellent potential for your type of product, and _____ that you will appreciate how much your company could benefit from such a partnership.

we assume
we realise
we feel confident
we underline

18) Дополните коммерческое предложение: As we are sure you are aware, the US market offers excellent potential for your type of product, and we feel confident that you will appreciate how much _____ from such a partnership.

your company could benefit
you could gain
your turnover would increase
you would benefit

Тема 11. Перевозка и поставка товаров.

1) Выберите правильный перевод выражения: «начисление штрафа за простой»
uncurring charges for standing time

time limitations for unloading
the rate of shipment is
freight charges for mixed cargo
additional expenses

2) Выберите правильный перевод выражения: «ограничения продолжительности разгрузки»

uncurring charges for standing time
time limitations for unloading
the rate of shipment is
freight charges for mixed cargo
additional expenses

3) Выберите правильный перевод предложения: «Мы настаиваем на экспресс-отправлении».

We insist upon express shipment.
The price of transportation of goods on the route includes loading and unloading.
The order requires direct container shipping.
Charter us a ship, equipped for the transportation.

4) Выберите правильный перевод предложения: «Цена перевозки товара по маршруту включает стоимость погрузки и разгрузки».

We insist upon express shipment.
The price of transportation of goods on the route includes loading and unloading.
The order requires direct container shipping.
Charter us a ship, equipped for the transportation.

5) Выберите правильный перевод предложения: «Заказ требует прямой контейнерной перевозки».

We insist upon express shipment.
The price of transportation of goods on the route includes loading and unloading.
The order requires direct container shipping.
Charter us a ship, equipped for the transportation.

6) Выберите правильный перевод предложения: «Просим зафрахтовать для нас чартерное судно».

We insist upon express shipment.
The price of transportation of goods on the route includes loading and unloading.
The order requires direct container shipping.
Charter us a ship, equipped for the transportation.

7) Выберите правильный перевод выражения: «тариф на перевозку составляет»

uncurring charges for standing time
time limitations for unloading
the rate of shipment is
freight charges for mixed cargo
additional expenses

8) Выберите правильный перевод выражения: «тарифы на перевозку смешанных грузов»

uncurring charges for standing time
time limitations for unloading
the rate of shipment is
freight charges for mixed cargo
additional expenses

9) Выберите правильный перевод предложения: «Предоставляются скидки при перевозке в стандартных контейнерах».

Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.
The bills of lading are to be field out by the sender.
We request to forward the order by rail.

10) Выберите правильный перевод предложения: «Просим сообщить стоимость аренды судна».

Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.
The bills of lading are to be field out by the sender.
We request to forward the order by rail.

11) Выберите правильный перевод предложения: «Транспортные накладные заполняются грузоотправителем».

Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.
The bills of lading are to be field out by the sender.
We request to forward the order by rail.

12) Выберите правильный перевод предложения: «Мы просим отправить заказ по железной дороге».

Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.
The bills of lading are to be field out by the sender.
We request to forward the order by rail.

13) Выберите правильный перевод предложения: «Заказ требует оборудования для перевозки зерна».

The order requires equipment for transportation of grain.
The transportation agreement includes loading deadlines.
Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.

14) Выберите правильный перевод предложения: «Транспортное соглашение включает в себя сроки погрузки».

The order requires equipment for transportation of grain.

The transportation agreement includes loading deadlines.
Freight discounts are for shipping in standard containers.
Please, inform us about the exact cost of the charter vessel.

- 15) Выберите правильный перевод выражения:** «дополнительные расходы»
uncurring charges for standing time
time limitations for unloading
the rate of shipment is
freight charges for mixed cargo
additional expenses

Тема 12. Платеж. Упаковка и маркировка. Страхование товаров

- 1) Установите соответствие:**

procurement costs	затраты на монтажные работы
cost of installation	затраты на строительные работы
cost of construction	затраты на материально-техническое снабжение
working costs	эксплуатационные затраты

- 2) Выберите правильный перевод предложения:** «Мы предпочитаем предоплату».
We prefer advance payment.
We prefer cash payment at a discount.
We prefer partial payment.
We prefer collection on delivery.

