

Федеральное государственное бюджетное образовательное учреждение высшего образования «Тамбовский государственный университет имени Г.Р. Державина»
Институт экономики, управления и сервиса
Кафедра зарубежной филологии и прикладной лингвистики

УТВЕРЖДАЮ:
Директор института



Е. Ю. Меркулова
«05» июля 2021 г.

РАБОЧАЯ ПРОГРАММА

по дисциплине Б1.О.1 Иностранный язык

Направление подготовки/специальность: 38.03.01 - Экономика

Профиль/направленность/специализация: Бухгалтерский учет и налоговый контроль

Уровень высшего образования: бакалавриат

Квалификация: Бакалавр

год набора: 2021

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Рабочая программа составлена в соответствии с ФГОС ВО по направлению подготовки 38.03.01 - Экономика (уровень бакалавриата) (приказ Министерства образования и науки РФ от «12» августа 2020 г. № 954).

Рабочая программа принята на заседании Кафедры зарубежной филологии и прикладной лингвистики «23» июня 2021 г. Протокол № 10

Рассмотрена и одобрена на заседании Ученого совета Института экономики, управления и сервиса, Протокол от «05» июля 2021 г. № 12.

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1. Цели и задачи дисциплины

1.1 Цель дисциплины – формирование компетенций:

УК-4 Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)

1.2 Типы задач профессиональной деятельности, к которым готовятся обучающиеся в рамках освоения дисциплины:

1.3 Дисциплина ориентирована на подготовку обучающихся к профессиональной деятельности в сфере:

1.4 В результате освоения дисциплины у обучающихся должны быть сформированы:

Обобщенные трудовые функции / трудовые функции / трудовые или профессиональные действия (при наличии профстандарта)	Код и наименование компетенции ФГОС ВО, необходимой для формирования трудового или профессионального действия	Индикаторы достижения компетенций
	УК-4 Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)	Выполняет перевод профессиональных текстов с иностранного языка на государственный

1.5 Согласование междисциплинарных связей дисциплин, обеспечивающих освоение компетенций:

УК-4 Способен осуществлять деловую коммуникацию в устной и письменной формах на государственном языке Российской Федерации и иностранном(ых) языке(ах)

№ п/п	Наименование дисциплин, определяющих междисциплинарные связи	Форма обучения
		Очная (семестр)
		1
1	Язык эффективной коммуникации	+

2. Место дисциплины в структуре ОП бакалавриата:

Дисциплина «Иностранный язык» относится к обязательной части учебного плана ОП по направлению подготовки 38.03.01 - Экономика.

Дисциплина «Иностранный язык» изучается в 1, 2, 3, 4 семестрах.

3. Объем и содержание дисциплины

3.1. Объем дисциплины: 8 з.е.

Очная: 8 з.е.

Очно-заочная: 8 з.е.

Вид учебной работы	Очная (всего часов)	Очно-заочная (всего часов)
Общая трудоёмкость дисциплины	288	288
Контактная работа	224	122
Лабораторные (Лаб. раб.)	224	122
Самостоятельная работа (СР)	28	130
Экзамен	36	36
Зачет	-	-

3.2.Содержание курса:

№ темы	Название раздела/темы	Вид учебной работы, час.				Формы текущего контроля
		Лаб. раб.		СР		
		О	О-3	О	О-3	
1 семестр						
1	FRIENDS(intermediate)	14	-	2	-	Опрос; Тестирование
2	MEDIA(intermediate)	12	-	2	-	Опрос; Тестирование
3	LIFESTYLE(intermediate)	12	-	1	-	Опрос; Тестирование
4	WEALTH(intermediate)	12	-	1	-	Опрос; Тестирование
5	FREE TIME(intermediate)	14	-	2	-	Опрос; Тестирование
2 семестр						
6	HOLIDAYS (intermediate)	12	-	2	-	Опрос; Тестирование
7	LEARNING (intermediate)	12	-	1	-	Опрос; Тестирование
8	CHANGE (intermediate)	14	-	2	-	Опрос; Тестирование
9	JOBS (intermediate)	14	-	2	-	Опрос; Тестирование
3 семестр						
10	MEMORIES (intermediate)	12	-	1	-	Опрос; Тестирование
4 семестр						
11	CONNECT (upper intermediate)	12	-	2	-	Опрос; Тестирование
12	EXPLORE (upper intermediate)	12	-	2	-	Опрос; Тестирование
13	OLD OR NEW (upper intermediate)	12	-	2	-	Опрос; Тестирование
14	WORK (upper intermediate)	14	-	1	-	Опрос; Тестирование
15	RISK (upper intermediate)	14	-	1	-	Опрос; Тестирование
5 семестр						

16	INTRODUCTIONS (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
17	GETTING TO KNOW COLLEAGUES (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
18	DELEGATING TASKS (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
19	WRITING A REPORT (Business English)	2	-	1	-	Опрос; Проверка выполнения заданий
20	MAKING APOLOGIES (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
21	MAKING PLANS BY EMAIL (Business English)	2	-	1	-	Опрос; Проверка выполнения заданий
22	KEEPING CLIENTS INFORMED (Business English)	2	-	1	-	Опрос; Проверка выполнения заданий
23	INFORMAL COMMUNICATIO N (Business English)	2	-	-	-	Опрос; Тестирование
24	ADVICE AND SUGGESTIONS (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
25	TALKING ABOUT ABILITIES (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
26	COMPARING AND CONTRASTING (Business English)	2	-	-	-	Опрос
27	CHECKING INFORMATION (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
28	JOB DESCRIPTIONS (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
29	APPLYING FOR A JOB (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
30	JOB INTERVIEWS (Business English)	2	-	-	-	Опрос; Проверка выполнения заданий
31	STRUCTURING A PRESENTATION (Business English)	2	-	1	-	Опрос; Тестирование

Тема 2. MEDIA(intermediate) (YK-4)

Тема 3. LIFESTYLE(intermediate) (YK-4)

Тема 4. WEALTH(intermediate) (YK-4)

Тема 5. FREE TIME(intermediate) (YK-4)

Тема 6. HOLIDAYS (intermediate) (YK-4)

Тема 7. LEARNING (intermediate) (YK-4)

Тема 8. CHANGE (intermediate) (YK-4)

Тема 9. JOBS (intermediate) (YK-4)

Тема 10. MEMORIES (intermediate) (YK-4)

Тема 11. CONNECT (uper intermediate) (YK-4)

**Тема 12. EXPLORE (upper intermediate)
(YK-4)**

Тема 13. OLD OR NEW (upper intermediate) (YK-4)

Тема 14. WORK (upper intermediate) (YK-4)

Тема 15. RISK (upper intermediate) (YK-4)

Тема 16. INTRODUCTIONS (Business English) (YK-4)

Тема 17. GETTING TO KNOW COLLEAGUES (Business English) (YK-4)

Тема 18. DELEGATING TASKS (Business English) (YK-4)

Тема 19. WRITING A REPORT (Business English) (YK-4)

Тема 20. MAKING APOLOGIES (Business English) (YK-4)

Тема 21. MAKING PLANS BY EMAIL (Business English) (YK-4)

Тема 22. KEEPING CLIENTS INFORMED (Business English) (YK-4)

Тема 23. INFORMAL COMMUNICATION (Business English) (YK-4)

Тема 24. ADVICE AND SUGGESTIONS (Business English) (YK-4)

Тема 25. TALKING ABOUT ABILITIES (Business English) (YK-4)

Тема 26. COMPARING AND CONTRASTING (Business English) (УК-4)**Тема 27. CHECKING INFORMATION (Business English) (УК-4)****Тема 28. JOB DESCRIPTIONS (Business English) (УК-4)****Тема 29. APPLYING FOR A JOB (Business English) (УК-4)****Тема 30. JOB INTERVIEWS (Business English) (УК-4)****Тема 31. STRUCTURING A PRESENTATION (Business English) (УК-4)****4. Контроль знаний обучающихся и типовые оценочные средства****4.1. Распределение баллов:**

1 семестр

- текущий контроль – 70 баллов

Распределение баллов по заданиям:

№ темы	Название темы / вид учебной работы	Формы текущего контроля / срезы	Мак. кол-во баллов	Методика проведения занятия и оценки
1.	FRIENDS(intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
2.	MEDIA(intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.

		Тестирование	11	<p>10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте.</p> <p>6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте.</p> <p>4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте.</p> <p>2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте.</p> <p>1 балл – студент правильно отвечает на 25-40% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
3.	LIFESTYLE(intermediate)	Опрос	3	<p>3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе.</p> <p>Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.</p>
		Тестирование	11	<p>10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте.</p> <p>6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте.</p> <p>4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте.</p> <p>2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте.</p> <p>1 балл – студент правильно отвечает на 25-40% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
4.	WEALTH(intermediate)	Опрос	3	<p>3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе.</p> <p>Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.</p>
		Тестирование	11	<p>10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте.</p> <p>6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте.</p> <p>4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте.</p> <p>2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте.</p> <p>1 балл – студент правильно отвечает на 25-40% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>

5.	FREE TIME(intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
6.	Итого за семестр		70	

2 семестр

- текущий контроль – 56 баллов

Распределение баллов по заданиям:

№ темы	Название темы / вид учебной работы	Формы текущего контроля / срезы	Мак. кол-во баллов	Методика проведения занятия и оценки
1.	HOLIDAYS (intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
2.	LEARNING (intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.

		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
3.	CHANGE (intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
4.	JOBS (intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
5.	Итого за семестр		56	

семестр

Распределение баллов по заданиям:

№ те мы	Название темы / вид учебной работы	Формы текущего контроля / срезы	Мах. кол-во баллов	Методика проведения занятия и оценки
1.	MEMORIES (intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
2.	Итого за семестр			

3 семестр

- текущий контроль – 70 баллов

Распределение баллов по заданиям:

№ те мы	Название темы / вид учебной работы	Формы текущего контроля / срезы	Мах. кол-во баллов	Методика проведения занятия и оценки
1.	CONNECT (upper intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.

2.	EXPLORE (upper intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
3.	OLD OR NEW (upper intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
4.	WORK (upper intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.

		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
5.	RISK (upper intermediate)	Опрос	3	3 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1-2 балла – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
6.	Итого за семестр		70	

4 семестр

- текущий контроль – 55 баллов

Распределение баллов по заданиям:

№ темы	Название темы / вид учебной работы	Формы текущего контроля / срезы	Мах. кол-во баллов	Методика проведения занятия и оценки
1.	INTRODUCTIONS (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1балл– студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		

2.	GETTING TO KNOW COLLEAGUES (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
3.	DELEGATING TASKS (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
4.	WRITING A REPORT (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
5.	MAKING APOLOGIES (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
6.	MAKING PLANS BY EMAIL (Business English)	Опрос	2	балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		

7.	KEEPING CLIENTS INFORMED (Business English)	Опрос	2	балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
8.	INFORMAL COMMUNICATION (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Тестирование	11	10-11 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 8-9 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 6-7 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 4-5 балла – студент правильно отвечает на 55-69% вопросов в тесте. 2-3 балла - студент правильно отвечает на 40-54% вопросов в тесте. 1 балл – студент правильно отвечает на 25-40% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
9.	ADVICE AND SUGGESTIONS (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
10.	TALKING ABOUT ABILITIES (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		

11.	COMPARING AND CONTRASTING (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
12.	CHECKING INFORMATION (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
13.	JOB DESCRIPTIONS (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
14.	APPLYING FOR A JOB (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
15.	JOB INTERVIEWS (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.
		Проверка выполнения заданий		
16.	STRUCTURING A PRESENTATION (Business English)	Опрос	2	2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе. 1 балл – студент допускает неточности в ответах (лексические, фонетические, грамматические или стилистические погрешности) при фронтальном опросе. Баллы не начисляются при невыполнении домашнего задания и уклонения от ответа при фронтальной работе.

		Тестирование	12	11-12 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 9-10 баллов - студент правильно отвечает на 80-89% вопросов в тесте. 7-8 баллов - студент правильно отвечает на 70-79% вопросов в тесте. 5-6 балла – студент правильно отвечает на 60-69% вопросов в тесте. 3-4 балла - студент правильно отвечает на 50-59% вопросов в тесте. 1-2 балла – студент правильно отвечает на 25-49% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
17.	Итого за семестр		55	

Итоговая оценка по экзамену выставляется в 100-балльной шкале и в традиционной четырехбалльной шкале. Перевод 100-балльной рейтинговой оценки по дисциплине в традиционную четырехбалльную осуществляется следующим образом:

100-балльная система	Традиционная система
85 - 100 баллов	Отлично
70 - 84 баллов	Хорошо
50 - 69 баллов	Удовлетворительно
Менее 50	Неудовлетворительно

4.2 Типовые оценочные средства текущего контроля

Опрос

Тема 1. FRIENDS(intermediate)

Тема 1. FRIENDS

Лабораторные занятия.

- 1.A lot in common?
- 2.How many friends?
- 3.Brotherly love?
- 4.Progress test 1

Grammar

1 auxiliary verbs: do, be, have

Complete the sentences with the correct form of do, be or have.

2 Present Simple and Present Continuous

Choose the correct answer in italics.

3 Present Perfect Simple and Past Simple

Complete the sentences with the correct form of the verbs in the box.

fall have know meet see want

Vocabulary

4 relationships

Choose the correct answer (a, b or c).

5 verbs/adjectives + prepositions

Complete the sentences with the correct form of the words in the box + a preposition.

belong good fluent read spend use

6 phrasal verbs

Replace the underlined phrases with a suitable phrasal verb.

Pronunciation

7 intonation in echo questions

Listen to these echo questions. Is the speaker interested (ä) or not interested (æ)? Choose the correct answer.

8 sounds and spelling 'ea'

Listen and write the words in the box in the correct columns.

pleasant upbeat need measure hear teacher heart dead fear ear

How to ...

9 start a conversation with a stranger

Match the questions and answers.

Reading

10 Read this magazine article. Are the statements true (T) or false (F)?

Last month we asked our readers to write and tell us about a special relationship in their lives. Thank you to everyone who wrote in; we enjoyed reading all your stories. Over the next few weeks, we'll be publishing some of your entries.

A friend for life

My friends have always been incredibly important to me as I'm an only child but one friend in particular, Clare, has always been special to me. We've known each other for almost twenty years and we met when we were both teaching at the same school. As soon as she introduced herself I knew that we would be friends. It was clear that we were very much on the same wavelength and had a lot in common - we're both very keen on sports amongst other things and after a couple of months we decided to share a flat together.

What is it that makes her such a good friend? Well, she's totally dependable, funny, tolerant, generous, kind-hearted and almost always upbeat. I can honestly say that in all the years I've known her we've hardly ever fallen out and if we have an argument, we make up very quickly. I really enjoy her company and we can spend hours together just messing around. We have the same sense of humour and spend a lot of time laughing at the silliest things.

Unfortunately, I had to move away recently because I'd been offered a new teaching job. I was worried that we might lose touch as we're no longer in the same country but we've managed to stay as close as ever. Clare is really good at keeping in touch with her family and friends and thanks to phone and email we're able to speak or write to one another almost every day.

Last year she invited me to Canada during the summer holiday to spend time with her family. It was so good to see where she grew up. Her childhood was so different from mine as she was brought up in the country while I grew up in a big city. She's the oldest of six children and the only one who didn't stay close to home so when she goes home she has a lot of catching up to do.

I can't imagine her not being in my life and I must say that I feel incredibly lucky to have her as a friend.

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Тема 2. MEDIA(intermediate)

Лабораторные занятия.

1. Silver screen
2. Built to last
3. Stories in the news
4. Progress test 2

Grammar

- 1 defining relative clauses

Complete the sentences with a suitable relative pronoun (who, which, when, where, whose)

- 2 The passive

Complete the sentences with the correct form of the verbs in the box.

allow ask build pay sell show

- 3 Past Simple and Past Continuous

Choose the correct answer in italics.

Vocabulary

- 4 film and TV

Complete the sentences with a suitable word.

- 5 describing films and TV

Choose the correct answer in italics.

- 6 news collocations

Choose the correct answer (a, b or c).

Pronunciation

- 7 sounds: / n / and / ŋ /

Listen and underline the sound you hear.

- 8 word stress in word endings

Listen and underline the stressed syllable in each word.

How to ...

- 9 describe an object

Complete the sentences.

Reading

- 10 Read these film reviews and choose the correct answers.

Avatar (2009)

One of the most successful films of all time, Avatar (directed by James Cameron) tells the story of a reluctant hero who sets off on an epic adventure to save the alien world he has learned to call home. Now available in 3-D and 2-D this visually spectacular film is a must-see for all the family with important messages for both young and old.

The Proposal (2009)

An ambitious and obnoxious boss (played by Sandra Bullock) hears that she will have to return to Canada as her visa has run out. To avoid deportation, she forces her young assistant (Ryan Reynolds) to marry her so that she can stay in the United States legally. After many crazy adventures to prove to his family that they do actually love one another, they finally really fall in love. This is a good old-fashioned feel-good comedy which is the perfect vehicle for both stars.

A Nightmare on Elm Street (2010)

As a fan of horror films, I was looking forward to this remake of the Wes Craven cult classic which first appeared on our screens almost twenty years ago. Terrifying when it first came out, this remake, however, doesn't compare in any way. The special effects are laughable and the acting is wooden. I'd recommend watching the original any day and I certainly hope they don't bother to remake the others.

