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ФИО: Косенок Сергей Михайлович  
Должность: ректор  
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Тестовое задание для диагностического тестирования по дисциплине:

**ИНОСТРАННЫЙ ЯЗЫК, 1 – 2 СЕМЕСТР**

Код, направление подготовки	38.03.03 Управление персоналом
Направленность (профиль)	Кадровое обеспечение и развитие персонала организации
Форма обучения	очная
Кафедра-разработчик	Иностранных языков
Выпускающая кафедра	государственного и муниципального управления и управления персоналом

**РАЗДЕЛ 1. «Communication in the Modern World» (1 семестр)**

УК	Задания	варианты	Тип сложности
4.1 4.2 4.3			
УК 4.1 4.2 4.3	1. <i>Match the term and its translation: competitive</i>	a. компетентный b. компетенция c. конкурс d. конкурентоспособный	низкий
УК 4.1 4.2 4.3.	2. <i>Match the term and its translation: employment</i>	a. развитие b. работник c. работодатель d. работа	низкий
УК 4.1 4.2 4.3	3. <i>Complete the sentence:</i>  In order ____ efficiently the management functions, managers need interpersonal, organizational, and technical skills.	a. to perform b. to obtain c. to deliver d. to take	низкий
УК 4.1 4.2 4.3	4. <i>Choose the correct tense:</i>  Large organizations typically _____ a number of levels of management.	a. had b. have c. are having d. have had	низкий
УК 4.1 4.2 4.3	5. <i>Choose the correct form of the verb <u>to be</u>:</i>  Common titles for first-line managers ____ foreman, supervisor, and office manager.	a) have been b) are c) are being d) is	низкий

УК 4.1 4.2 4.3	6. Choose the correct form of the verb <u>to be</u> .  What (to be) the aim of the personnel management?	a. be b. was c. is d. has been	низкий
УК 4.1 4.2 4.3	7. Choose all the correct variants:	a. Top managers often sleep long hours and spend much of their time in meetings. b. Middle managers establish the organization's goals and operating policies. c. Middle managers implement the strategies developed at the top.  d. First-line managers supervise and coordinate the activities of the employees.	средний
УК 4.1 4.2 4.3	8. Choose all the correct sentences.	a. They always planning, developing and managing their relations.  b. The company conducted an employee engagement survey last month with amazing results.  c. HR professionals are used job analysis techniques to identify key responsibilities and qualifications.  d. The conflict resolution workshop that HR organized last month improved team dynamics significantly.	средний
УК 4.1 4.2 4.3	9. Match a personal quality and its definition:  1. <i>sympathetic</i> ; 2. <i>experienced</i> ; 3. <i>ambitious</i> ; 4. <i>honest</i> .	a. possessing skills or knowledge because you have done something often or for along time; b. someone who always tells the truth and does not cheat or steal; c. caring and feeling sorry about someone's problems; d. having a strong wish to be successful, powerful, or rich.	средний
УК 4.1 4.2 4.3	10. Choose all the necessary specialist's communication skills	a. written and verbal communication  b. presentation skills  c. interpersonal communication  d. decision-making practice	средний
УК 4.1 4.2	11. Choose the right form of the verb:  Personnel department _____ (to work out) the programs	a. are working out b. have worked out c. works out d. was worked out	средний

4.3	about personnel management for different tasks in these areas.		
УК 4.1 4.2 4.3	12. Choose the correct form of the verb:  A manager is a person who directly (to supervise) people in a company.	a. is supervising b. is supervisor c. supervises d. was supervisor	средний
УК 4.1 4.2 4.3	13. Choose the correct form of the verb:  HRM is a multidisciplinary organizational function that (to involve) theories and ideas from various fields including management, psychology, sociology and economics.	a. involve b. was involved c. will be involved d. involves	средний
УК 4.1 4.2 4.3	14. Choose the correct tense:  Our organization _____ employee engagement strategies for the past three years with positive results.	a) uses b) has used c) will use d) used	средний
УК 4.1 4.2 4.3	15. Choose the correct tense for this sentence:  Next month, our company _____ a new candidate sourcing platform to attract more diverse talent.	a) launches b) has launched c) launched d) will launch	средний
УК 4.1 4.2 4.3	16. Choose the appropriate tense:  The union representatives and management _____ productive relations for over a decade.	a) maintain b) have maintained c) maintained d) will maintain	высокий
УК 4.1 4.2 4.3	17. Match the verb and its definition:  1. to recruit, 2. to evaluate,	a. to judge or calculate the quality, importance or value of something;  b. to continue to have; to keep in existence and in good condition;	высокий

	3. to implement, 4.to maintain, 5. to perform.	c. to persuade someone to become a new member of an organization; d. to start using a plan or system.	
УК 4.1 4.2 4.3	18. Which of the following things HR students don't acquire at University?	a. Interviewing methods and assessment tools. b. Career development planning. c. Health and safety requirements. d. Accurate and efficient calculation with numbers, fractions, decimals, and percentages. e. Evaluation methods and feedback techniques.	высокий
УК 4.1 4.2 4.3	19. Choose an adjective that doesn't suit a successful manager.	a. visionary, b. passionate, c. discouraging d. decisive, e. empathetic.	высокий
УК 4.1 4.2 4.3	20. Match a personal quality and its translation:  1.abrupt 2.inflexible 3.confident 4.encouraging	a. приспособляющийся, адаптирующийся. b. непоколебимый, непреклонный. c. ободряющий, обнадеживающий d. уверенный, самонадеянный e. резкий, грубый.	высокий

РАЗДЕЛ 2 HR Tech & Social Business (2 семестр)