- 3) Установите соответствие:**

cost of delivery	стоимость материалов
cost of manufacturing	стоимость рабочей силы
cost of materials	стоимость изготовления
cost of labour	стоимость доставки

- 4) Выберите правильный перевод выражения:** «получить страховое возмещение»
to do insurance business
to obtain insurance indemnity
to have overland insurance
to offer extended insurance

- 5) Выберите правильный перевод предложения:** «Мы предпочитаем наложенный платеж».
We prefer advance payment.
We prefer cash payment at a discount.
We prefer partial payment.
We prefer collection on delivery.

6) Установите соответствие:

wholesale prices	розничные цены
retail prices	оптовые цены
controlled prices	рыночные цены
market prices	регулируемые цены

7) **Заполните пропуск:** The _____ is to secure full safety of the goods from any kind of damage and corrosion during transportation by sea, railway and combined transport.

- marking
- packing
- payment
- insurance

8) Установите соответствие:

voluntary insurance	транспортное страхование
short-term insurance	краткосрочное страхование
property insurance	добровольное страхование
transport insurance	имущественное страхование

9) **Выберите правильный перевод предложения:** «Мы предпочитаем частичную оплату».

- We prefer advance payment.
- We prefer cash payment at a discount.
- We prefer partial payment.
- We prefer collection on delivery.

10) Установите соответствие:

The goods are insured of fire.	Товары застраховываются от сырости.
The goods are insured of earthquake.	Товары застраховываются от окисления.
The goods are insured of wetness.	Товары застраховываются от землетрясения.
The goods are insured of oxidation.	Товары застраховываются от пожара.

11) **Заполните пропуск:** The _____ is to secure full safety of the goods from any kind of damage and corrosion during transportation by sea, railway and combined transport.

- marking
- packing
- payment
- insurance

12) Установите соответствие:

Handle with care	Не кантовать
Top	Верх
Do not turn over	Не использовать крюки
Do not use hooks	Осторожно

13) Заполните пропуск: To get _____ from insurance company a settlement of damage by a certified agent is required.

- services
- help
- payment
- compensation

14) Выберите правильный перевод предложения: «Мы предпочитаем оплату наличными со скидкой».

- We prefer advance payment.
- We prefer cash payment at a discount.
- We prefer partial payment.
- We prefer collection on delivery.

15) Установите соответствие:

The goods are insured of distortion.	Товары застраховываются от деформации.
The goods are insured of rusting.	Товары застраховываются от поломки.
The goods are insured of damage.	Товары застраховываются от повреждения.
The goods are insured of breakage.	Товары застраховываются от ржавления.

Тема 13. Претензии и санкции

1) Выберите правильный перевод выражения: «права и обязанности сторон».

- claim procedure
- cause for compliant
- rights and obligations of the parties
- supporting documents

2) Установите соответствие:

low quality of goods	задержка поставки товаров
defective goods	низкое качество товаров
delay in delivery of goods	повреждение товаров
damage of goods	изделия с дефектом

3) Выберите правильный перевод выражения: «процедура заявления претензий».

- claim procedure
- cause for compliant
- rights and obligations of the parties
- supporting documents

4) Заполните пропуск: If the goods are not recovered the party directly responsible for it must pay the _____.

- penalty
- compensation

expenses
contract

5) Установите соответствие:

to refer the matter of an appeal	расторгнуть контракт
to refer the matter of a claim	передать дело на апелляцию
to refer the matter of a cassation	передать дело на судебный иск
to cancel the contract	передать дело на кассацию

6) Заполните пропуск: The Seller can make a claim on the Buyer if there is _____.

a default in proper packing
loss of goods
the delay in delivery of goods
a default in payment

7) Выберите правильный перевод выражения: «причина для претензии».

claim procedure
cause for complaint
rights and obligations of the parties
supporting documents

8) Установите соответствие:

Additional shipment	замена товара
Replacement of goods	скидка из-за плохого качества
Discount due to poor quality	дополнительная поставка
Return of defective goods	возврат бракованного товара

9) Заполните пропуск: A _____ defines rights and obligations of the parties.

claim
report
procedure
contract

10) Выберите правильный перевод выражения: «подтверждающие документы».

claim procedure
cause for complaint
rights and obligations of the parties
supporting documents

11) Установите соответствие:

We insist on proper packing	Мы настаиваем на немедленном поиске потерянного груза
We insist on reimbursement for delay in delivery	Мы настаиваем на компенсации за задержку поставки
We insist on immediate search of the	Мы настаиваем на надлежащей упаковке

lost shipment	
We insist on cancelling the contract	Мы настаиваем на расторжении контракта

12) Заполните пропуск: If a claim has a legitimate ground behind it the parties try ____.

- to decline the claim
- to inflict penalties
- to retain the goods
- to settle it amicably

13) Выберите правильный перевод выражения: «требование имеет законное основание».

- claim procedure
- claim has a legitimate ground
- rights and obligations of the parties
- supporting documents

14) Установите соответствие:

The goods do not correspond to the samples	Товары не соответствуют образцу
Goods of inferior quality	Не отправлено заказанное количество
You did not send the quantities ordered	Заказ превышен
You exceeded the order	Товары низкого качества

15) Заполните пропуск: If the goods are lost the _____ must find them.

- police
- buyer
- seller
- dealer

Тема 14. Формы организации бизнеса

1) Какой форме организации бизнеса соответствует следующее определение:
«In this form of organization the owner himself is responsible for success or failure of his business».

- Individual proprietorship
- Partnership
- Public company
- Private company

2) Какой форме организации бизнеса соответствует следующее определение:
«In this form of organization two or more people start business together».

- Individual proprietorship
- Partnership
- Public company
- Private company

3) Какой форме организации бизнеса соответствует следующее определение:
«In this form of organization you cannot sell shares to or raise funds from the general public».

- Individual proprietorship
- Partnership
- Public company
- Private company

4) Какой форме организации бизнеса соответствует следующее определение:
«In this form of organization you can sell shares to the general public».

- Individual proprietorship
- Partnership
- Public company
- Private company

5) Какой форме организации бизнеса соответствует следующее определение:
«A company that owns other company/companies and which is sometimes referred to as the parent company».

- Public company
- Private company
- Holding company
- Subsidiary company
- Associated company

6) Какой форме организации бизнеса соответствует следующее определение:
«A company controlled by a holding company, usually because the holding company owns more than 50% of the subsidiary company's shares».

- Public company
- Private company
- Holding company
- Subsidiary company
- Associated company

7) Какой форме организации бизнеса соответствует следующее определение:
«A company over which another company has substantial influence (for example, it owns between 20% and 50% of its shares».

- Public company
- Private company
- Holding company
- Subsidiary company
- Associated company

8) Заполните пропуск: A private company can be formed with a minimum of two people becoming its _____.

- responsibility
- shareholders
- directors
- owners

9) Какой форме организации бизнеса присущи следующие черты: All partners are responsible for the debts and profits, losses are shared between them.

- Individual proprietorship
- Partnership
- Public company
- Private company

10) Заполните пропуск: The management of the company is carried out by a _____ of directors.

- union
- partnership
- council
- board

11) Заполните пропуск: This form of small business has its _____ and certain drawbacks.

- contracts
- advantages
- forms
- differences

12) Заполните пропуск: Public company continues to exist despite changes of its ____.

- contracts
- advantages
- owners
- shareholders

13) Установите соответствие:

The owner himself is responsible for success or failure of his business.	Public company
Two or more people start business together.	Partnership
You cannot sell shares to or raise funds from the general public.	Individual proprietorship
You can sell shares to the general public.	Private company

14) Установите соответствие:

A company that owns other company/companies and which is sometimes referred to as the parent company	Associated company
A company controlled by a holding company, usually because the holding company owns more than 50% of the subsidiary company's shares	Holding company
A company over which another company has substantial influence	Subsidiary company

15) Заполните пропуск: A private company can be formed with a minimum of _____ people becoming its shareholders.