The Young Victoria (2009)

Nominated for three Academy Awards and winner of Best Costume Design, this is a perfectly crafted period drama. The film stars Emily Blunt as the young Queen Victoria and Rupert Friend as her husband Albert. It tells the story of the first few years of her reign with all the dramas and emotions that a young woman in her position would have to face. The acting by both young stars is excellent and totally believable.

The Notebook (2004)

If you enjoy sickly sweet romantic films that unashamedly tug on the heart strings to make you cry, then this is most definitely the film for you. From the moment the film begins you know where it is taking you. Boy meets girl. Boy is poor and girl is rich. Girl's parents don't approve. Fast forward to years later ... Have your box of tissues to hand!

The Bourne Ultimatum (2007)

This is the third in the Bourne series starring the excellent Matt Damon. Filmed on location in Tangier, London, Paris, Madrid, Berlin and New York City, the story is fast-paced but to my mind rather confusing. My concentration was disturbed by the hand-held camera effect which meant that the film was constantly 'shaking'. I appreciate that this was supposed to heighten the tension but I found it almost impossible to focus in places.

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Тема 3. LIFESTYLE(intermediate)

Лабораторные занятия.

1. Your place or mine?
2. City life
3. Eco-homes
4. Progress test 3

Grammar

- 1 Future forms for personal plans
Choose the correct answer in italics.

- 2 comparatives and superlatives

Complete the sentences using the correct form of the adjectives from the box. You may need to use some extra words.

bad big exciting funny good useful

3 Future possibility

Rewrite the sentences using the words in brackets.

Vocabulary

4 home

Complete the sentences.

5 compound nouns

Complete the sentences.

6 prefixes and suffixes

Complete the sentences using the correct form of the words in brackets.

Pronunciation

7 word stress in compound nouns

Listen and underline the stressed word in each compound noun.

8 word stress in compound nouns

Listen and write down the words you hear.

How to ...

9 complain politely

Put the words in the correct order.

Reading

10 Lisa has just moved into a new flat. Complete the email with the sentences below.

Hi Ben

How are you and how are the children? (0) _____ I can't believe it's September and I've already been here for a month. I'm sorry it's taken so long to write to you but I had to wait for my computer to be connected to the Internet. (1) _____

I can't remember if you've been to Prague before but I can honestly say that it's one of the most beautiful cities I've ever seen. (2) _____ Although the centre is touristy, there are lots of green spaces so it doesn't feel too crowded and of course there's a river as well so that gives you a sense of space.

I decided to wait until I got here before looking for somewhere to live because I wanted to get an idea of what the different neighbourhoods were like. I think it's hard to make a decision without seeing a place first so I spent a couple of weeks with Jana when I first arrived and was lucky to find a small apartment in a residential area near the city centre. (3) _____ As you know, I really enjoy going out in the evenings so this is ideal because I can walk home most of the time and it's only a couple of stops on the tram or metro.

The flat's on the fourth floor with a great view over an enormous square. At night it's pretty quiet but during the day the square's always bustling with lots of people. There are lots of traditional street cafés and bars so there's a great atmosphere and I often go downstairs to have a coffee and read the paper. (4)

I've got two bedrooms as well as a large living room so you must come and stay. (5)

I've already discovered lots of interesting places so there'll be plenty for you to do.

Write soon and let me know your news.

Love

Lisa x

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Тема 4. WEALTH(intermediate)

Лабораторные занятия.

1. Catch me if you can
2. Getting rich quick
3. Spend more!
4. Progress test 4

Grammar

- 1 question tags

Complete the sentences.

- 2 modal verbs of obligation and prohibition

Rewrite the sentences using a suitable modal verb.

- 3 Zero and First Conditional with if / when / unless / as soon as

Choose the correct answer (a, b or c).

Vocabulary

- 4 personal qualities

Complete the sentences with the correct word.

- 5 money-related words

Complete the sentences with the words from the box. There are six extra words.

afford	a bargain	cash	checkout	credit card	impulse buy
price comparison websites	refund	shop around	the sales		

- 6 confusing words

Choose the correct answer in italics.

Pronunciation

- 7 intonation in question tags

Listen to these questions. Do they go up (ä) or down (æ) at the end?

- 8 connected speech

Listen and underline the silent letters (t and d).

How to ...

- 9 ask for clarification

Put the words in the correct order.

Reading

- 10 Read these money saving ideas on a web forum and answer the questions.

Luke

I'm a student so I really can't afford to waste money. I have a part-time job during term time and then work full-time during the holidays. Even then it's hard but if you shop around, you really can find some good bargains. I always go shopping at the end of the day when a lot of food is reduced because it has reached its sell-by date. It's amazing how much you can save that way.

Marek

I've just moved to the UK. When I arrived I didn't have any furniture but someone told me about the 'freecycle' scheme and I've managed to get almost everything I need without spending any money. Basically, if you have something you don't want any more, you advertise it on the freecycle website and then anyone who wants it must agree to come and collect it. No-one makes any money so it really is a good exchange.

Akiko

I love shopping but I also enjoy buying things that are good value for money so I always wait until the sales are on. In some shops you can get as much as 70% off if you go at the right time. I probably don't save any money in the end though as I usually buy more things because I'm so pleased to have got a bargain!

Stella

We live way out in the country so I don't often manage to get to the shops and to be honest, I don't really have the time but if I do need something, I check out the price comparison websites and of course eBay. At first I was a little nervous about shopping on-line but now I'm hooked.

Jon

A lot of people these days seem to buy clothes, wear them a couple of times and then give them to charity shops so that's where I do my shopping. You can get some really good stuff and you know that your money is helping other people so it's a win-win situation in my opinion.

Paul

I must admit I don't think too much about how or where I shop but the one thing I try to do is save money on electricity and gas in the house. In the winter when it's really cold, instead of turning up the temperature I put on another sweater and I close the doors. I encourage the children to turn off the lights when they leave the room and we don't leave the TV or computer on standby as that uses up unnecessary energy.

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Тема 5. FREE TIME(intermediate)

Лабораторные занятия.

- 1.Are you creative?
- 2.Time well spent?
- 3.Memorable meals
- 4.Progress test 5

Grammar

- 1 Present Perfect Simple and Present Perfect Continuous

Complete the sentences with the correct form of the verbs in the box.

do go out know live read run

- 2 verb patterns with infinitive or -ing.

Complete the sentences with the correct form of the verb in brackets.

- 3 countable / uncountable nouns

Choose the correct answers in italics.

Vocabulary

- 4 leisure activities

Complete the sentences with the correct words.

5 pastimes

Which is the odd-one-out?

6 explaining what you mean

Put these words in the correct order.

Pronunciation

7 weak forms

Listen and tick (ü) the sentences where you hear the weak form of been.

8 sounds and spelling 'a'

Listen and put the words in the box into the correct column.

band stage match fan game player catchy track straight base

How to ...

9 describe a restaurant

Complete the text with the correct words.

Reading

10 Read this restaurant review and choose a word from the box which best describes the content of each paragraph.

atmosphere location menu prices recommendation service

One of the things I enjoy most about travelling is that I get the chance to visit restaurants all over the world. I have been very fortunate over the years as I have tried all kinds of regional delicacies and specialities.

0 location

Earlier this year my wife and I spent a few days on the Black Sea coast in Bulgaria. One of the highlights of our trip was an evening at a traditional restaurant which had wonderful views over the sea. The restaurant itself was right in the centre of the old part of the town and you could only get to it on foot.

1 _____

As soon as we arrived, we were welcomed by a charming waiter, Georgi, who showed us to a table in the window and immediately offered us a welcome drink. Although the menu was in English as well as Bulgarian, we asked for some recommendations as we didn't recognise any of the dishes. Georgi kindly explained what the specialities of the restaurant were so we took his advice and ordered a good variety.

2 _____

The food was excellent. We had a selection of starters or 'meze' including a yoghurt and cucumber salad, salami, vine leaves stuffed with rice and meat and a dip made of aubergine and mayonnaise, all served with freshly baked bread. We both had grilled fish and salad for the main course and this was followed by 'baklava', a deliciously sweet dessert made of nuts, pastry and syrup.

3 _____

The restaurant filled up quite quickly after we arrived. There was a band playing traditional music for most of the evening. This wasn't to everyone's taste but it was certainly very lively and colourful.

4 _____

When the bill came I was pleasantly surprised. I had expected to pay more considering the popularity of the restaurant and its situation. I suppose you might have to pay more during the summer when there are lots of tourists but it was a very good deal for us.

5 _____

For anyone interested in experiencing the true taste of Bulgaria, I think this would be an ideal place to go. I would, however, suggest eating early if you don't like loud music during your meal.

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Тема 6. HOLIDAYS (intermediate)

Лабораторные занятия.

1. Across Africa
2. Down under
3. Traveller's tales
4. Progress test 6

Grammar

- 1 Past Perfect Simple and Past Simple

Put the verbs in brackets into the correct tense.

I _____ (be) ill last night because I _____ (eat) something bad.

I was ill last night because I had eaten something bad.

- 2 uses of like

Correct the mistakes in the sentences.

Maria doesn't likes sightseeing.

Maria doesn't like sightseeing.

- 3 articles

Complete the sentences with the, a or – (no article).

Carla is ____ best tennis player in ____ country.

Carla is the best tennis player in the country.

Vocabulary

- 4 travel

Match the words in Column A with the words in Column B.

A

B

historical

capital

- 5 places to visit in a city

Choose the correct answer in italics.

There's a good shop / market with lots of different stalls near my house.

- 6 expressions with get

Complete the sentences with the correct form of get + a word from the box.

Shall we have something to eat? I'm starting _____.

Shall we have something to eat? I'm starting to get hungry.

- 7 intonation in questions

Listen to these questions. Do they go up (ä) or down (æ) at the end?

What time does the lesson start? äæ

- 8 sentence stress

Listen and write down the stressed word in each dialogue.

Is Jack your brother?

No, he's my husband.

How to ...

- 9 describe a memorable photo

Complete the text using the correct form of the verbs in the box.

This photo shows one of my favourite places.

Reading

- 10 Read Sarah's blog. Are the statements true (T), false (F) or not given (NG)?

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Тема 7. LEARNING (intermediate)

Лабораторные занятия.

1. Learning from experience
2. Great teachers
3. It's never too late
4. Progress test 7

Grammar

- 1 subject and object questions

Rewrite the sentences using the underlined words.

David went out with Julia yesterday.

When did David go out with Julia?

- 2 used to / would

Correct the mistakes in the sentences.

I was used to live in Canada.

I used to live in Canada.

- 3 modals of ability

Choose the correct answer in italics.

My brothers can not / *can't* play football well.

Vocabulary

- 4 learning

Which verb cannot be used with the nouns? Choose a, b or c.

lectures

- a go to b attend c make

- 5 qualities of teachers

Complete the sentences with the correct words.

Although our French teacher was very small, she was quite f _ _ _ _ _ because she had a loud voice.

Although our French teacher was very small, she was quite frightening because she had a loud voice.

- 6 learning: idioms and phrasal verbs

Choose the correct answer (a, b or c).

Learning irregular verbs is so easy. In fact, it's a piece of _ _ _ _ _ .

- a bread b pie c cake

Pronunciation

- 7 word stress in word building

Listen and underline the stressed syllable in these words.

employee

- 8 connected speech

Listen and tick (ü) the sentence you hear.

I managed to do it. ü

I manage to do it.

How to ...

9 describe a learning experience

Complete the sentences with the missing prepositions.

I'm training for the London Marathon.

Reading

10 Read the article and answer the questions.

Dayton High School is celebrating its centenary this year. In this article, former students share their memories of their school years.

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Тема 8. CHANGE (intermediate)

Лабораторные занятия.

1. Changing the rules

2. Change the world

3. Making the right decisions

4. Progress test 8

Grammar

1 Second Conditional

Complete the sentences with the correct form of the verbs in brackets.

If I _____ (have) a car, I _____ (drive) to work.

If I had a car, I would drive to work.

2 adverbs

Complete the sentences by making adverbs from the words in the box.

good hard lucky rare total unfortunate

_____, I don't have any real alternative.

Unfortunately, I don't have any real alternative.

3 Third Conditional (for unreal past situations)

Rewrite the sentences using the third conditional.

There was a lot of traffic so I got to the meeting late.

If there hadn't been a lot of traffic, I wouldn't have got to the meeting late.

Vocabulary

4 expressions with change

Complete the sentences with the correct words.

It's time for a _____ change as I'm feeling bored at work now.

It's time for a career change as I'm feeling bored at work now.

5 global issues

Complete the sentences using words from the box. There are six extra words.

cure debt disease fair trade mortality rate organic farming peace
pollution recycling standard of living war wealth

The countries in the European Union enjoy, in general, a good _____ .

The countries in the European Union enjoy, in general, a good standard of living.

6 word building

Complete the sentences with the correct form of the words in brackets.

I don't believe anything the _____ tells us. (govern)

I don't believe anything the government tells us.

Pronunciation

7 sounds and spelling 'o'

Listen and put the words in the box into the correct column.

poverty mortality home complete conflict own sport solar open short

/ ɒ /

/ ɔ: /

/ əʊ /

bottle

organic

cold

8 Third Conditional sentence stress

Listen and tick (ü) the sentences you hear.

If I had known, I would have helped you.

If I'd known, I'd've helped you. ü

How to ...

9 discuss problems and suggest changes

Put the underlined phrases in the correct order.

in / I'd / live / rather the country where there are fewer people.

I'd rather live in the country where there are fewer people.

Reading

10 Read this email and choose the correct answer.

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Тема 9. JOBS (intermediate)

Лабораторные занятия.

1. Freedom at work.
2. Skills and experience.
3. New on the job.
4. Progress test 9

Grammar

1 make, let and allow

Choose the correct answer (a, b or c).

Please _____ me go to the party. I promise I'll be back by midnight.

a make

b allow

c let

2 Reported speech and questions

Rewrite the sentences using reported speech or questions.

'We'll meet at 6 pm.'

They said they would meet at 6 pm.

3 Past obligation / permission

Complete the sentences with a suitable modal verb.

My parents _____ pay for my education because they sent me to a private school.

My parents had to pay for my education because they sent me to a private school.

Vocabulary

4 adjectives with -ing / -ed

Choose the correct answer in italics.

I was so annoyed / annoying that I walked out of the meeting to calm down.

5 job requirements

Complete the sentences with the correct words.

You need to be good at d _____ with people.

You need to be good at dealing with people.

6 UK vs. US English

Replace the underlined words with their UK / US equivalent.

How often is your mail delivered? _____ post

Pronunciation

7 intonation for pausing

Listen and mark the pauses. Divide each sentence into three sections.

We'll allow the chefs to choose the dishes / and the menu will be very big, / with something for everybody.

8 UK and US English

Listen to the words and choose UK or US pronunciation.

butter _____ UK / US

How to ...

9 ask for clarification and deal with difficult questions

Complete the sentences using suitable verbs from the box.

get follow know say tell think

What I'd like to know is how you deal with difficult customers.

Reading

10 Complete the article with the sentences below. There is one extra sentence.

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Тема 10. MEMORIES (intermediate)

Лабораторные занятия.

1. Childhood memories.
2. Memorable people.
3. Saying goodbye.
4. Progress test 10

Grammar

1 I wish / If only

Complete the sentences using the correct form of the verbs in the box.

be look listen make marry spend

I wish I _____ as tall as you.

I wish I were as tall as you.

2 Past tense review

Complete the sentences with the correct form of the verbs in brackets.

We were sitting in the kitchen when we _____ (hear) the news.

We were sitting in the kitchen when we heard the news.

3 phrasal verbs

Put the words in the correct order.

you / I'm / to / tomorrow / looking / seeing / forward

I'm looking forward to seeing you tomorrow.

Vocabulary

4 memory

Complete the sentences with the correct words.

This monument c _ _ _ _ _ the end of the war.

This monument commemorates the end of the war.

5 phrasal verbs

Complete the sentences with a suitable preposition.

I grew _____ in a large house.

I grew up in a large house.

6 the senses

Complete the sentences using the correct form of the verbs in the box. There are two extra verbs.

feel hear look look at smell sound taste watch

I enjoy _____ photos of my grandparents.

I enjoy looking at photos of my grandparents.

Pronunciation

7 pronouncing numbers

Listen and underline the numbers you hear.

54 ½ 44 ½

8 word stress in phrasal verbs

Listen and underline the stressed part of the phrasal verb in these sentences.

We called the party off in the end.

How to ...

9 say numbers

Write out these numbers.

1,000,000 one million

Reading

10 Tom trekked to Everest Base Camp to raise money for charity. Read his competition-winning article and match the headings to the correct paragraph.

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Лабораторные занятия.

What kind of things would you like to talk to...

friends of friends at a party

2. colleagues in a new job

3. neighbours in a new area

4. Progress test 1

Grammar

1 auxiliary verbs

Complete the sentences with the correct auxiliary verbs.

2 Past Simple, Past Continuous, Past Perfect

Choose the correct answer in italics.

3 Present Perfect Simple and Past Simple

Complete the sentences with the correct form of the verbs in the box.

fall have know meet see want

Vocabulary

4 relationships

Choose the correct answer (a, b or c).

5 verbs/adjectives + prepositions

Complete the sentences with the correct form of the words in the box + a preposition.

belong good fluent read spend use

6 phrasal verbs

Replace the underlined phrases with a suitable phrasal verb.

Pronunciation

7 intonation in echo questions

Listen to these echo questions. Is the speaker interested (ä) or not interested (æ)? Choose the correct answer.

8 sounds and spelling 'ea'

Listen and write the words in the box in the correct columns.

pleasant upbeat need measure hear teacher heart dead fear ear

How to ...

