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**Оценочные материалы для промежуточной аттестации по дисциплине**

***ДЕЛОВОЙ АНГЛИЙСКИЙ ЯЗЫК***

Код, направление подготовки	45.04.02 ЛИНГВИСТИКА
Направленность (профиль)	Теория перевода и межкультурная / межъязыковая коммуникация
Форма обучения	очная
Кафедра-разработчик	ЛИНГВИСТИКИ И ПЕРЕВОДОВЕДЕНИЯ
Выпускающая кафедра	ЛИНГВИСТИКИ И ПЕРЕВОДОВЕДЕНИЯ

### 3 семестр

#### Типовые задания для контрольной работы:

##### Complete each set of sentences with the same word

1. Successful companies are able to ..... on the talents of the best people they can find – whether they employ them or not.  
I still need to to ..... up a brief agenda for tomorrow's meeting.  
Can I ..... your attention to the second graph?
2. This year's ..... of growth is expected to be twice that of last year.  
According to many surveys, the job satisfaction ..... is as high as 76 per cent.  
Observers say Indian companies are ready to accept a lower ..... of return than western companies in order to secure a strategic asset.
3. Their salaries ..... from €65,000 to €90,000.  
The majority of their customers are in the 17-25 age .....  
For over 50 years, Ross & Franks has served a wide ..... of customer needs from food to furniture, clothes to car insurance.
4. TCB Engineering's annual ..... showed a loss last year of €2 million.  
It's important that our marketing strategy focuses on multiple key areas, including food, which ..... for 30 per cent of our turnover.  
We haven't researched it ourselves, but Central Asia is a promising market by all .....
5. Mayer is fighting to weaken Renco's ..... on 45 per cent of the specialty chemicals market.  
Owing to insufficient funding, the project had to be put on .....  
We're going to ..... a meeting to brainstorm a new marketing strategy for R&F.
6. It seems that, quite often, the oil price has only a temporary effect on consumer .....  
In the booming 1990s Marconi went on a ..... spree to buy up various telco equipment companies.  
The survey shows that many highly qualified women have non-linear careers, ..... part of them in jobs with reduced hours or responsibility.
7. Consultants predict that most companies' growth levels are unlikely to ..... 10 per cent.  
India has managed to ..... a \$40bn agreement to import LNG from Iran.  
With that new order, we now think this year's sales budget is within our .....
8. As their strategy was going nowhere, they decided to ..... tack.  
I only had about three euros in small .....  
Well-run businesses are alive to social ..... and shifting customer preferences.
9. As our bank is a provider of ..... funding, the return for us is merely the interest that we are paid on the loan.  
Dave was so heavily in ..... that he had to sell off his house and car.  
Although national ..... levels have dropped, Brazil still depends on foreign savings to finance itself.

##### Read the interview

**Interviewer:** If I remember correctly, you issued your invitation to tender last December. What's been going on since?

**CEO:** Well, the closing date for replies was exactly a week ago, March 31st that is. In those three months, 24 companies sent us their technical and cost proposals in the areas of computer reservation system services and Internet applications.

**I:** Twenty-four! Did you expect that many?

**CEO:** In fact, it's a lot more than we expected ...

**I:** Can you comment on the proposals at this stage?

**CEO:** All we can say at this point is that we are extremely pleased with the content and quality of all the proposals which we received. I repeat: all of them. So I assume you now have a tough task ahead?

**CEO:** A tough one indeed! We've now got to start the evaluation stage, as you might expect. We've already formed an Evaluation Committee, whose task will be to review all 24 proposals so they can analyse costs, seek functional demonstrations and meet key management staff of the companies that bid.

**I:** How long will that take?

**CEO:** We expect the whole process to take about two months.

**I:** And then?

**CEO:** If all goes well, we should be able to award contracts in the first half of June.

**I:** Thank you very much for these details. We're all looking forward to the decisions of the Evaluation Committee.

### **Use the text of the interview to complete the press release below**

As you write, make sure you:

- focus on key information
- leave out unnecessary details
- use an appropriate level of formality

### **PRESS RELEASE**

1. In an interview with our correspondent yesterday, Mary Sinding, CEO of Global Tours, announced that as many as 24 companies had replied to her RFP launched in December. The proposals, which are in the areas of CRS services and Internet applications, ...

### **Типовые вопросы к зачету:**

#### **Dwell on the topic**

1. WORKING ABROAD
2. BUSINESS TRIPS
3. E-COMMERC
4. COMPUTERS AT WORK
5. BUSINESS SOFTWARE
6. COMMUTING
7. OFFICE POLITICS
8. THE BUSINESS LUNCH
9. JOB INTERVIEWS
10. MEETINGS
11. SOCIALIZING IN BUSINESS
12. TELEPHONING
13. INTERNATIONAL TRADE
14. STAYING IN A HOTEL
15. PROBLEM-SOLVING ON THE JOB
16. THE INTERNET IN BUSINESS
17. HOSTING BUSINESS VISITORS
18. NATIONAL BUSINESS CUSTOMS

19. NEGOTIATING DEALS
20. PROFESSIONAL DEVELOPMENT
21. BUSINESS ETHICS
22. CUSTOMER RELATIONS
23. STARTING A BUSINESS / ENTREPRENEURSHIP