- two
- one
- three
- four

Тема 15. Корпоративная ответственность

1) Закончите фразу: Corporations bear a responsibility that stretches beyond their _____.

- shareholders
- directors

managers
firms

2) Переведите термин «недоброжелательность»:

ill-will
credibility
honesty
goodwill

3) Подставьте необходимый термин: All that is required to ensure the responsible behavior of corporations is _____ about their affairs.

transparency
discussion
news
conference

4) Выберите правильный перевод термина «корпоративная ответственность»:

social responsibility
firm responsibility
managing responsibility
corporate responsibility

5) Переведите термин «расположение»:

ethics
credibility
honesty
goodwill

6) Выберите неправильный ответ: The corporate social responsibility has focused on some main areas:

environment
exploitation
corruption
fashion

7) Закончите фразу: A business is more likely to succeed if it is _____.

trusted
honest

controlled
ethical

8) Установите соответствие:

Ethics is good economics.	Честность – лучшая политика.
Credibility is vital.	Этика – самая лучшая экономика.
Honesty is the best policy.	Доверие – жизненно необходимая вещь.
Goodwill depends on faith.	Благосклонность зависит от веры.

9) Переведите термин «честность»:

ethics
credibility
honesty
goodwill

10) Дополните предложение: The possibility that ethical and commercial considerations will conflict has always faced those who ____ companies.

run
trust
buy
work with

11) Подставьте необходимый термин: Corporations will behave _____ towards the wider community without any coercion because it is in their own best interests.

responsibly
transparently
honestly
correctly

12) Переведите термин «доверие»:

ethics
credibility
honesty
goodwill

13) Дополните предложение: Many companies built special housing for their employees in the belief that a well-housed employee was more _____.

safe
productive
competent
reliable

14) Подставьте необходимый термин: Unethical business practices create _____ among customers and the community.

ill-will

conflicts

misunderstanding

quarrels

15) Дополните предложение: If the specialists are asked to do something unethical they should use their _____ as an argument.

professional code of ethics

personal integrity

honesty

cynical phrase

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СОДЕРЖАНИЕ

	Стр.
ВВЕДЕНИЕ	3
Тема 1. Разговор по телефону	4
Тема 2. Деловая поездка	6
Тема 3. Паспорта. Багаж. Таможня	9
Тема 4. Оформление делового письма	11
Тема 5. Оформление конверта	16
Тема 6. Оформление резюме, письма-заявления, письма-уведомления, письма-запроса	24
Тема 7. Оформление служебной записки	28
Тема 8. Официальное и неофициальное благодарственное письмо	33
Тема 9. Контракт	36
Тема 10. Деловой этикет	38
Тема 11. Перевозка и поставка товаров	40
Тема 12. Платеж. Упаковка и маркировка. Страхование	43
Тема 13. Претензии и санкции	45
Тема 14. Формы организации бизнеса	48
Тема 15. Корпоративная ответственность	50
СПИСОК ИСПОЛЬЗУЕМОЙ ЛИТЕРАТУРЫ	54

Учебное издание

Медведева Светлана Александровна
Голуб Лариса Николаевна

ДЕЛОВОЙ ИНОСТРАННЫЙ ЯЗЫК (АНГЛИЙСКИЙ)
ТЕСТЫ
ДЛЯ СТУДЕНТОВ
НАПРАВЛЕНИЯ ПОДГОТОВКИ
20.04.02 ПРИРОДООБУСТРОЙСТВО И ВОДОПОЛЬЗОВАНИЕ

Редактор Осипова Е.Н.

Подписано к печати 19.11.2020 г. Формат 60x84 ¹/₁₆.
Бумага офсетная. Усл. п. л. 3,25. Тираж 25 экз. Изд. № 6746.

Издательство Брянского государственного аграрного университета
243365 Брянская обл., Выгоничский район, с. Кокино, Брянский ГАУ