9 start a conversation with a stranger

Match the questions and answers.

Reading

10 Read this magazine article.

Read the article quickly and tick the best summary (1-3).

1 It tells the story of Susan Boyle's life and rise to stardom as a singer.

2 It argues that we shouldn't judge people until we get to know them.

3 It uses the story of Susan Boyle to show that we often judge people by appearances.

Don't judge a book by its cover

Most people agree with this well-known saying but few follow its advice. For the truth is that, whether we like it or not, our brains are programmed to make immediate judgements based almost solely on first impressions. Scientists argue that this is a survival mechanism which dates from humanity's early history - a time when the world was full of danger and it was necessary for people to make instant life-or-death decisions. The strength of our tendency to judge by appearances has recently been illustrated by the incredible story of Susan Boyle, an unemployed Scottish woman who shot to international stardom after appearing on a TV talent show. Her appearance on the show became one of the most popular videos on YouTube, with more than 200 million viewings. Her debut CD sold more than 9 million copies within six weeks of its release. In fact, Boyle's appearance on Britain's Got Talent was one of the most memorable and surprising moments in recent TV history. Most of the performers on the talent show are young hopefuls. Some have talent but many are simply good-looking youngsters who dream of becoming pop stars but have no musical ability or background. On one particular show, a rather plain, middle-aged woman with an unflattering hairstyle and an old-fashioned dress appeared on stage. If you watch the YouTube clip, you will see what happens next... The audience looks bemused - what is someone like this doing on a show where most contestants are in their teens or early 20s? In a strong Scottish accent, the woman tells the judges that her name is Susan, she comes from a small village near Glasgow, she's 47, and wants to become a professional singer. The audience prepares itself for an embarrassing display by another self-deluded wannabe. What hope does someone like this have of becoming a star? Then Susan opens her mouth and begins to sing. A gasp of amazement goes up from the audience, for the contrast between her homely appearance and powerful soaring voice is almost overpowering. They begin to clap and scream. Within a few moments, most of the audience are on their feet, giving Susan Boyle a standing ovation. For many viewers, it was the unexpected dichotomy between Boyle's physical appearance and her prodigious talent that was so memorable. But why should it be such a shock that someone like Susan Boyle can have a wonderful and rare talent? The truth is, however sophisticated we believe we are, we still make instant judgements based purely on outward appearances. If someone doesn't look beautiful, we still find it difficult to believe that they can have a beautiful voice. Last month we asked our readers to write and tell us about a special relationship in their lives. Thank you to everyone who wrote in; we enjoyed reading all your stories. Over the next few weeks, we'll be publishing some of your entries.

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Тема 12. EXPLORE (upper intermediate)

Лабораторные занятия.

1. The jungle bug
2. On the move
3. Communication
4. Progress test 2

Grammar

1 direct questions, indirect questions

Write indirect questions starting with the words given.

Where are you from? Can you tell me where you are from?

1 What's your email address? Can you _____

2 Does Graham Randall live here? Could I _____

- 3 Is this the correct platform for the train to Brighton? Do you _____
- 4 Which seats in the plane have the most legroom? I'd like to _____
- 5 Is the doctor available now? Can I _____
- 6 Where exactly does she live? Can you explain _____
- 7 How much do the tickets cost? Do you _____
- 8 Who is in charge? Would you tell _____

2 Present Perfect Simple and Continuous

Find the mistake in each of these sentences and correct them.

- 1 I went as an independence traveller, not in a group.
- 2 Experiencing culture shocked can be one of the most difficult parts of living in a foreign country.
- 3 Do you make itchy feet or are you happy to stay in your home town?
- 4 My sister has always loved travelling - she was bitten by the journey bug as a teenager.
- 5 After a month away I began to feel housesick and was desperate to go back to my own country.
- 6 We never go on organised tours - we prefer to wonder around on our own.

Reading

10. Complete the article using Past Simple, Present Perfect or Present Perfect Continuous forms of the verbs in brackets.

BONO (1) ____ (be) a rock star for the last 30 years. But recently he (2) (become) famous for something completely different - his work for charity. In fact he (3) (be) a candidate for the Nobel Peace Prize three times - in 2003, 2005 and 2006. Since 2003 Bono (+) ____ (lead) the fight against poverty in Africa, trying to get more people to understand that continent's terrible problems of famine and disease. For several years now he (5) (appear) regularly on TV shows and at international events, attempting to get the World's media to pay attention to this issue. He (6) (have) meetings with many world leaders and in 2005 he (1) ____ (help) organise the Live 8 concerts in London and around the world. Bono lives in Dublin but spends much of his time travelling with his group, U2. Bono believes his position as an international celebrity (8) (give) him a unique opportunity to influence young people. He (9) (visit) Africa many times and these experiences (10) (clearly influence) his political views. In 2003 Bono (11) ____ (meet) Nelson Mandela in Cape Town and in July 2005 he (12) (speak) to world leaders at the G8 Conference in Scotland, helping to influence their decisions on reducing Africa's debt. Bono (13) (appear) at the World Economic Forum meetings in Davos, Switzerland, several times. In 2008 he (14) (make) a speech which linked the international debt crisis with growing concerns about global warming. Critics sometimes say that Bono (15) ____ (only do) this for the last ten years to compensate for his group's declining popularity. But with their latest CD high in the charts, this can hardly be the case.

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Тема 13. OLD OR NEW (upper intermediate)

Лабораторные занятия.

1. Heroes
2. The good old days
3. Communication
4. Progress test 3

Grammar: Past Perfect Simple and Continuous

Complete the sentences (1-8) using Past Perfect Simple or Continuous forms of the italicized verbs. Use the continuous whenever possible.

not do not drive leave lie not see talk wait work

- 1 By lunchtime, Lauren was exhausted because she had all morning.
- 2 I _____ a 3D movie before so I was very excited about going to see Avatar.
- 3 When she came into the house, Carla's skin was very red - she _____ in the sun all day_
- 4 I got a really low mark in the exam because I _____ enough revision_
- 5 Steve had to pay for the meal in cash because he didn't have his credit card at home.
- 6 By the time we got to the front of the queue, we had waited for more than two hours.
- 7 I knew Sally was going to marry Roberto because she had known him for months and months!
- 8 When I arrived in Australia I found the driving difficult - I wasn't used to the left hand side of the road before.

Vocabulary: time expressions

Complete the sentences (1-8) using words or phrases below.

One is not needed after that at that time during until for the previous from that point on since then throughout while

- 1 _____ century, the two countries had been at war.
- 2 I stopped smoking three years ago and I haven't had a single cigarette _____
- 3 I was surprised to get a phone call _____ breakfast.
- 4 Margaret Thatcher was Prime Minister of the UK _____ the 1980s.
- 5 In the late 1950s there were almost no supermarkets in England.
- 6 We missed our connecting flight and _____ things just got worse.
- 7 Giovanni used to look after the children _____ Clara was at work.
- 8 The mechanic arrived and repaired our car. _____, we were able to continue on our journey.

Reading

Read the article and answer the questions.

- 1 What are convenience stores?**
- 2 What is sometimes surprising about these places?**
- 3 Who usually works in these stores in London?**
- 4 How do these stores find employees?**
- 5 How are family members paid for their work?**

Asian Shopping

Visitors to London, New York and Los Angeles often remark on how easy it is to buy (1) things at any time of the day. It isn't the well-known department stores, large supermarkets or huge shopping malls that they are talking about but those tiny shops (2) ____ Americans call 'convenience stores' and the British call 'corner shops'. They may not always be situated on corners, but they are certainly convenient for tourists and for those city-dwellers who work long hours and don't have time to shop during the day. As people in large cities work longer and longer hours the availability of late-night shopping has become a necessity rather than a luxury. (3) other thing that sometimes causes surprise is that these shops are rarely owned or staffed by local people. The English-sounding names of 'Super Saver', 'Bargain Supplies' or 'Mini-market' b Replace the underlined words and phrases in the sentences (1-8) with words and phrases from the article. 1 Harrods is a famous department store in London. 2 They've just bought a large house. ____ 3 People who live in the country are sometimes more relaxed than people who live in a city. 4 We hardly ever take holidays. ____ 5 The government is considering changing the law on people moving to this country from another one. ____ 6 My parents own and manage a dry cleaning business. ____ 7 I have never understood the financial basis of international trade. ____ 8 The origin of the River Nile is in Uganda. give no clue to the origin of the people working inside the store. In fact, they often seem to be staffed by (4) people from various parts of Asia. Their nationalities often reflect the history of immigration to the country concerned, and they frequently come from nations with a reputation for successful trade and shop-keeping. In New York and Los Angeles it is often Koreans and Chinese who run these stores and in London it is people from the Indian sub-continent. But what are the economics of such places? How can tiny shops make any profit when employees have to be paid to work (5) such long hours? (6) answer lies partly in the Asian culture of hard work, but is mainly due to the tradition of the extended family. This is very different from the typical Western family in which the individual members have separate lives and careers. When (7) Asian family owns a shop everyone gets involved - brothers, sisters, uncles, aunts, cousins, grandparents and children - everybody is expected to work behind the counter. Thus there is (8) guaranteed source of staff available to work from early morning until late at (9) night. And rather than being paid salaries, the members of the family simply share in (10) profits at the end of the year. It is a recipe that has brought wealth to many immigrant families and made life a lot easier for those of us who run out of milk at 11 o'clock on a Sunday evening!

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Тема 14. WORK (upper intermediate)

Лабораторные занятия.

1. The daily grind
2. A work of art
3. Dressed for business
4. Progress test 4

Grammar

1 Futures (1)

2 Future Perfect, Future Continuous

How to ... I talk about future plans

Complete the sentences using the words in brackets.

- 1 Mia's well qualified so she's bound to leave (the / next / in / so / month / or)

- 2 Look at those dark clouds - there's going to be a storm _____ (about / in / an / hour's / time)
- 3 Claire's really upset - _____ I think she's on the verge of leaving her husband. (not / I'm / but / sure / yet)
- 4 _____ but I haven't made a definite decision yet. (leaving / thinking / I'm / about)
- 5 My mother will be 40 years old _____ (coming / this / October)
- 6 We're not sure about our next holiday but _____ to Disney Land. (take / is / one / possibility / the kids / to)
- 7 Turn on the TV - _____ the election results. (about / announce / are / they / to)
- 8 The company hasn't made any decision on redundancy. _____ situation. (all/economic / It / on / depends / the)

Reading

Read the article and answer the questions.

- 1 What does the word **guilt** in the title refer to?
- 2 Why is the weight of the sculpture significant?
- 3 What happens to 90% of Europe's electronic waste?

Sculpture of Guilt

I love shopping but I also enjoy buying things that are good value for money so I always wait until the sales are on. In some shops you can get as much as 70% off if you go at the right time. I probably don't save any money in the end though as I usually buy more things because I'm so pleased to have got a bargain!

Stella is 'Weee Man', a terrifying metal and plastic sculpture created by Paul Bonomini from discarded computers, electronic components and domestic products. Commissioned by the Royal Society of Arts (RSA), the sculpture stands 24 feet (7 metres) high beside the river Thames in London and serves as a shocking reminder of the huge amount of waste produced by today's extravagant high-tech society. The main body of the figure includes three washing machines, five fridges, seven vacuum cleaners, 35 mobile phones and 12 kettles, plus assorted microwaves, televisions, radiators and sections of ducting and cabling. The artist has ingeniously created the head from a combination of surprising elements. The teeth are in fact computer mice, the eyes are washing machine doors and the ears are satellite dishes. The name of the sculpture, 'Weee', comes from the phrase Waste Electrical and Electronic Equipment, and its weight, 3.3 tonnes, is the same as the weight of electrical equipment thrown away by an average person in a life time. The RSA hopes that the sculpture will encourage recycling by dramatically reminding us of the sheer quantity of products we throw away unnecessarily. Citizens of the European Union currently produce 6.5 million tonnes of electronic waste a year, most of which ends up in landfill sites or is incinerated. A mere 10% is recycled.

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Тема 15. RISK (upper intermediate)

Лабораторные занятия.

1. Going solo
2. At your own risk
3. Million dollar risk

Progress test 5

Grammar: Conditional Structures

Write conditional sentences starting with **If**. Be careful with modal verbs.

(First Conditional)

I hope he asks me to marry him because I'd accept. If he asks me to marry him, I'll accept.

- 1 I'm planning to get a laptop so I can send emails when I'm travelling. _____
- 2 I don't want to be late for my interview so I hope the train comes on time. _____
- 3 Maribel hopes to pass the driving test because she wants to buy a car. _____

(Second Conditional)

The government wants to build more roads but they don't have enough money. If the government had more money, it would build more roads.

- 4 I'd like to swim more but I don't live near a pool. _____
- 5 Terry would like to travel around the world but he's scared of flying. _____
- 6 Celia's dream is to join a choir but unfortunately she can't sing. _____

(Third Conditional)

I met him because I went to the party. If I hadn't gone to the party, I wouldn't have met him.

- 7 Dave won because he knew all the answers. _____
- 8 Helena didn't go to the concert because she lost the tickets. _____
- 9 Malik might have got a promotion but his sales figures were disappointing. _____
- 10 We had to queue up for tickets so we missed the start of the show. _____

(Mixed conditionals)

- 11 Malcolm isn't at university now because he didn't get good marks in his exams. _____
- 12 My parents aren't rich so they didn't buy me expensive presents. _____

Reading**10 Read the advertisement. Who is it mainly aimed at?**

- 1 people who play extreme sports D
- 2 people who might like to try extreme sports D
- 3 people who want to improve their physical fitness D

How much danger can you take? Join us for National Extreme Sports Weekend and find out!

- Have you ever watched snowboarders and mountain bikers and thought, 'I could do that' ?
- Are you tired of the humdrum daily routine and ready to challenge yourself?
- Are you longing for some real risk in your predictable everyday life?

Well, now is your chance to turn fantasy into thrilling reality ...

This year National Extreme Sports Weekend is better than ever. We are offering you the chance to tryout over fifty different extreme sports, twice as many as previous years. 100 leading instructors from around the world are waiting to share their top tips and closely-guarded secrets. And you don't even need to be super fit, we have something for everyone! abseiling canoeing windsurfing skateboarding in-line skating snowboarding free running paragliding Are you ready for the risk of a lifetime?

Are you ready for the challenge? If you don't come, you'll never know!

National Extreme Sports Weekend is at Fairfield Park, Birmingham, 21-22 July. Tickets and a full schedule of events available from www.NatExsports.com. £20 on the day, £15 in advance.

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Лабораторное занятие.

1. New language Present simple and continuous
2. Vocabulary Etiquette for introductions
3. New skill Introducing yourself and others

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 17. GETTING TO KNOW COLLEAGUES (Business English)**Лабораторное занятие.**

1. New language Past simple and past continuous
2. Vocabulary Sharing past experiences
3. New skill Talking about past experiences
4. Vocabulary Departments and roles

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 18. DELEGATING TASKS (Business English)**Лабораторное занятие.**

1. New language Modal verbs for obligation
2. Vocabulary Delegation and politeness
3. New skill Delegating tasks to colleagues

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 19. WRITING A REPORT (Business English)**Лабораторное занятие.**

1. New language Past perfect and past simple
2. Vocabulary Formal business English
3. New skill Writing reports
4. Vocabulary Money and finance

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 20. MAKING APOLOGIES (Business English)**Лабораторное занятие.**

1. New language Present perfect continuous
2. Vocabulary Apologies

3. New skill Apologizing on the telephone

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 21. MAKING PLANS BY EMAIL (Business English)

Лабораторное занятие.

1. Vocabulary Communication technology
2. New language Email language
3. Vocabulary Meetings and workshops
4. New skill Making plans

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 22. KEEPING CLIENTS INFORMED (Business English)

Лабораторное занятие.

1. New language Continuous tenses
2. Vocabulary Arrangements and schedules
3. New skill Keeping clients informed

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 23. INFORMAL COMMUNICATION (Business English)

Лабораторное занятие.

1. New language Phrasal verbs
2. Vocabulary Arrangements and plans
3. New skill Keeping co-workers informed
4. Контрольное тестирование по пройденным темам

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 24. ADVICE AND SUGGESTIONS (Business English)

Лабораторное занятие.

1. New language Modal verbs for advice
2. Vocabulary Workplace pressures
3. New skill Giving advice

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 25. TALKING ABOUT ABILITIES (Business English)

Лабораторное занятие.

1. Vocabulary Management, leadership, and skills
2. New language Modal verbs for abilities
3. Vocabulary Workplace skills
4. New skill Describing abilities

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 26. COMPARING AND CONTRASTING (Business English)

Лабораторное занятие.

1. New language Discourse markers
2. Vocabulary Teamwork and team building
3. New skill Expressing your ideas

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 27. CHECKING INFORMATION (Business English)

Лабораторное занятие.

1. New language Subject questions, question tags
2. Vocabulary Polite checks and echo questions
3. New skill Checking information

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 28. JOB DESCRIPTIONS (Business English)

Лабораторное занятие.

1. Vocabulary Industries and professional attributes
2. New language Articles
3. Vocabulary Job descriptions and applications
4. New skill Describing a job

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;

3. подготовка к опросу.

Тема 29. APPLYING FOR A JOB (Business English)

Лабораторное занятие.

1. New language Dependent prepositions
2. Vocabulary Cover-letter vocabulary
3. New skill Writing a cover letter

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 30. JOB INTERVIEWS (Business English)

Лабораторное занятие.