Проверяемая компетенция	Задание	Варианты ответов	Тип сложности и вопроса
УК 4.1 4.2 4.3	<i>1. Complete the sentence with the correct verb:</i> Many organizations today _____ their HR practices with strategic business goals.	a. have aligned b. align c. aligned d. will align	низкий
УК 4.1 4.2 4.3	<i>2. Choose the correct form of the verb:</i> The HR director believes our company (to adopt) more innovative recruitment techniques next quarter.	a) adopts b) has adopted c) adopted d) will adopt e) was adopted	низкий
УК 4.1 4.2 4.3	<i>3. Choose the correct form of the verb:</i> Information in the company _____ through various communication channels.	a. is being exchanged b. is exchanged c. was exchanged d. has been exchanged e. will exchange	низкий
УК 4.1 4.3 4.3	<i>4. Identify the tense of the verb in the sentence:</i> Currently, a new guide to business communications <u>is being developed</u> by our HR department.	a. Present Simple Passive. b. Past Simple Passive. c. Present Continuous Passive. d. Present Perfect Continuous. e. Future Simple Passive.	низкий
УК 4.1 4.2 4.3	<i>5. Identify the tense of the verb in the sentence:</i> During the recruitment process, applicants' messages <u>are often ignored</u> due to the high number of applications.	a. Past Simple Passive. b. Present Continuous Passive. c. Present Simple Passive. d. Present Perfect	низкий

		Passive. e. Future Simple Passive.	
УК 4.1 4.4 4.3	6. Choose the correct form of the verb: Next month, a new AI hiring procedure _____ to improve communication with applicants.	a. is implemented b. was implemented c. is being implemented d. has been implemented e. will be implemented	низкий
УК 4.1 4.2 4.3	7. Complete the sentence with the suitable term:  ___ means giving the speaker your full attention, acknowledging their point of view, and engaging with what they're saying.	a. Clarity b. Friendly environment c. Active listening d. Non-verbal communication	средний
УК 4.1 4.2 4.3	8. Match the words with their translation:  1. applicant 2. announcement 3. environment 4. software 5. handy	a. программное обеспечение. b. окружение, обстановка. c. соискатель, кандидат. d. объявление, сообщение. e. удобный, полезный.	средний
УК 4.1 4.2 4.3	9. Match the definition and its term:  1. The list of employees who receive salary or wages. 2. A person or company that sells goods or services to others. 3. Information about reactions to a product, service, performance. 4. The group of people with authority to govern a country or state. 5. A person who oversees and directs the work of others.	a. vendor, b. supervisor, c. payroll, d. government, e. feedback.	средний
УК 4.1 4.2 4.3	10. Complete the sentence with the suitable term:	a. applicants, b. vendors, c. employees, d. recruiters, e. deliverers.	средний

	When ___ effectively share information and ideas with one another, the company can conduct its operations more effectively.		
УК 4.1 4.2 4.3	11. <i>Complete the sentence with the suitable word:</i>  AI-powered chatbots ___ communication with all applicants, keeping candidates informed throughout the process.	a. able b. enable c. disable d. suitable	средний
УК 4.1 4.2 4.3	12. <i>Choose the correct adjective:</i>  AI software can help you reach out to a ____ pool of potential applicants by formulating job ads that appeal to as many people as possible.	a. higher b. lighter c. wider d. brighter e. mightier	средний
УК 4.1 4.2 4.3	13. <i>Identify all the benefits of the effective business communication.</i>	a. Less workplace environment.  b. Increased productivity  c. Increased sales and better return on investment.  d. Lower salary of top managers.  e. A more positive and inclusive company culture.	средний
УК 4.1 4.2 4.3	14. <i>Complete the sentence with the suitable verb:</i>  Proper and accurate external business communication ___ the organization and effectiveness of a company's internal communications.	a. consists of b. depends on c. looks for d. takes after e. spends on	средний
УК 4.1 4.2 4.3	15. <i>Choose the correct form of the verb:</i>  The new advertisements for the upcoming product _____ in next month's marketing campaign.	a. are included b. were included c. are being included d. have been included e. will be included	средний
УК 4.1	16. <i>Which of these phrases are not allowed in business e-mails:</i>	a. <i>Sincerely</i> b. <i>Kind regards</i> c. <i>Hugs and Kisses</i> d. <i>Best wishes</i>	высокий

4.2		<i>e. Keep in touch</i>	
4.3			
УК	<i>17. Which of them relate to e-mail etiquette rules?</i>	a. all of them b. 1,2, 3 c. 1, 3, 5 d. 1, 2, 4	ВЫСОКИЙ
4.1	1. title your email clearly.		
4.2	2. send business related emails from a professional email address.		
4.3	3. use capitalization or excessive exclamation points. 4. introduce yourself by your first and last name and identify the company you're representing. 5. use the emojis.		
УК	<i>18. Choose the suitable verb:</i>	a. characterizes b. simplifies c. identifies d. quantifies	ВЫСОКИЙ
4.1	AI ____ the hiring process, strengthens diversity initiatives, and builds stronger relationships with potential employees.		
4.2			
4.3			
УК	<i>19. Choose the correct form of the verb:</i>	a. is attended b. will be attended c. is being attended d. has been attended e. was attended	ВЫСОКИЙ
4.1	The company's communication skills training _____ by all employees last month.		
4.2			
4.3			
УК	<i>20. Complete the sentence with the suitable verb:</i>	a. influences b. encourages c. identifies d. characterizes e. exercises	ВЫСОКИЙ
4.1	A collaborative and trusting team environment _____ employees to share ideas, which can lead to increased innovation and creativity.		
4.2			
4.3			