1. New language Relative clauses
2. Vocabulary Job interviews
3. New skill Describing your achievements in detail

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тема 31. STRUCTURING A PRESENTATION (Business English)

Лабораторное занятие.

1. Vocabulary Office and presentation equipment
2. New language Signposting language
3. Vocabulary Presentation equipment
4. New skill Structuring a presentation
5. Контрольное тестирование по пройденным темам

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу.

Тестирование

Тема 1. FRIENDS(intermediate)

Grammar

1 the present and future

Complete the sentences with a suitable form of the verbs in the box.

come get make recognise research take

Jorge takes after his father in so many ways.

- 1 I _____ in touch with my cousins when I go to Canada next year as we've never met.
- 2 Sally _____ her family history at the moment.
- 3 I'm sure I _____ Dan even though it's been some time since we last saw each other.
- 4 Jack _____ over again after the awful way you treated him.
- 5 Unfortunately Lucia _____ a good impression when you first meet her.

____/10

2 the past

Underline the correct words in italics.

I was waiting/had waited for the bus when I saw Maria for the first time.

- 1 By the time we got/were getting to the cinema, the film had already started.
- 2 As soon as I heard the news I was calling/called my neighbours.
- 3 I didn't know that you were meeting/had met Lucas before.
- 4 Jana was cooking/cooked supper when Marek called to say he'd be late.
- 5 I had never said/was never saying that I could help so why was Anna so upset?

____/10

3 obligation and ability

Look at the underlined phrases and rewrite them using modal verbs.

It wasn't obligatory to do sport every day when we were at school.

We didn't have to do sport every day when we were at school.

- 1 It is forbidden to use flash photography in here.
You _____ flash photography in here.
- 2 It wasn't a good idea to forget Harry's birthday.
You _____ Harry's birthday.
- 3 Did you manage to get through to George?
Were _____ get through to George?
- 4 It's a good idea to learn a few new words every day.
You _____ a few new words every day.
- 5 It's necessary to be respectful to your elders.
You _____ respectful to your elders.

____/10

Vocabulary

4 family/relationships

Complete the sentences using one word in each gap.

As they say, you should never judge a book by its cover.

- 1 Karel made a very good _____ on us as soon as he walked into the room.
- 2 Peter can sometimes _____ across as being quite arrogant when he's nervous.
- 3 I'm very lucky to have very pleasant _____ at work and we all get on pretty well.
- 4 _____ rivalry is not something I've ever suffered from as I'm an only child.
- 5 I wouldn't say that Julia is a friend exactly – she's more of an _____ really.

____/10

5 ways of speaking

Complete the words.

I'll call you next week so we can have a good chat.

- 1 Peter always g _ _ _ _ me like a long-lost friend whenever he sees me.
- 2 I'm not very good at making s _ _ _ _ talk. I don't really see the point of it.
- 3 When you give someone a c _ _ _ _ _ _ _ _ , you can immediately see how much they appreciate what you've said.
- 4 I can never understand Mark because he always m _ _ _ _ _ _ .
- 5 I tend to s _ _ _ _ _ over my words when I'm nervous.

____/10

6 adjectives/nouns

Complete the sentences with the correct form of the words in brackets.

Tim's extremely intellectual so I often feel rather stupid when I'm with him. (intellect)

- 1 Looking after you is not my _____. (responsible)
- 2 Cath is the most _____ member of the family. (art)
- 3 Did you ever experience _____ as a child? (lonely)
- 4 Our teachers were very _____ at bringing out the best in us. (skill)
- 5 _____ is a very unattractive trait. (jealous)

____/10

7 phrasal verbs (relationships)

Replace the underlined phrases with a suitable phrasal verb.

I've always respected my aunt as she was a very strong woman. looked up to

- 1 I wish you wouldn't boast so much about all your money. _____
- 2 Jack has had an argument with his wife again. _____
- 3 Do you resemble your mother at all? _____
- 4 My parents raised me to be hard-working and self-sufficient. _____
- 5 I think I have a good relationship with most of my family. _____

____/10

Pronunciation

8 connected speech

Listen. Do you hear the weak or strong form of the underlined words? Write S (strong) or W (weak).

Can I help you? _____ S

- 1 I don't think we can meet later as I have to go to a meeting. _____
- 2 You really should have told me the truth. _____
- 3 You say I can't but I tell you I can. _____

- 4 Could you help me with my homework? _____
- 5 I never could understand what Julia saw in Nick. _____

_____/10

How to...

9 make a good first impression

Put the words in the correct order to make sentences.

great / you / to / It's / meet It's great to meet you.

1 you / to / Nice / meet / too

2 _____ .
before / you / Spanish / Have / classes / any / done

3 today / did / here / How / get / you

4 must / sorry / I / go / I'm / really

5 soon / See / again / you

_____/10

Reading

10 Read the article and complete the gaps (1–5) with the sentences (A–F).

We recently asked our readers to tell us about their experiences growing up, whether as one of several siblings or as only children. (0) We were inundated with entries and will be publishing a selection over the next couple of weeks. Thank you all for sharing your childhood memories with us.

Only is lonely – or is it? by Sally MacFarlane

I was brought up as an only child, the daughter of two intellectual, emotionally absent parents who believed that children should be seen and not heard. On the surface perhaps not the best start in life, but there were many advantages to this rather isolated upbringing.

(1) _____ They were both successful writers who worked long hours and then often had to travel abroad to attend conferences and give talks. As a consequence I was left in the capable hands of an endless stream of nannies.

Once I started going to primary school, however, the focus of my world changed and I found that I enjoyed being challenged, learning new things every day. (2) _____ If I could show them the progress I was making, we had some point of contact. They weren't really interested in my social development, more my academic skills.

At first I was shy and introverted, although I think I probably came across as rather arrogant. It's just that I was not accustomed to spending so many hours every day in the company of others and I'd grown to depend on myself for my own entertainment. I spent hours creating stories for all my imaginary friends to star in.

(3) _____ How could you be lonely when you had all this?

Most of my friends had brothers and sisters and I could see that they sometimes felt sorry that I was often alone. I, on the other hand, felt sorry for them in a way as they had to compete with one another for attention and possessions. (4) _____

The years passed and I continued to do well at school. I passed all my exams and went on to university and strangely enough followed in my parents' footsteps. (5) _____ It is now, as an adult with children of my own, I look back and wish I'd had brothers and sisters.

- A I quickly realised too that this was the way to engage my parents.
- B I at least did not have to do that.
- C There is, however, one big difference and that is my family life.
- D Even when my parents were around, they weren't – if you know what I mean.
- E I had a room full of books as well and could happily spend all weekend in other worlds.
- F I don't think I really appreciated what I had at the time.

_____/10

Тема 2. MEDIA(intermediate)

Grammar

1 Present Perfect Simple and Continuous

Complete the sentences with a suitable form of the verbs in the box.

drive eat finish know see teach

Have you seen any of the Harry Potter films yet?

- 1 I _____ the same car for the last ten years.
- 2 We _____ one another since the beginning of the year.
- 3 Dan _____ properly since he came back from his holiday. I'm quite worried about him.
- 4 How long _____ Sarah _____ English?
- 5 Anna _____ already _____ her homework. She's always so quick.

_____/10

2 questions

Rewrite the questions.

What did John just say?

Do you know what John just said?

-
- 1 Where have you put my sunglasses?
I'd like to know _____ !
 - 2 What time does the bank open?
Could you tell me _____ ?
 - 3 Were there any souvenirs for sale at the hotel?
Do you know _____ ?
 - 4 Why did Paul leave the table so quickly?
I'd like to know _____ .
 - 5 Why do you always disagree with me?
Can you tell me why _____ ?

____/10

3 modifying comparatives

Underline the correct words in italics.

The weather is a lot of/much nicer today than it was yesterday.

- 1 The UK isn't quite/just as expensive as Japan.
- 2 My German isn't nearly/easily as fluent as my French.
- 3 This is just as/by far the most interesting city I've been to.
- 4 In my opinion Charles is far/just as friendlier than his brother.
- 5 Kate's party was far/easily the best one I've been to this year.

____/10

Vocabulary

4 describing situations and feelings

Use the correct adjective form of the verbs in the box. Use each verb only once.

annoy challenge disgust fascinate petrify worry

I've always been fascinated by the history of China.

- 1 The thought of giving a talk to 500 people is absolutely _____ .
- 2 I'm _____ about James as he's looking really tired these days.
- 3 The way some journalists write about celebrities is _____ .
- 4 It's so _____ when you constantly interrupt me.
- 5 It's good to step outside your comfort zone and be _____ from time to time.

____/10

5 weather

Complete the words.

The sub-zero temperatures we experienced last night were a bit of a shock to the system!

- 1 The forecast is for c_____ weather so I guess that means a bit of everything.

- 2 It's remarkably m _ _ _ for this time of the year. Normally it's quite a bit colder.
 - 3 I think I'll put another jumper on as it's quite c _ _ _ _ _ when the sun goes in.
 - 4 You can still be affected by the sun's rays even when it's grey and o _ _ _ _ _ .
 - 5 It was absolutely s _ _ _ _ _ _ _ on the beach – it must have been over 40 degrees C.
- _ _ _ /10

6 verb phrases about moving/travelling

Complete the sentences using phrases from the box in the correct form. There are two extra phrases.

emigrate live abroad move house leave home be off
 roam around ~~set off~~ ~~see someone off~~

I've spent my entire life roaming around because I can't seem to settle down.

- 1 I _ _ _ _ _ until I was in my twenties but I think my parents were probably happy to see me go!
 - 2 Of course I _ _ _ _ _ at the airport. What time do you have to check in?
 - 3 If we _ _ _ _ _ early in the morning, we can avoid the rush hour traffic.
 - 4 A lot of Britons want _ _ _ _ _ to warmer countries because they don't like the British climate.
 - 5 We _ _ _ _ _ several times as children because Dad was in the army.
- _ _ _ /10

7 expressions with go

Correct the underlined word in each sentence.

I've no idea what's going off but I'm sure Stephen's up to no good. on

- 1 It goes without speaking that I'll support you whatever you decide to do. _ _ _
 - 2 Dana always goes to great widths to make people feel at ease. _ _ _
 - 3 I think we should try to do a go of our relationship. _ _ _
 - 4 Tim is always off the go. I don't know when he ever relaxes. _ _ _
 - 5 I've promised to help you and I never go over on my word. _ _ _
- _ _ _ /10

Pronunciation

8 connected speech: linking sounds

Which sound can you hear between the linked words in each sentence: /w/, /j/ or /r/?

You are incredibly brave to go off on your own like that. /w/

- 1 Ella is very happy in her new apartment. _ _ _
- 2 I've never enjoyed travelling on my own very much. _ _ _
- 3 Could you tell me why it's so hard for you to be on time? _ _ _
- 4 Sue is one of the most adventurous people I know. _ _ _
- 5 Summer is my favourite season. _ _ _

_ _ _ /10

How to...

9 describe two things which change together

Match the two parts of the sentences.

- The more you prepare for the trip, _f
- 1 The more you spend now, _____
- 2 The more you know Jack, _____
- 3 The less luggage you take, _____
- 4 The longer you stay, _____
- 5 The more you complain, _____
- a the more likely it is that no one will listen.
- b the harder it'll be to leave.
- c the less you'll believe in him.
- d the less you'll have at the end of the month.
- e the easier it'll be to pack.
- f the more enjoyable it'll be.

____/10

Reading

10 Read the email. Are the statements true (T), false (F) or not given (NG)?

Hi Anna

How are things? I hope you managed to get yourself a decent last-minute flight. I know how tired you must be after the house move, and a break somewhere out of the way is probably just what you need.

I can't believe that I was at home this time last week and now I'm on the other side of the world. It's been an amazing few days. Well, you of all people know how it is when you travel. I must say I've forgotten how many times I've had emails from you from some internet café or other! And now it's my turn. To be honest, I was a bit nervous at first as I found the idea of travelling on my own quite daunting but once I'd checked in and gone through security to the departure lounge I could feel the excitement rising. It was a long flight but, would you believe, I got an upgrade so ended up travelling in business class! How the other half lives. Beginner's luck I guess. There was plenty of room so I even managed to sleep for a while.

We landed in Seattle in the early evening and I felt quite overwhelmed by all the signs and security. You wouldn't think we all spoke the same language, but finally I was through, picked up my luggage and took the airport shuttle to my hotel. I'd taken your advice and booked accommodation for the first night. It was fine – clean and functional. I didn't really sleep very much at all due to jetlag and the usual noises you get in hotels so I got up early and headed into town.

There's something about cities that are built by the sea. Do you think it's the sense of space perhaps? You just feel you can breathe more easily. Anyway, I took the bus down town to the waterfront and spent the whole day breathing in all the sights and sounds of the bustling market. In fact, it was quite exhausting – sensory overload. And by the end of the day I was looking forward to the next stage of the journey especially as it had started drizzling and was quite chilly. Surprisingly, given I'm a Brit, I didn't have an umbrella with me!

Day Two and the ferry over to Orcas Island. had to take a bus to the ferry port and then it was a couple of hours on the ferry. Orcas is one of the few San Juan Islands that is inhabited. I'd heard about these islands from a friend of mine and had decided to head out there and do some island-hopping away from the bustle of the big city. Since getting off the mainland, I haven't made any firm plans at all, so will take each day as it comes and will write to you again when I have internet connection – it's quite difficult here to find places with decent reception.

Take care and write back soon.

Love,
Sam xx

Ann has travelled a lot.

T

1 Sam hasn't travelled alone before.

2 He found a hotel when he landed in Seattle.

3 Seattle is surrounded by water.

4 It poured with rain on the first day.

5 It's not easy to send emails.

___/10

Тема 3. LIFESTYLE(intermediate)

Grammar

1 Past Perfect Simple and Continuous

Complete the sentences with the correct form of the verbs in the box.

finish — have — learn — live — meet — wait

I had just finished my presentation when the door opened.

1 We _____ for ages before the train finally came.

2 I _____ trouble getting to sleep for a long time until I stopped drinking coffee.

3 Clare _____ in London all her life so it was very hard for her to leave.

4 We _____ before so I introduced myself.

5 How long _____ you _____ Spanish before you went to Argentina?

___/10

2 articles

Complete the sentences with a, an, the or – (no article).

I'm afraid I don't know the answer to this question.

1 Would you like _____ drink with your meal?

2 Have you ever been to _____ ancient ruins at Petra?

3 I'm not a fan of _____ modern architecture.

4 '_____ apple a day keeps the doctor away' so the saying goes.

5 Laura's studying to be _____ archaeologist.

___/10

3 adjectives and adverbs

Put the words in the correct order to make sentences.

I / you / should / think / However / apologise / still

However, I still think you should apologise.

1 see / that / probably / again / You / film / want / won't / to

2 sightseeing / to / always / It / interesting / go / is

3 visit / Pompeii / moving / is / place / an / to / amazingly

4 have / while / this / been / I / built / ago / must / think / a

5 cinema / time / If / we'll / the / quickly / get / in / run / we / to

____/10

Vocabulary

4 time expressions

Underline the correct words in italics.

What were you doing at/in 2005?

- 1 I was given some old toys as a child and I started to go to antique fairs *since*/from that point on.
- 2 Hans studied medicine and *until*/after that he got a job in a hospital.
- 3 *During*/While the winter I always feel like hibernating.
- 4 Throughout/*Since* my years at university I enjoyed playing tennis for the college team.
- 5 For/*At* that time no one had any idea how valuable our old paintings would turn out to be.

____/10

5 materials

Complete the words.

I can only wear leather shoes because my feet get very hot.

- 1 Please be careful with that p _ _ _ _ _ vase as it's very delicate.
- 2 When Charles proposed to Kate, he gave her a beautiful g _ _ ring.
- 3 I love wearing s _ _ _ because it's such a light fabric.
- 4 There must be l _ _ _ _ in these trousers as they're nice and stretchy.
- 5 That handbag was expensive, I can't believe it's only made of p _ _ _ _ _ .

____/10

6 verb phrases with take

Correct the underlined word.

Huge superstores are taking down our towns. over

1 I don't suppose anyone thought that the Internet would take through. ____

2 Nothing seems to stress David. He just takes everything in his step. ____

3 We took up our new life in Dublin like ducks to water. ____

4 There was too much information at the conference, I found it hard to take it all off. ____

5 The view from the top of the Eiffel Tower takes your breathing away. ____

____/10

7 making nouns

Complete the sentences with the noun form of the words in brackets.

There are few things I value as much as the friendship I have with my neighbours. (friend)

-

1 The Chinese were the _____ of so much that is useful today. (invent)

2 Greed has been the _____ of so many great civilisations. (weak)

3 We couldn't see the mountains due to the poor _____. (visible)

4 There has been a noticeable _____ in the number of visitors to the site. (reduce)

5 _____ obviously agreed with Queen Victoria as she had thirteen children! (mother)

____/10

Pronunciation

8 speech units

Listen and write // in the places you hear a pause.

I really admire my elderly neighbours // and one of the reasons is // that they never complain.

1 I went back to the place where I was born recently and it was quite a shock.

2 Sadly none of the old shops I remember so well were there any more.

3 However I did bump into someone I knew and what a pleasure that was.

4 We decided though I didn't really have the time to go for a coffee.

5 I think it did us both good and I hope we'll keep in touch maybe even meet up again.

____/10

How to...

9 reach an agreement

Underline the correct words in italics.

Alternative medicine, yes, as you say/tell, there must be something in it.

-

1 If you put/take into account all the money that we've spent, I think you'll agree that the museum is now a world-class attraction.

2 But then more/again, although new design is necessary, traditional buildings also have their place.

3 Yes, that's a good idea/point. I think we can combine modern and old if we approach the project with sensitivity.

4 Right, so we agree on/for the value of both.

5 So, that's planned/decided: we'll get an architect to come up with some new designs.

___/10

Reading

10 Read the posting on a web forum and answer the questions.

School days are the happiest days of your lives

St Anthony's School is celebrating its centenary this year so we are inviting all of our former students to write in with memories of their time with us. We look forward to hearing what you have to say.

Philip

I vividly remember my first day at school. I walked through the main doors and felt so small. I'd been at a village school before starting at St Anthony's so it was quite a shock to the system. Everyone seemed so much older than me and everyone seemed to know what they were doing and where they were going. Whenever I start something new, I'm reminded of that awful sinking feeling. I don't suppose it'll ever go away.

Marianne

My favourite subject was English because I really liked our teacher. She was so passionate about literature so we all just got caught up in her enthusiasm. At the start of every lesson she would read us a short extract from whatever it was that she was reading at the time. She also encouraged us to write for ourselves and I can honestly say that I wouldn't be a teacher myself if it hadn't been for her influence and encouragement.

Luke

To be honest, I don't have happy memories of my time at the school. I was a very introverted child and had always found it hard to make friends. Everyone seemed so sporty and competitive and I just didn't fit in. Looking back, I wish I'd told my parents how unhappy I was instead of staying put. The one saving grace, as far as I'm concerned, was the library. Whenever we had a break I just went there and studied.

Graham

I'm not really academic so I don't see the point of learning all about physics and history and all that kind of stuff. From my point of view it would have been far better if we'd done a few vocational subjects something that's actually useful if you want to go out and get a job. I dropped out when I was 16 and got myself an apprenticeship with a local building company. I don't think the teachers were particularly interested in anyone who didn't want to go to university but I still see some of my classmates from time to time.

Kate

One of my best memories is our trip to Berlin. We'd been studying German for four years. There were fifteen of us so it was a good number. A couple of parents came along as well and we all stayed in a small hostel in the city centre. It was so good to be able to practise what we'd spent so long learning in the classroom. And amazingly people actually understood us!

Who ...

felt unappreciated by the teachers?

Graham

1 was lonely at school?

- 2 was able to put theory into practice? _____
- 3 is still affected by memories of school? _____
- 4 was inspired to go into the teaching profession? _____
- 5 wanted to study practical subjects? _____
- _____/10

Тема 4. WEALTH(intermediate)

Grammar

1 futures (1)

Choose the correct answer (a, b or c).

- We _____ up for a pizza later. Do you want to join us?
- a 'll meet b 're meeting c 're about to meet
- 1 Look how dark it is. I'm sure it's _____ soon.
- a going to rain b raining c bound to rain
- 2 Do you think Xavier _____ apply for promotion?
- a is certain to b is sure to c will
- 3 Kate's _____ leaving as she's really had enough.
- a on the verge of b about c on the point
- 4 Mark's _____ to be late for the meeting. He always is!
- a about b bound c on the point
- 5 You can tell when Jack's _____ to lose his temper as he goes bright red.
- a sure b certain c about
- _____/10

2 Future Perfect and Future Continuous

Complete the sentences with the correct form of the verbs in the box.

check die finish have make travel

- How many more endangered species will have died out by the end of the decade?
- 1 Do you think you _____ writing your report by the end of the day?
- 2 I can't make the meeting at 9 as I _____ to London then.
- 3 I'm on holiday next week so I _____ my emails.
- 4 Bill says he _____ his first million by the time he's 20 and I believe him!
- 5 We _____ supper at 7 so why don't you join us?
- _____/10

3 verb patterns: -ing forms and infinitives

Underline the correct words in italics.

Have you ever considered working/to work from home?

- 1 I don't know how Donna manages organising/to organise her life so efficiently.

- 2 I heard a lot of people shouting/shout in the street last night.
- 3 I regret telling/to tell my colleagues about my plans.
- 4 Mike suggested setting/to set up a meeting to discuss the way forward.
- 5 Why didn't you stop talking/to talk to me yesterday? Didn't you see me?

____/10

Vocabulary

4 personality traits for jobs

Choose the correct answer (a, b or c).

I've always managed to ____ the best out of my employees.

- a get b have c make

1 This is a pressurised job so you need to be able to meet ____ deadlines.

- a tight b heavy c close

2 We expect you to keep calm ____ pressure.

- a with b under c in

3 Do you consider yourself to be a ____ person?

- a person's b people's c people

4 Architects need to have ____ for detail.

- a an eye b the eye c eyes

5 We all have a ' ____ ' attitude in our team and everyone's very enthusiastic.

- a will do b can do c make do

____/10

5 work

Complete the words.

In these days of recession, you're lucky to have paid employment so stop complaining.

1 Sam's a real w _____. He's in the office seven days a week and would sleep there too if he could.

2 It's important to do v _____ unpaid work if you have time as there are a lot of people who need help.

3 I spend hours c _____ to and from work by train every week.

4 I can't remember the last time I had a n _____ working day.

5 I enjoy f _____ working hours because I'm self-employed and work the hours that suit me.

____/10

6 verb phrases about time

Complete the sentences with a suitable verb from the box. Use each verb only once.

make run out of save spend take waste

Honestly, I don't know how you can waste so much time playing computer games.

1 You should always _____ time to do the things you really want to do.

2 You can really _____ time if you do your shopping online.

3 There's no hurry. Just _____ your time.

4 I _____ time during yesterday's test so I didn't manage to finish the last question.

5 I enjoy _____ time with my colleagues as we have a lot in common.

_____/10

7 collocations with prepositions

Complete the sentences with the correct preposition.

I've never been interested in making lots of money.

- 1 Ivan is very modest _____ all his achievements.
- 2 Our boss insists _____ smart clothes in the office.
- 3 Are you going to apply _____ the vacancy that's just come up?
- 4 You should be really proud _____ yourself.
- 5 Karen is very good _____ leaving everything until the last minute!

_____/10

8 Collocations with prepositions (2)

Complete the words.

Julia resigned from her job after she was passed over for promotion.

- 1 Please allow me to p_____ for our meal as it was my idea after all.
- 2 Pavel s_____ in everything he tries because he's focused and ambitious.
- 3 I'm quite w_____ about my exams as I don't feel well prepared.
- 4 Dan's really a _____ of heights so he'll never walk over bridges.
- 5 I feel really p_____ about the environment though my friends would say I'm obsessed!

_____/10

How to...

9 talk about future plans

Put the words in the correct order to make sentences.

thinking / leaving / soon / I'm / my / about / job

I'm thinking of about leaving my job soon.

- 1 go / yet / he / not / he'll / Jack's / travelling / sure / but / thinks

- 2 jobs / in / so / I / change / the / or / next / to / month / want

- 3 time / contract / month's / My / in / ends / a

- 4 this / We're / June / married / coming / getting

- 5 depends / the / whether / It / can / or / on / I / money / not / raise

_____/10

Reading

10 Read the article and complete the gaps (1–5) with the sentences (A–E).

Think carefully before you choose.

The world of work has changed so much over the past couple of decades that it can often be quite challenging to decide which career path to follow. (0) Some people are very lucky and have a vocation. They know exactly what they want to do and have always done so. For others, however, the choices can be far harder to make. When you consider that you might well be spending fifty years in the workplace, as the retirement age rises, you will realise just how important it is to spend some time thinking about what it is you really want to do.

Of course, we are not all lucky enough to have the ‘perfect’ job. How many people do you know who can honestly say they wake up every morning excited about the day ahead with all its demands and challenges?

(1) _____ It’s more a case of ‘well it’s almost the weekend’.

Most people would say that they just ‘fell’ into the line of work they’re doing. They knew someone who knew someone or they just happened to be in the right place at the right time. After that, there’s a natural progression. (2) _____

Increasingly, however, in this age of technology, people are choosing to work from home rather than going out to work. (3) _____ It is an environment which needs to function, the only difference being that there you are likely to be working on your own, which in itself can be problematic if isolation does not suit your temperament.

(4) _____ You need to have a clear division between home as a place to relax and home as a place to work, ideally with a separate office so that you can shut the door at the end of the working day. This existence is not for everyone and is something that should be considered very carefully.

It is hard to predict how working patterns will change over the next twenty years as unemployment levels rise, but I imagine that the workplace as we know it will disappear as more and more people find new ways to work. (5) _____ Only time will tell.

~~Some people are very lucky and have a vocation.~~

-

A One job leads to another and you acquire various skills along the way.

B Working from home means you have to be very disciplined and focused.

C Perhaps there will be a return to smaller communities becoming more self-sufficient.

D I for one, can’t think of anyone.

E And home is a ‘workplace’ in much the same way as the traditional workplace.

Tema 5. FREE TIME(intermediate)

Grammar

1 conditional structures (1)

Make conditional sentences using the verbs in brackets.

I’m not going to run (run) today if it rains (rain) later.

- 1 If you _____ (wear) a harness, you _____ (not injure) last week.
 - 2 I _____ (risk) investing in Ben's new scheme if I _____ (be) you.
 - 3 I'm sure David _____ (break) the record in the last race if only he _____ (have) faith in himself.
 - 4 We _____ (train) now if John _____ (not hurt) his back.
 - 5 If I _____ (have) the chance, I _____ (move) to the sea where I'd be able to swim regularly.
- ____/10

2 advice and permission

Rewrite the sentences using the words in brackets.

It's not good to train so hard. (should)

You shouldn't train so hard.

- 1 My brother doesn't let me use his equipment. (allowed)
I _____.
 - 2 Would it be OK to borrow your helmet and goggles? (Could)
_____?
 - 3 It would have been a good idea to try on that wetsuit before buying it. (should)
You _____.
 - 4 Parking is permitted here, but only for thirty minutes. (can)
You _____.
 - 5 I was allowed to train in the local pool when it was closed to the public. (could)
I _____.
- ____/10

3 emphasis

Put the words in the correct order to make sentences.

of / such / amount / Footballers / money / earn / a / ridiculous

Footballers earn such a ridiculous amount of money.

- 1 rafting / do / never / tried / white-water / I / having / regret
_____.
 - 2 rush / I / enjoy / the / It's / that / adrenaline / particularly
_____.
 - 3 be / at / does / Ben / the / everything / have / best / to
_____.
 - 4 exhilarating / are / sports / so / Extreme / just
_____.
 - 5 year / has / in / Nathan / this / many / so / taken / marathons / part
_____.
- ____/10

Vocabulary

4 verb phrases about challenge

Choose the correct answer (a, b or c).

It's sensible to deal _____ issues as they arise.

- a with b on c through

1 We battled _____ the elements to get back to our tent.

- a with b for c against

2 I've always campaigned _____ the protection of endangered species.

- a for b against c with

3 You need to focus _____ getting through this challenge before thinking about the next one.

- a to b on c for

4 I don't know how you put _____ such hardships.

- a across b down to c up with

5 I'm going to put all my efforts _____ winning this race.

- a on b into c in

_____/10

5 sport

Complete the words.

It's very important to have good trainers if you want to run long distances.

1 You need to wear a m_____ to protect your teeth when you play rugby.

2 I always wear a w_____ when I swim in the sea as the water's so cold.

3 I've never known anyone as c_____ as Alex. He always has to win.

4 You should always wear a l_____ when doing any water sports.

5 When you go rock climbing you need to wear a h_____ to stop you from falling.

_____/10

6 phrasal verbs with out

Complete the sentences with a suitable verb in the correct tense.

Could you find out when the race starts?

1 Jon _____ out with his trainer again. They're always having arguments about something or other.

2 The archery _____ out to be a lot of fun in the end so I'm glad I had a go.

3 The rescue crew worked for hours before they managed _____ out the fire on the track.

4 Please don't start writing until I _____ out all the question papers.

5 We _____ out of time if you don't hurry. You know I don't like being late.

_____/10

7 distances and dimensions

Complete the sentences using the correct form of the adjectives in brackets.

I would say that Simon is of average height for his age. (high)

1 I'm amazed by your _____ of knowledge when it comes to history. (broad)

2 We'll have to _____ the training session today as no one turned up last week. (long)

3 They _____ the cycle paths into town at the moment. (wide)

4 I _____ my favourite skirt recently but I'm not happy with the result. (short)

5 The government is talking about _____ the voting age to 16. (low)

_____/10

Pronunciation

8 stress: emphasis (1)

Listen and underline the stressed words or syllables in the sentences.

I do enjoy going to the cinema.

- 1 It was such a pleasure to meet you.
- 2 Jacqui sounds so passionate when she talks about sport.
- 3 Paul does go on about his mountain biking.
- 4 You did say you were keen to try rock climbing.
- 5 I was so exhausted after the trek.

____/10

How to...

9 talk about which film to watch

Match the two halves of the sentences.

- | | |
|-----------------------------------|-----------------------------------------|
| 1 Judging by the cover | a sounds a bit tame to me. |
| 2 Julia Roberts and Bette Midler, | b seeing Tom Hanks as the villain. |
| 3 I have a hard time | c it looks like a comedy. |
| 4 The film's based on a book | d they're both such powerful actresses. |
| 5 Boy meets girl | e and it's about two warring families. |

____/10

Reading

10 Read the article and complete the gaps (1–5) with the sentences (A–E).

You only get one chance

0 One thing in common

Look on the Internet and you will find thousands of websites dedicated to extreme sports, from mountain boarding to barefoot waterskiing, sky surfing to white-water kayaking. Although these sports are all very different, they do all have one thing in common and that is a high level of inherent danger.

1 _____

Whether on land, water, or in the air, these sports involve speed, height, a high level of physical exertion and spectacular stunts. One of the most extreme of these extreme sports is base jumping. BASE stands for Buildings, Aerials, Spans (bridges) and Earth, so basically anything that is tall enough to allow someone to jump off. There are people risking life and limb all over the world and they been doing so since the 1990s when the sport really started to take off.

2 _____

Dan 'the Man' Witchalls is Britain's premier base jumper, a veteran with ten years' experience. He is a roofer by profession, an appropriate line of work for someone addicted to heights. 'I can't drive past a new building or crane without thinking, maybe, maybe ...' he says. His business card shows him in his trademark jade-and-white jumpsuit, leaping from the Petronas Twin Towers in Kuala Lumpur. It reads: 'Extreme Roofing'.

3 _____ While for many sportsmen, base jumping is like an act of personal rebellion, to Witchalls it is not. He claims that he does it because it's fun. At his house there are two places dedicated to base: a room filled with photographs of his most impressive jumps with every building named and dated, and the room where he keeps his equipment.

4 _____ The room full of photos, while highlighting Witchalls' triumphs, also serves as a sad reminder of just how dangerous this sport can be. There are six orders of service from the funerals of jumpers he has known, including Angus 'Gus' Hutchison-Brown, a popular British jumper who died in Switzerland in 2009. Over 150 people have died over the years and the list of near-fatal injuries is quite horrific yet the sport goes on with people always looking for greater challenges.

5 _____ So, how do you go about becoming an officially-recognised base jumper? You can apply for an official number when you've carried out all four genres of jumps successfully (building, aerial, span and earth). At the moment about 1,400 base numbers have been allocated, but none to women. I wonder if this means anything?!

~~One thing in common~~

- A The signs of success
- B The derivation of BASE
- C The cost in human terms
- D Qualifications needed
- E A well-known expert?

_____/10

Tema 6. HOLIDAYS (intermediate)

Grammar

1 used to, be used to, get used to, would

Complete the sentences.

I didn't use to enjoy sports at school but now I play tennis and volleyball regularly.

- 1 I never _____ living in Sweden because I couldn't stand the cold, dark winters.
- 2 We _____ have two dogs and three cats when we were children.
- 3 We _____ always stay with our cousins in the summer holidays.
- 4 Do you think you _____ being so well-known? It's all happened so quickly.
- 5 I _____ driving on the left now as I've been living in the UK for ten years.

_____/10

2 wishes and regrets

be go leave like listen take

Complete the sentences with a suitable form of the verbs in the box.

I bet Jack wishes he'd taken your advice.

- 1 I wish I _____ so mean to my sister when we were children.

- 2 Don't you ever regret _____ school without taking your final exams?
 - 3 If only you _____ to me, we wouldn't be in this situation now.
 - 4 I regret that I _____ abroad when I had the chance.
 - 5 I _____ to study medicine but my parents didn't have enough money to pay the fees.
- ____/10

3 preparatory it

Rewrite the sentences.

That you're so exhausted is hardly surprising.

It's hardly surprising that you're so exhausted.

- 1 Putting your digital photos on a memory stick is worth it.

It _____ .

- 2 To have heard from Alistair after such a long time was great.

It _____ .

- 3 Keeping in touch via social networking sites is the way forward it seems.

It _____ .

- 4 To look back on your childhood with affection is important.

It _____ .

- 5 That my uncle stopped coming to visit us is strange.

It _____ .

____/10

Vocabulary

4 memory

Complete the words.

I've never felt nostalgic about the past. It's over as far as I'm concerned.

- 1 My parents spend a lot of time r_____ about the good old days.

- 2 Thank you for a truly m_____ evening. I'll never forget it.

- 3 At school we learned a lot of useful m_____ to help us remember German grammar rules.

- 4 As we get older we tend to become more f_____. I know I'm always trying to remember where I've put things.

- 5 Hang on a minute. I know it ... it's on the tip of my t_____ .

____/10

5 appearance

Choose the correct answer (a, b or c).

Dan has got curly _____ hair.

- a straight b spiky c mousy

- 1 Louisa's quite _____ now as she's been training for the New York Marathon.

- a overweight b muscular c stocky

- 2 Janet always looks so _____ even though she has a high-powered job.

- a tanned b elegant c scruffy

- 3 Mark's little baby has an adorable _____ face.

- a chubby b clean-shaven c wrinkles
- 4 Naoko has lost a lot of weight and now she's looking far too _____ in my opinion.
- a slim b overweight c skinny
- 5 Bella's hair is _____ I'm sure. She never used to be blonde.
- a wavy b dyed c spiky

____/10

6 feelings

Complete the sentences with the adjectives from the box. There are five extra words.

uninterested confused suspicious sceptical optimistic uneasy
curious annoyed excited relieved

Matt has promised yet again to help me this weekend but I'm rather sceptical to be honest as he always lets me down.

- 1 I'm really _____ to know what my grandmother wrote in her diaries because she was always quite secretive.
- 2 I've always seen the glass as half full, not half empty, because I'm naturally _____.
- 3 Jonas is feeling rather _____ at the moment as he really can't decide whether to leave his job or not. It's hard when there are so many options.
- 4 We try to encourage Ben to join in but he always appears totally _____ in anything we suggest.
- 5 I'm a little _____ of people who don't like talking about their feelings.

____/10

7 idioms to describe people

Underline the correct words in italics.

Diana's a tall-/high-flyer and will go far that's for sure.

- 1 Susan's a real pain/ache in the neck. She just never stops talking.
- 2 I know Mike can be irritating but his heart's in the right spot/place.
- 3 George doesn't seem to have any friends. I'd say he's a bit of a loner/lonely.
- 4 Jason's a cold/cool fish, isn't he? Do you think he has any emotions?
- 5 Polly's as tough/hard as nails – I certainly wouldn't want to argue with her.

____/10

Pronunciation

8 consonant clusters (1)

Listen and write down the words you hear.

slim

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

8 _____
 9 _____
 10 _____

____/10

How to...

9 reminisce about the past

Complete the sentences using the correct form of the verbs in the box. There is one extra word.

be — bring — feel — make — picture — remember — remind —

Those were the days! Nothing to do but spend time on the beach enjoying the sun and sea.

- 1 These pictures _____ back so many great memories.
- 2 That music _____ me of one of the best times of my life.
- 3 If I close my eyes, I can _____ the hotel so well.
- 4 It _____ so long ago but I suppose it must be at least twenty years.
- 5 I can _____ my tenth birthday party so clearly – all the presents and cards.

____/10

Reading

10 Read the email and choose the correct answers.

Hi Marcelo

How are you? How are the children? I hope everything's going well and you've managed to take some time off. It's so hard when you work for yourself, isn't it?

You must have wondered what on earth had happened to me as I haven't been in touch for so long! We used to write to one another so regularly, didn't we? I guess life just gets in the way sometimes. So much has happened in the last few months that I don't know quite where to begin. I've wanted to write so often but thought it more sensible to wait until I was a little more settled.

The biggest news is that I finally left my job. I know, I know, you probably thought I'd stay there until I retired. In fact I think almost everyone I know was surprised when I told them I'd quit. I guess I was good at hiding the fact that I'd been very unhappy for quite a while. After I didn't get the promotion I'd applied for, I couldn't really muster up much enthusiasm. I didn't get on with my new boss who was a cold fish to put it mildly. It was very obvious that she would do anything she could to get to the top and I found myself getting more and more stressed. One day she accused me of not having done something she'd asked me to and I just saw red. Something snapped inside and I heard myself say 'That's it, I quit.' It was worth it just to see the look on her face! My immediate feelings were of elation and relief, and then of course reality kicked in and I started to wonder what on earth I'd done.

That was three months ago. And it triggered something within me. I started to look at my life and the things I wasn't happy about. I made lists – the things I wish I'd done versus the things I wanted to do. Simple! So simple that I wonder what on earth took me so long. As they say, the journey of a thousand miles begins with the first step.

And my first step was to do the travelling I never did when I was younger. There was so much pressure in those days to get a job, get on to the career ladder and settle down. Now that I'm older I can see that I was just doing what everyone else thought was the right thing to do and it never occurred to me to question whether it was the right thing for me.

I can't tell you how alive I feel now. Every day is an adventure. I'm meeting all kinds of interesting people and I'm not making any plans or following any schedule. Perhaps it's so exciting because it's still so new but I can tell you I feel years younger. I'm in Australia at the moment as I got a round-the-world ticket so who knows, I might just come to Argentina and knock on your door one of these days.

Look after yourself and write back soon.

Love

Dana

Marcelo is self-employed.

- a unemployed b self-employed c very busy

1 Dana hasn't written for a long time because _____ .

- a there have been a lot of changes in her life
b she didn't know what to say
c she hasn't had time

2 Dana left her job because _____ .

- a she'd retired
b she was asked to leave
c her boss was unpleasant

3 After she left her job, Dana started to _____ .

- a make changes
b feel worried
c regret her decision

4 She hadn't travelled in her youth because _____

- a she wanted to get a job
b she wanted to get married
c she did what was expected

5 Dana is thinking of _____ .

- a travelling round the world
b visiting Marcelo
c staying in Australia

____/10

Tema 7. LEARNING (intermediate)

Grammar

1 quantifiers

Underline the correct words in italics.

Please don't give me too many/much spaghetti as I'm not that hungry.

- 1 There is few/little cheap organic food around.
- 2 There's a great deal/number of nutritional advice on the Internet.
- 3 How many/much salt is there in this tin of tomatoes?
- 4 Would you like any/some milk with your coffee?
- 5 We've got a few/little chickens on our farm so we always have plenty of eggs.

____/10

2 passives

Complete the sentences using the correct form of the verbs in the box.

announce build deliver reheat sendwitness

Yesterday's accident was witnessed by lots of people.

- 1 A new supermarket _____ at the moment but no one is happy about it.
- 2 Cooked rice shouldn't _____.
- 3 I _____ the contract yet so how can I sign it?
- 4 The furniture we ordered _____ next week hopefully.
- 5 By this time next week the results of the election _____.

____/10

3 have/get something done

Rewrite the sentences.

Our neighbour is landscaping our garden for us.

We're having our garden landscaped.

- 1 John cut Sally's hair last week.

Sally _____.

- 2 The mechanic has just serviced my car.

I _____.

- 3 Dan is going to make some kitchen cupboards for us.

We _____.

- 4 Chris will be designing Mark's website soon.

Mark _____.

- 5 A local caterer makes my birthday cake every year.

I _____.

____/10

Vocabulary

4 food and cooking

Underline the odd one out.

a wooden spoon a frying pan an oven a saucepan

-

- 1 sweet raw savoury bitter

- 2 bake roast chop fry

- 3 grate grill beat slice

- 4 an oven a cooker a grill a cook

- 5 a cabbage a potato a peach an onion

____/10

5 verb phrases about shopping

Complete the sentences with one word.

I went to an auction recently but I didn't bid for anything.

- 1 You can often get a _____, for example 20%, if you buy large quantities.
- 2 There's a hole in this jumper which I bought here yesterday so I'd like a _____ please.
- 3 Make sure you get a _____ when you buy something otherwise you won't be able to get your money back.
- 4 I can't _____ to buy any new CDs because I've just moved into a new house and there are lots of expenses.
- 5 This winter coat was really expensive but it's _____ it because it's such good quality and will last for ever.

____/10

6 excess

Complete the words.

I don't think that a television is considered to be a luxury any more.

- 1 I feel like going on a spending s_____ as I haven't bought any new clothes for ages.
- 2 Paul spends so much money. He's really e_____ but he's also incredibly generous.
- 3 I'm going to p_____ myself this weekend and have a massage and a facial and perhaps even buy a new perfume.
- 4 Clare really s_____ her children. She gives them everything they want.
- 5 The local restaurant always serves e_____ -l_____ portions and I never manage to finish a meal there.

____/10

7 prefixes

Complete the sentences with the correct prefixes.

Oh no! Is that really the time? I can't believe I overslept again.

- 1 I saw my ___-boss the other day but luckily she didn't see me.
- 2 I'd like you to ___consider our offer.
- 3 It's hard not to speak your own language in a ___lingual class.
- 4 This meat is so ___cooked it's almost raw.
- 5 I really like ___-strong cheeses as they have far more flavour.

____/10

Pronunciation

8 intonation: questions

Listen. Does the voice go up (ä) or down (æ) at the end of each question?

So you're from Belgium, are you?

ä

- 1 Did you know my brother's a chef?

- 2 Did you manage to find some fresh pasta?

- 3 Does Louisa eat sushi?

- 4 Don't you like eating out?

- 5 What are you cooking for us this evening?

____/10

How to...

9 give and check instructions

Complete the sentences using the words in the box. There are three extra words.

because careful finally first important meansounds sure then

You must make sure the pan isn't too hot.

- 1 You should be _____ not to use too much oil.
- 2 The most _____ thing is not to let the oil burn.
- 3 Is that _____ everything will burn?
- 4 So you _____ you turn the heat down?
- 5 So it _____ like you need to watch the pan carefully.

____/10

Reading

10 Read the email. Are the statements true (T), false (F) or not given (NG)?

Hi Hannah

I just had to write to you as soon as I got in. I've just had the most extravagant evening ever and I have a funny feeling you might have had something to do with it. You recommended The Green Duck to Paul, didn't you? He must have made a reservation ages ago as I know it's always booked up months in advance. And you've known all this time! I don't know how you managed to keep quiet when you heard me going on about how I thought Paul had forgotten our anniversary.

Of course I had no idea where we were going. Paul had just told me to dress up so I decided to treat myself to a new dress and I must confess it ended up being a bit of a spending spree as I also got some new shoes, a bag and some perfume. I just can't resist a bargain and the shoes were in the sale so I thought, why not. I know, I know, I'm meant to be saving up but ... well, you're just as bad!

Anyway, a taxi pulled up at 7 and at 7:30 we were standing outside the restaurant. A charming waiter showed us to our table and, once we were comfortable, he handed us a menu and explained the specials of the day. Each dish seemed more exotic than the last but finally, I went for a goat's cheese starter followed by duck with seasonal vegetables. As you know, Paul isn't particularly adventurous when it comes to food but he decided to go for things he'd never tried before – fish soup and steak tartare (far too rich for me).

I must say the restaurant is rather over-the-top. I would never say anything to Paul of course, because I know it must have cost a lot, but to be honest, I'd have been just as happy, if not more so, at the local Indian restaurant. I didn't feel I could really relax because the waiters were a little bit too attentive. As soon as you moved, they were there at the table asking if everything was all right.

Mind you, when they came along with the dessert menu, even though I was full I just couldn't resist. You know my weakness for chocolate! I had the most delicious chocolate mousse you could ever imagine – three kinds of chocolate with fresh raspberries.

I dread to think what the bill came to but I accepted graciously, as I know Paul wanted to spoil me. Perhaps next time he asks you, you could suggest something a little more affordable, and then I wouldn't feel so bad about having spent money on myself!

Hope to see you soon.

Love

Nancy xx

Hannah has been to The Green Duck. NG

-
- 1 Nancy bought everything at a reduced price. _____
 - 2 It was hard to attract the attention of the waiters. _____
 - 3 Nancy would have preferred a cheaper restaurant. _____
 - 4 Nancy and Paul both had desserts. _____
 - 5 Nancy feels a little guilty about her extravagance. _____
- _____/10

Tema 8. CHANGE (intermediate)

Grammar

1 It's time/I'd rather/I'd better

Choose the correct answer (a, b or c).

It's time you _____ this.

- a to know b know c knew

-

1 I'd rather _____ out for a meal with your colleagues this evening as I'm not feeling too good.

- a I didn't go b not go c go

2 You'd better _____ to the meeting on time this week!

- a get b got c to get

3 I'd rather you _____ your shoes off before coming in if you don't mind.

- a take b were taking c took

4 It's time you _____ thinking about what you want to do when you leave college.

- a started b start c to start

5 You'd better _____ anyone about your promotion until it's been made public.

- a tell b not tell c told

_____/10

2 reported speech

Rewrite the sentences.

'I've lived in the same house all my life.'

She said she'd (had) lived in the same house all her life.

1 'What's the secret of your success?'

Ralf asked _____ .

2 'I'm applying for a promotion.'

Rebecca said _____ .

3 'Why don't you believe in yourself?'

- Dan asked _____.
- 4 'You're going to have to be more aggressive.'
- My boss said _____.
- 5 'My parents didn't push me as a child.'
- Sally said _____.
- _____/10

3 reporting verbs

Complete the sentences using a suitable verb from the box. Use no more than five words. There are five extra verbs.

admit ask claim confirm deny remind say suggest tell warn

'I didn't steal your ideas.'

Steve denied stealing my ideas.

- 1 'Why don't we meet up later to discuss your proposal?'

Peter _____ later to discuss my proposal.

- 2 'Don't forget to send off your application letters.'

Sam _____ off my application letters.

- 3 'Can you recommend a good life coach?'

Max _____.

- 4 'It's true. I've always wanted to be rich and famous.'

David _____ to be rich and famous.

- 5 'Don't trust anything your colleagues say.'

Sarah _____ anything my colleagues said.

_____/10

Vocabulary

4 success

Complete the sentences using the verbs in brackets.

-

Dan is a high-achiever. He's always been incredibly ambitious. (be)

- 1 It doesn't matter if you _____. The important thing is to try. (succeed)
- 2 Do you think you _____ to get that report finished in time for the meeting? (manage)
- 3 I've never done this before but I'm happy _____ a go. (give)
- 4 I wish Lou would stop _____ about all the things he's done. It's really tiresome. (boast)
- 5 I'm determined _____ up. There must be a way to do this. (give)

_____/10

5 describing personality

Complete the words.

Mark gets quite aggressive and raises his voice when he gets angry.

- 1 Patsy is very m_____ especially when it comes to getting what she wants from her parents.
- 2 Luc is so w_____. He makes everyone laugh.
- 3 I've never met anyone as s_____ -m_____ as Alan. He sets himself a goal and nothing will stop him.
- 4 It's important to be p_____ and make things happen rather than waiting for things to happen to you.
- 5 I worry about Katya because she seems so i_____ and shy.

____/10

6 adjectives and intensifiers

Underline the correct words in italics.

It's very important/vital that you listen carefully to this announcement.

- 1 I was absolutely/extremely devastated when I heard that I hadn't been promoted.
- 2 Cath was extremely ecstatic/happy when she won the employee of the year award.
- 3 You look really/absolutely tired. What on earth have you been doing?
- 4 We want to organise an absolutely/a very big party for William's graduation.
- 5 I'm extremely/really starving. I can't believe the meeting went on for so long.

____/10

7 phrasal verbs with three parts

Correct the underlined word in each sentence.

The police are bound to catch you. You'll never get off with this. away

- 1 I've always looked down to my grandparents because they are such good role models.

- 2 I won't be able to keep up for you if you don't slow down.

- 3 I'd like you all to get up with at least three ideas for the new advertising campaign.

- 4 How can you go up with your brother? He never stops going on about how successful he is.

- 5 You should cut down with the amount of time you spend in the office. It can't be good for you to work such long hours.

____/10

Pronunciation

8 stress on phrasal verbs

Listen and underline the main stress in the phrasal verbs.

Who do you look up to?

- 1 We need to cut down on the amount of paper we waste.
- 2 I'd like you all to come up with some new ideas for the next meeting.
- 3 You'll never get away with this.
- 4 I'm really looking forward to the holidays.
- 5 I think we should try to make up for lost time.

____/10

How to...

9 introduce general and specific points

Put the words in the correct order to make sentences.

and / easy-going / the / I'm / Most / relaxed / of / time

Most of the time I'm relaxed and easy-going.

1 well / colleagues / On / with / my / whole / get / I / the / on

_____.

2 get / I / what / to / just / Generally / on / with / do / I / have

_____.

3 pressure / I / rule / As / under / a / well / work

_____.

4 workaholic / into / I / a / actually / turned

_____.

5 boss / I / when / nervous / especially / the / is / quite / around / get

_____.

____/10

Reading

10 Read Mark's blog 'mumbling and musing'. Choose the correct answers.

I've been thinking about success a lot recently. I was at a party the other day, an old school friend of mine was celebrating his thirtieth birthday. I hadn't seen him for ages so I wondered why he'd invited me – could it be that he wanted to show off, boast about all that he had achieved (that's what the cynic in me thought)? He always was very ambitious and competitive at school. He was the student of whom teachers would say 'he's bound to go far'. So even at a young age he was marked out for success, a high-achiever.

I confess I was curious, so I accepted the invitation and went along to the party. And, yes, in material terms he has certainly succeeded. He lives in a huge house, drives a fast sports car and has surrounded himself with beautiful objects. But where was he? I honestly didn't recognise him. He looked at least ten years older than all of us, and seemed to be on the verge of a nervous breakdown. Was that really James? He came over and shook my hand, slapped me on the back as if we were old buddies, but there was something in his behaviour that made me think he wasn't happy. It was sad to see and yet, it was clear that a lot of people there looked up to him because of his money. I suppose it's easy to buy friends like that, but I came away feeling quite upset, and as I say, it got me thinking about what success really means.

To my mind, success comes in many different packages. A successful person is someone who has achieved what they set out to do, be it climbing Mount Everest or raising balanced, happy children. In my opinion, it has nothing to do with how much money you make. I'm not denying that money is useful because obviously it is, but I don't think it should be a motivating factor in the work you decide to do. One of the most successful (and happiest) people I know is my neighbour Alison who works as a teaching assistant in a primary school. She helps children who have learning difficulties. She loves the children and they obviously adore her. She has a really good work-life balance and fills her free time with all kinds of hobbies. Every year she makes it her goal to learn a new skill. At the moment I think it's playing the guitar.

As Albert Einstein said: 'Try not to become a man of success. Rather become a man of value'. What do you think?

Mark was _____ about his friend's invitation.

- a sceptical b delighted c ecstatic

1 He remembers James as being _____.

- a easy-going b opinionated c single-minded

2 James's success has affected his _____.

- a friends b appearance c health

3 Mark believes that James' friends respect him because of his _____.

- a achievements b good taste c money

4 Mark defines success as _____.

- a being a mountaineer b reaching targets c being a parent

5 Alison is successful in Mark's opinion because she _____.

- a teaches children b has a lot of hobbies c has a balanced, fulfilled life

____/10

Tema 9. JOBS (intermediate)

Grammar

1 participle clauses for sequencing

Complete the sentences using an appropriate form of the verbs in the box.

finish get leave walk waste witness

Before leaving the house, I always make sure the back door is locked.

1 Having _____ the accident, Jim immediately called the police.

2 After _____ her book, Hannah went to bed.

3 While _____ their dog, Chris and Linda came across a burnt out car.

4 Having _____ hours trying to fix his bike, Marek finally gave up.

5 After _____ her exam results, Jana went out to celebrate.

____/10

2 deduction: present and past

Complete the sentences using a suitable modal and the correct form of the verbs in brackets.

You can't know (know) John. He says he's never met you before.

1 Petra _____ (see) what happened because she was right there.

2 Laura _____ (sue) the police for wrongful arrest. She hasn't decided yet.

- 3 Oh no, I think I _____ (leave) my keys in the front door!
- 4 Jack _____ (forget) to insure his car because he's so organised about things like that.
- 5 Bill _____ (love) his job as he spends so much time at work!

____/10

3 relative clauses

Underline the relative pronouns which can be omitted.

What did you think of the detective who I introduced you to?

- 1 The policeman who took my statement was very pleasant.
- 2 The person that I saw in the supermarket was acting very suspiciously.
- 3 The judge, who sentenced my neighbour yesterday, is an old friend of mine.
- 4 The insurance policy which you took out recently seems very expensive.
- 5 The thief, who was known to the police, managed to get away.

____/10

Vocabulary

4 crime

Complete the sentences with one word.

According to the law, you're innocent until proven guilty.

- 1 I had to pay a _____ as I'd parked in a 'no parking' zone.
- 2 There were no _____ to the crime so the police have very little to go on.
- 3 Every week the _____ in the bus shelter is painted over. I don't know why people feel the need to spray clean walls with black paint.
- 4 The criminal's _____ were all over the weapon so he obviously hadn't thought to wear gloves.
- 5 The young man was given a _____ sentence but if he commits another crime, he'll end up going to prison.

____/10

5 law and insurance

Choose the correct answer (a, b or c).

You need to _____ a claim if you want compensation.

a make b get c sue

- 1 Last week the judge _____ the young woman to two years' imprisonment.
- a convicted b sentenced c arrested

- 2 Do you really think you'll _____ away with this?

a make b get c put

- 3 I'm intending to _____ the local hospital for negligence.

a pay b convict c sue

- 4 Dave admitted to _____ fraud and is going on trial soon.

a committing b making c insuring

- 5 Jack _____ of dangerous driving after he hit a cyclist.

a was sentenced b admitted c was convicted

____/10

6 compound adjectives

Correct the underlined words.

That material is certainly not blaze-proof.

fire

- 1 Would you like to have this perfume present-wrapped?
- 2 Whenever I'm nervous I get incredibly tongue-knotted.
- 3 That excuse sounds rather long-fetched to me.
- 4 The thief was caught red-fingered.
- 5 Barry is so pig-minded – he'll never listen to anyone.

 _____/10

7 news headlines**Underline the correct words in italics.**

Commuters backed/hit by 24-hour rail strike.

- 1 Government to axe/quit thousands of jobs.
- 2 Villagers escape pub aid/blaze.
- 3 Protesters clash/blast with police.
- 4 Plea/Drama for calm goes unheard.
- 5 No bid/aid for farmers.

____/10

Pronunciation**8 stress: compound adjectives**

Listen and underline the stressed syllable in the compound adjectives.

middle-aged

- 1 pig-headed
- 2 red-handed
- 3 poverty-stricken
- 4 well-dressed
- 5 fire-proof
- 6 tongue-tied
- 7 gift-wrapped
- 8 far-fetched
- 9 clean-shaven
- 10 debt-ridden

____/10

How to...**9 start, move on and finish a discussion**

Complete the sentences with a suitable word.

Why don't we start by going through the statements?

- 1 Let's _____ for it. I'm with you on this one.
- 2 So, _____ on to the witnesses ...
- 3 _____ come back to this later.
- 4 I'd like to go _____ to the first witness again.
- 5 I think we've agreed _____ everything for the moment.

_____/10

Reading

10 Read the web forum on local crime. Answer the questions.

Pat

I went to the bus stop as usual this morning only to discover that all the glass had been smashed and there was graffiti all over the shelter. The local council had only just recently cleaned it all up. It's the sheer pointlessness of such acts that really annoys me. What do these kids hope to achieve? Do they really wreck things just because they're bored? That's what they say, at least, when they're asked.

Lynda

I think we need to take action ourselves if we want things to change. I'm a member of a local scheme which the police have set up, and we're looking for more people to join. Basically we just keep an eye on our neighbours, especially if they're elderly or on their own, and we report anything suspicious or unusual. There are regular meetings and updates by email and to be honest it doesn't take up much time at all. Everyone who participates has a sticker in their window so would-be burglars know that the residents are watchful.

Frank

Yes, I agree, we all need to take responsibility for our local environment but within reason. I mean, there's no point being a hero. There has been a spate of burglaries in our street over the last few weeks. The burglars strike during the day when most people are at work. They break in through the back of the houses. I suppose they must climb over the garden fence and get in that way. They go mainly for laptops and jewellery so they can get away quickly without drawing attention to themselves. Mind you, I heard a case recently where the thieves came along in broad daylight with a removal van and they totally emptied the house. No one thought to question them because it all looked so official. So, yes that's another good reason to keep an eye on the neighbours. If they'd all been friendly with one another, someone would have known what was going on.

Susie

There was a fire at the local school last week. It was on a Saturday so there wasn't anyone around. The police have been called in to see whether the fire was deliberate. They're appealing for witnesses but I think they already have a long list of suspects. It could have been any one of a number of people really, couldn't it? After all, there have been quite a few problems at the school over the last few months.

Mel

I know this isn't a local issue, but then again I suppose it might be. I discovered that quite a lot of money had been taken out of my bank account recently. It would appear that it was a case of identity fraud, so I've had to stop all my bank cards and credit cards. Luckily I discovered it before too much damage had been done, but I'm wondering how it could have happened. So, some advice for you all ... make sure you shred any papers which have your personal details on them before you throw them away. I can only think that someone must have been through my rubbish and found my name and bank details. It's given me quite a shock I can tell you.

Who believes a crime could have been avoided
if the neighbours had been friendlier?

Frank

-
- 1 Who has written about a case of arson? _____
 - 2 Who is frustrated by local vandalism? _____
 - 3 Who has been a victim of crime? _____
 - 4 Who has joined a local initiative to prevent crime? _____
 - 5 Who recommends caution when dealing with crime? _____
- ____/10

Тема 10. MEMORIES (intermediate)

Grammar

1 reflexive pronouns

Complete the sentences.

Why don't we make ourselves comfortable?

- 1 Come in everyone and help _____ to food and drink.
- 2 The town _____ isn't particularly attractive but the surrounding area is very pleasant.
- 3 Did they decorate the house all by _____ ?
- 4 I always enjoy _____ when I travel.
- 5 Hannah spends ages looking at _____ in the mirror.

____/10

2 conditional structures (2): with conjunctions

Underline the correct words in italics.

If/Unless I hear from you, we'll meet as planned.

- 1 You can pay for the meal as long as/supposing I can pay for the cinema tickets.
- 2 I wouldn't marry George providing/even if he asked me.
- 3 Supposing/Provided that you won the lottery, what would you do?
- 4 I'll be taking next week off even if/providing my boss agrees.
- 5 If/Unless you turn up late again, Rob will go crazy.

____/10

3 futures (2)

Complete the sentences with a suitable form of the verbs in the box.

apply be determine go have visit

If I had good exam results, I'd go to university.

- 1 If only we _____ more time to spend together.
- 2 I _____ to pass my driving test this time.
- 3 I don't think I _____ for promotion as I enjoy my current job.
- 4 I wish my children _____ so lazy.
- 5 We _____ our cousins at the weekend.

____/10

Vocabulary

4 the power of the mind

Complete the words.

I had a premonition that something terrible was going to happen.

- 1 I just don't have the w _ _ _ _ _ to stick to a diet.
- 2 Doing something challenging is often a question of mind over m _ _ _ _ _ .
- 3 If you trust your i _ _ _ _ _ , or gut feeling, you'll always make the right decisions.
- 4 Animals most definitely have a s _ _ _ _ sense and know what's going on before we do.
- 5 As soon as I walked into the room I had a very strong f _ _ _ _ _ of déjà vu.

___/10

5 advertising

Underline the correct words in italics.

What's your favourite advertising/advertisement?

- 1 I think the advertising/commercial industry is very cynical.
- 2 We need to think up a new slogan/hype for the campaign.
- 3 I really enjoy watching the brands/trailers for new films when I go to the cinema.
- 4 There's always a lot of hype/logo surrounding the latest technological inventions.
- 5 The marketing/commercial breaks during films on television are so annoying.

___/10

6 verb phrases with mind

Complete the sentences with a suitable verb.

Hurry up and make up your mind. What's taking you so long?

- 1 It never _____ my mind that Jim might be lying.
- 2 I'm finding it so hard to _____ my mind on this job because I'm getting married tomorrow!
- 3 If you _____ your mind, just let us know and we'll cancel your order.
- 4 Harry always _____ his mind but sometimes he can be a little too direct in my opinion.
- 5 I'm so sorry. It completely _____ my mind that we'd set up a meeting. Can we reschedule for next week?

___/10

7 commonly misspelt words

Find the spelling mistake in each sentence and write the correct word.

There making such a noise outside. They're

- 1 You wouldn't believe how expensive accomodation is in London.

- 2 I don't think it'll be necessary for you to come to the meeting.
- 3 I'll send you the manuscript in a separate parcel.
- 4 The weather in the UK is very changeable at this time of year.
- 5 It's weird to think of you on the other side of the world.

 _____/10

Pronunciation

8 stress: reflexive pronouns

Listen and underline the stressed syllable in the reflexive pronouns.

Don't tire yourself needlessly.

- 1 I myself have no reason to doubt John.
- 2 We taught ourselves to play the piano.
- 3 The trick itself is ridiculously simple.
- 4 My sisters often treat themselves to lunch in town.
- 5 Max always worries himself sick before a performance.

_____/10

How to...

9 talk about beliefs and opinions

Complete the words.

I reckon that Tom is genuine.

- 1 I'm always in f_____r of keeping an open mind.
- 2 I have my d_____s about how much of his performance is real.
- 3 I'm c_____d that it's all an elaborate hoax.
- 4 I s_____t that most people fall for his charms.
- 5 I'm usually quite s_____l but I honestly do believe in this approach.

_____/10

Reading

10 Read the article. Complete the gaps (1–5) with the sentences (A–F).

There is one extra sentence.

The power of the mind

I've always been fascinated by the way people behave: how they think and how they communicate, from body language to speech. My shelves are stacked with books on every aspect of self-help and self-improvement. I've attended any number of workshops and seminars but I can honestly say that one of the best courses I've ever done was a course in NLP.

(0) NLP (Neuro Linguistic Programming) is an extraordinary tool, and one which I would recommend to everyone. Taking a course will improve your communication skills in every way, whether you are a salesperson wishing to improve your targets, or a teacher wishing to motivate your students.

There are many key suppositions that form the basis of NLP including the following:

The map is not the territory: our senses take in raw data from our environment and that data has absolutely no meaning other than the meaning we choose to give it. We generalise, delete and distort, analysing situations based on what we have been told or what we have experienced, which is why no two people will assess something in the same way. (1) _____

Every behaviour is useful in some context: no behaviour is wrong in itself. It is perhaps just not the most appropriate behaviour for the context. (2) _____

The person with the most flexibility and choices of behaviour will rule the system: in order to get different results, you need to keep doing different things. (3) _____

Clearly if you're not happy with the way things are, you need to change your behaviour.

If one human has done it, that means it's humanly possible: and if it is humanly possible, any human can learn to do it. This is my personal favourite as it reminds me that we so often give up, either because other people tell us that we're being silly, or because we're not focused enough. There are so many stories of people who wouldn't take 'no' for an answer. (4) _____

So, if you feel as though you need to make changes, I would heartily recommend a course in NLP. (5)

_____ You will be amazed at how quickly these changes occur if you are mindful of your thought processes and your behaviours.

~~NLP (Neuro Linguistic Programming is an extraordinary tool), and one which I would recommend to everyone.~~

A In fact, we receive about 2 million bits of sensory data at any one time and we process between 5 and 9 of those 2 million using our five senses.

B You will be given all the tools you need to improve every aspect of your life.

C They persevered despite a mountain of opposition and they achieved their goals.

D However, most of us are quite resistant to these changes.

E Anger, for example, is a very powerful force for change but it is clearly not appropriate to get angry for no good reason.

F As they say, if you always do what you've always done, you'll always get what you've always got.

_____/10

Tema 11. CONNECT (uper intermediate)

QUESTIONS:

(Choose the best response for each one)

Начало формы

1. When someone "brings something to the table", it means that he/she _____.

has something to offer

has nothing to offer

buy everyone lunch

2. HP is one of Dell's main _____.

computers

competitors

controllers

3. It's pretty hard to _____ against big, established companies.

compete

complete

competition

4. James _____ last year.

changed his jobs

changed jobs

made a change in jobs

5. It's not good to _____ yourself entirely to your career.

denigrate

detonate

dedicate

6. Bill, I need your _____ on this. What do you think of this design?

intake

install

input

7. I thought you _____ at the conference.

did a really good job

really did a job

did really a good job

8. P1: We've got a meeting in 10 minutes. Do I have to _____?

P2: Yes, you do.

atone

attend

attain

9. I'd like you to do a little _____ on investment strategies.

present

presenting

presentation

10. He's away _____ at the moment, but he'll be back in an hour.

from his desk

from a desk

from the desk

11. Let's have lunch on Thursday. = Let's _____ on Thursday.

do lunch

lunch

eat lunch

12. Generally speaking, a good manager _____ a smooth production process.

ensures

makes sure

is sure

13. Good time management skills are _____ (= very important) to maintaining a smooth workflow.

critique

criticized

critical

14. I was _____ with my other tasks to finish the report.

very busy

too busy

excessively busy

15. I'd like to have that by _____ Friday.

end of the day

ending

end of day/ the end of

16. I'm happy to inform you that we've reached another _____ (= significant completion point) with the successful completion of user testing.

milestone

mile

marker

17. After you visualize and plan a project, you have to _____ it.

implement

imply

implode

18. In the modern business world, "assigning multiple resources to a single activity" means:

spending lots of money to do a task

getting one person to do a task

getting two or more people to do a task

19. We need someone who knows how to use offline advertising to _____ (= increase) online sales.

gain

drive

get

20. These issues could _____ (= endanger) the completion of this project.

jeopardy

jeopardize

dangerКонец формы

Тема 12. EXPLORE (upper intermediate)

QUESTIONS:

(Choose the best response for each one)

Начало формы

1. P1: When did John start working here? P2: He was _____ about two months ago.

hire

taken

hired

2. I can't go out. My _____ is almost over.

break for lunch

lunch break

food break

3. Many of our employees take their breaks in the _____.

breakfast room

lunch room/lunchroom

criticized

4. In many offices, employees work in little areas called _____.

cubes/cubicles

boxes

rooms

5. You are going to have to _____ your cubicle with two other employees.

divide

coexist in

share

6. Everyone has to leave the office during a fire _____.

drill

alarm

time

7. I can't _____ to my computer.

log in

log out

log

8. You don't have to wear a tie, but you have to wear a _____.

shirt

t-shirt

dress shirt

9. Do you have a dress _____ at your company?

requirement

code

law

10. I'm going on a _____ next month. I'm meeting with one of our clients in Singapore.

business trip

work trip

business travel

11. John isn't a permanent employee; he's a _____.

temp

part-time

hired

12. _____ means that someone gets hired as a temporary employee, and then, in time, has the chance to become a permanent employee.

Temp-to-full

Temp-to-hire

Temp-to-non-temp

13. I can't make it at 2. I have an important meeting _____ (= I have to attend).

I can't get out

I can't get out from

I can't get out of

14. Make sure you _____ with Nancy about what we all discussed this morning.

follow-up

follow

converse

15. He's got a really positive _____. He'll do well at this company.

look

sense

attitude

16. A "micromanager" wants to _____.

let his employees work independently

have total control over everything

bankrupt the company s/he works for

17. You should always wear your name _____. (= a little piece of paper with your name that you wear on your shirt) when you're at work.

tag

paper

patch

18. Tony, can you _____ these documents and see if there's anything in them about the Dell contract?

observe

look through

look

19. P1: Can we meet at 2:00 PM? P2: Let me check my _____.

requirement

schedule

clock

20. Marketing really dropped the _____ on this one. (= really made a big mistake)

balls

bowl

ball

Конец формы

Тема 13. OLD OR NEW (upper intermediate)

QUESTIONS:

(Choose the best response for each one)

1. I don't think I can take on any more projects right now. I have too much _____ already.

on my platter

on my plate

on my mind

2. The USA is one of the easiest places in the world to _____.

make a business

commence a business

start a business

3. I'm swamped. = I'm _____.

drowning

really busy

confused

4. What's on the _____ today? (= What's the plan for today?/ What do we have to do today?)

agenda

board

notebook

5. I'm a little confused about the timeline. Could you _____ (= explain it to me) again?

walk me through it

walk me through

converse with me

6. What's a "timeline"?

A thin watch

A deadline

A schedule

7. I have a couple of things I'd like to talk about. I'm going to go through them _____ . (= one by one)

in order

by order

orderly

8. Tony is always _____ the meeting by being late.

holding up

keeping up

bringing up

9. I have a terrible boss! He never gives me any positive _____ on the work I do.
(= he never compliments my work)

feed

feedback

opinions

10. A business's "core competency" is something that it can do well, something that sets it apart from its competitors, and is difficult for these competitors to _____. (= copy)

initiate

inform

imitate

11. When you're "bouncing ideas off each other", you're _____.

exchanging ideas

agreeing with someone else's idea

playing basketball

12. Lisa, the marketing rep, and I have been playing _____ this whole week.
(We've been trying to reach each other, but we keep getting each other's voice mail)

phone games

phone tag

phone contact

13. What's "voice mail"?

A messaging service that allows you to leave messages when you call someone

A voice attachment on an email

A package with a CD

14. I think David should do the presentation. Database architecture is his _____.

topic of expertise

area of expertise

field of knowledge

15. Your report is a little short. I think you have to _____ a little more.

learn the topic

research the substance

research the topic

16. Our meetings are always quite informal, but we get _____.

much done

much finished

a lot done

17. Where can I get a pen?

In the supply room

In the lunch room

In the conference room

18. What's a binder?

paper

a notebook cover (often with rings or clamps for holding sheets)

a mean boss

19. I've always wanted to _____ a career in oceanography.

persuade

perhaps

pursue

20. No, I'm sorry I'm not _____ with that service. (= I haven't heard about that service)

familiar

famous

famished

Tema 14. WORK (upper intermediate)

QUESTIONS:

(Choose the best response for each one)

1. A company's _____ is the supply of goods it has for sale.

inventory

invention

inversion

2. A good CEO will make _____ business decisions.

sound

sonic

musical

3. It's not economically _____ (= profitable/worthwhile) for us to pursue this.

fast

worthy

feasible

4. We have to examine the _____ (race, age, income, etc.) of our customer base.

democracy

demographics

demonstrations

5. Our _____ is to provide high quality veterinary service.

statement

mishap

mission

6. This seminar will show you how to _____ (= improve) your sales and marketing campaigns.

vary

variable

variety

7. To make an "informed" choice, means to make a _____ choice.

wise

frivolous

neutral

8. A "white paper" is an _____ report.

authored

authentic

authoritative

9. The manager didn't see any _____ (= real) benefits to his approach.

tangy

tangible

tinged

10. The kids who will receive these computers are the ones who will ultimately _____ of this project.

reap the benefits

take the benefits

11. Our organization is one of the main _____ in the water initiative program. (= an integral part of the program)

holders

takers

stakeholders

12. Call one of the _____ guys to come fix your computer.

sales support

tech support

technical know-how

13. James and I don't really see _____ on this issue. (= we don't really agree)

face-to-face

eye-to-eye

eyes-to-eyes

14. I'm sorry, he's _____ right now. Can he call you back?

in a meeting

in meeting

with a meeting

15. _____ (= I think), we should concentrate more on customer service.

The way I think

In other words

The way I see things

16. Paul, can we _____ your input on this?

get

receive

take

17. He makes _____.

an excellent point

excellent point

an excellent idea

18. I understand. = I see _____.

what you say

what you think

what you mean

19. I agree with you _____.

up to your point

up to a point

up to a moment

20. What are the _____ on this? = What do we do next?

next steps

next moves

next actions

Tema 15. RISK (upper intermediate)

QUESTIONS:

(Choose the best response for each one)

1. What are you _____? = What are you trying to say?

getting at

getting

making

2. I'm sorry, Lynn, I didn't _____ (= understand/hear) that last figure.

engage

catch/get

grasp

3. Janine has _____ a lot to the development of this company.

constrained

calculated

contributed

4. We're running a little short _____. (= we don't have much time left)

of time

in time

time

5. Bill told me that my issue was _____ of the meeting. (= not part of what the meeting was about)

outside the boundary

out the door

outside the scope

6. Let's _____ (= talk) tomorrow.

touch bases

touch base

touch wood

7. She's really good at _____ (= generating) creative solutions.

coming up with

coming on to

getting on with

8. In business jargon, when something is "on someone's radar":

they are not aware of something

they are aware of something

they are a pilot

9. Let's leave that issue for _____.

other meeting

another meeting

the future

10. It's critical not to _____ of the main point.

see

lose site

lose sight

11. Bill's company has broken its four-quarter streak of declining _____.

revenue

reviews

cash

12. Revenue from license sales _____ 5% during the second quarter of 2013.

down

fell

fell through

13. Because of good business decisions, our company is growing faster than _____.

assumed

expecting

expected

14. We expect _____ growth during the next couple of quarters.

modest

shy

mid-range

15. The CEO announced that the company was taking a new _____.

way

highway

direction

16. The 90's stock market _____ created scores of (= many) dot-com millionaires.

boon

boom

book

17. A _____ company is one that isn't going to last very long. It's here one day, and gone the next.

fly-by-night

night

flighty

18. The company spokesperson _____ to answer any questions.

decided

declined

decried

19. We're a little worried. One of our major _____ is growing at a rapid rate.

competition

competitors

compete

20. Bill was trying to come up with a scheme to steal money from the company, but his boss _____ to this scheme and fired him.

caught

caught up

caught on

Tema 23. INFORMAL COMMUNICATION (Business English)

QUESTIONS:

(Choose the best response for each one)

1. Their profits increased dramatically. = Their profits went _____.

by the wayside

through the roof

on and on

2. Not many people use this product. = The _____ for this product is weak.

request

use

demand

3. The company is _____ (= being criticized heavily) for some of their policies.

overvalued

under fire

under-funded

4. He didn't write the report himself. He _____ it with his colleague.

co-authored

authorized

cooperated

5. To write and release a public letter = To _____ a public letter

issue

insure

inspect

6. The buyout took him by surprise. = He was _____ by the buyout.

emboldened

unaffected

blindsided

7. They couldn't reach a deal. = They couldn't _____ a deal.

hammer out

put out

come across

8. They rejected his first offer. = They rejected his _____.

initial bid

first bidding

innovative bidding

9. He wasn't sure about the accepting the proposal. = He was _____ about accepting the proposal.

hesitated

hesitant

hesitate

10. The talks are at a _____. = There is no progress being made at the talks.

buyout

bankruptcy

standstill

11. The two candidates have never argued, so there is no _____ between them. (= there is no grudge stemming from previous arguments, disputes, etc.)

bad blood

bad news

bad manners

12. Investors got _____ (= very upset) about the news.

bent out of shape

an earful

blown out of proportion

13. This is not as serious as it seems. It just got _____ (= its importance was exaggerated).

bent out of shape

an earful

blown out of proportion

14. Jim got _____ from his boss. = Jim was reprimanded by his boss.

bent out of shape

an earful

blown out of proportion

15. To affect the stock price = To _____ the stock price

insure

instigate

impact

16. Jim wanted to _____ his house against fire.

insure

impact

instigate

17. They wanted to create a conflict between the two firms. = They wanted to _____ a conflict between the two firms.

instigate

insure

impact

18. He focused in on a good strategy. = He _____ on a good strategy.

called up

pulled up

honed in

19.. Let me explain/clarify. = Let me _____ on this.

shine light

shine some light

shine the light

20. They went bankrupt last year. = They _____ last year.

flooded

folded

fell

Tema 31. STRUCTURING A PRESENTATION (Business English)

QUESTIONS:

(Choose the best response for each one)

1. When did you start your current _____ (= job)?

position

place

work

2. I left my last job because I felt that they didn't recognize my _____.

accomplishments

accommodations

acclimation

3. I've always been a team _____. (= I've always worked well with other people)

play

worker

player

4. I believe I'm a good _____ for this position.

fitness

fit

man

5. Tell me a little about your _____ job (= your last job).

past

finished

previous

6. I developed good communication skills _____ as a customer service representative.

while working

when working

by working

7. What does "rep" stand for?

representative

republican

reprimand

8. You shouldn't discuss salary until the interviewer _____ (= starts talking about it).

brings up

brings it on

brings it up

9. An interviewer might ask you what your "salary _____" are. This is the formal way of asking how much money you require.

needs

requirements

desires

10. Many companies want to hire someone who can _____ well.

take pressure/stress

handle pressure/stress

get pressure/stress

11. I had a good working relationship with my _____ (= boss).

supervisor

superior

superintendent

12. During an interview, you might be asked to describe how you _____ (= resolved) a difficult situation.

dealt

dealt with

went through

13. We need someone who can work under minimum _____.

supervision

supervisor

superior

14. Instead of using the word "difficult" to describe something, you should use a more positive word like:

really hard

challenging

awful

15. Is there an _____ of which you are particularly proud?

action

atonement

achievement

16. An interviewer will ask you about your strengths, but he/she might also ask about your _____.

challenges

week

weaknesses

17. I was _____ for developing the company's intranet.

responsible

made

responsive

18. Some of my _____ included helping customers, filing complaints, and dealing with emergency situations.

jobs

duties/ responsibilities

activities

19. When someone asks you to "outline your experience" they want you to:

forget about your experience

brag about your experience

talk about your experience

20. Things/activities done on your free time (hobbies, etc) are known as " _____ activities".

extracurricular

extra

extraneous

4.3 Промежуточная аттестация по дисциплине проводится в форме зачета, экзамена

Типовые вопросы зачета (УК-4)

Типовые задания для зачета (УК-4)

Типовые вопросы экзамена (УК-4)

Типовые задания для экзамена (УК-4)

4.4. Шкала оценивания промежуточной аттестации

Зачет

Оценка	Компетенции	Дескрипторы (уровни) – основные признаки освоения (показатели достижения результата)
«зачтено» (50 - 100 баллов)	УК-4	
«не зачтено» (0 - 49 баллов)	УК-4	

Экзамен

Оценка	Компетенции	Дескрипторы (уровни) – основные признаки освоения (показатели достижения результата)
«отлично» (85 - 100 баллов)	УК-4	
«хорошо» (70 - 84 баллов)	УК-4	

«удовлетворительно» (50 - 69 баллов)	УК-4	
«неудовлетворительно» (менее 50 баллов)	УК-4	

5. Методические указания для обучающихся по освоению дисциплины (модуля)

5.1 Методические указания по организации самостоятельной работы обучающихся:

Приступая к изучению дисциплины, в первую очередь обучающимся необходимо ознакомиться содержанием рабочей программы дисциплины (РПД), которая определяет содержание, объем, а также порядок изучения и преподавания учебной дисциплины, ее раздела, части.

Для самостоятельной работы важное значение имеют разделы «Объем и содержание дисциплины», «Учебно-методическое и информационное обеспечение дисциплины» и «Материально-техническое обеспечение дисциплины, программное обеспечение, профессиональные базы данных и информационные справочные системы».

В разделе «Объем и содержание дисциплины» указываются все разделы и темы изучаемой дисциплины, а также виды занятий и планируемый объем в академических часах.

В разделе «Учебно-методическое и информационное обеспечение дисциплины» указана рекомендуемая основная и дополнительная литература.

В разделе «Материально-техническое обеспечение дисциплины, программное обеспечение, профессиональные базы данных и информационные справочные системы» содержится перечень профессиональных баз данных и информационных справочных систем, необходимых для освоения дисциплины.

5.2 Рекомендации обучающимся по работе с теоретическими материалами по дисциплине

При изучении и проработке теоретического материала необходимо:

- просмотреть еще раз презентацию лекции в системе MOODLe, повторить законспектированный на лекционном занятии материал и дополнить его с учетом рекомендованной дополнительной литературы;
- при самостоятельном изучении теоретической темы сделать конспект, используя рекомендованные в РПД источники, профессиональные базы данных и информационные справочные системы;
- ответить на вопросы для самостоятельной работы, по теме представленные в пункте 3.2 РПД.
- при подготовке к текущему контролю использовать материалы фонда оценочных средств (ФОС).

5.3 Рекомендации по работе с научной и учебной литературой

Работа с основной и дополнительной литературой является главной формой самостоятельной работы и необходима при подготовке к устному опросу на семинарских занятиях, к дебатам, тестированию, экзамену. Она включает проработку лекционного материала и рекомендованных источников и литературы по тематике лекций.

Конспект лекции должен содержать реферативную запись основных вопросов лекции, в том числе с опорой на размещенные в системе MOODLe презентации, основных источников и литературы по темам, выводы по каждому вопросу. Конспект может быть выполнен в рамках распечатки выдачи презентаций лекций или в отдельной тетради по предмету. Он должен быть аккуратным, хорошо читаемым, не содержать не относящуюся к теме информацию или рисунки.

Конспекты научной литературы при самостоятельной подготовке к занятиям должны содержать ответы на каждый поставленный в теме вопрос, иметь ссылку на источник информации с обязательным указанием автора, названия и года издания используемой научной литературы. Конспект может быть опорным (содержать лишь основные ключевые позиции), но при этом позволяющим дать полный ответ по вопросу, может быть подробным. Объем конспекта определяется самим студентом.

В процессе работы с основной и дополнительной литературой студент может:

- делать записи по ходу чтения в виде простого или развернутого плана (создавать перечень основных вопросов, рассмотренных в источнике);
- составлять тезисы (цитирование наиболее важных мест статьи или монографии, короткое изложение основных мыслей автора);

- готовить аннотации (краткое обобщение основных вопросов работы);
- создавать конспекты (развернутые тезисы).

5.4. Рекомендации по подготовке к отдельным заданиям текущего контроля

Собеседование предполагает организацию беседы преподавателя со студентами по вопросам практического занятия с целью более обстоятельного выявления их знаний по определенному разделу, теме, проблеме и т.п. Все члены группы могут участвовать в обсуждении, добавлять информацию, дискутировать, задавать вопросы и т.д.

Устный опрос может применяться в различных формах: фронтальный, индивидуальный, комбинированный. Основные качества устного ответа подлежащего оценке:

- правильность ответа по содержанию;
- полнота и глубина ответа;
- сознательность ответа;
- логика изложения материала;
- рациональность использованных приемов и способов решения поставленной учебной задачи;
- своевременность и эффективность использования наглядных пособий и технических средств при ответе;
- использование дополнительного материала;
- рациональность использования времени, отведенного на задание.

Устный опрос может сопровождаться презентацией, которая подготавливается по одному из вопросов практического занятия. При выступлении с презентацией необходимо обращать внимание на такие моменты как:

- содержание презентации: актуальность темы, полнота ее раскрытия, смысловое содержание, соответствие заявленной темы содержанию, соответствие методическим требованиям (цели, ссылки на ресурсы, соответствие содержания и литературы), практическая направленность, соответствие содержания заявленной форме, адекватность использования технических средств учебным задачам, последовательность и логичность презентуемого материала;
- оформление презентации: объем (оптимальное количество), дизайн (читаемость, наличие и соответствие графики и анимации, звуковое оформление, структурирование информации, соответствие заявленным требованиям), оригинальность оформления, эстетика, использование возможности программной среды, соответствие стандартам оформления;
- личностные качества: ораторские способности, соблюдение регламента, эмоциональность, умение ответить на вопросы, систематизированные, глубокие и полные знания по всем разделам программы;
- содержание выступления: логичность изложения материала, раскрытие темы, доступность изложения, эффективность применения средств ИКТ, способы и условия достижения результативности и эффективности для выполнения задач своей профессиональной или учебной деятельности, доказательность принимаемых решений, умение аргументировать свои заключения, выводы.

6. Учебно-методическое и информационное обеспечение дисциплины

6.1 Основная литература:

1. Бортникова Т.Г., Зими́на Е.И., Кондакова Н.Н., Лычаная С.А. Лексический минимум: английский язык : учеб. пособие. - Тамбов: [Издат. дом ТГУ им. Г.Р. Державина], 2014. - 188 с.
2. Зусман Ю.А. Перевод официально-деловой документации (с английского языка на русский и с русского на английский) : учеб. пособие. - Тамбов: [Издат. дом ТГУ им. Г.Р. Державина], 2014. - 304 с.

6.2 Дополнительная литература:

1. Учебник английского языка : в 2 частях, Ч. 2: Ч.2. - Москва: Товарищество "ДеКонт", 1995. - 510, [1] с.

2. Виноградова Я изучаю английский язык на начальном этапе : Учеб. пособие по английскому языку как второму иностранному. - Тамбов: Изд-во ТГУ, 2005. - 107 с.
3. Дроздова Т.Ю., Берестова А.И., Маилова В.Г. English grammar : Reference & practice : With a separate key volume : Учеб. пособие для старшекл. и студ. неязыковых вузов с углубл. изучением англ. яз.. - 8-е изд., испр. и доп.. - СПб.: Антология, 2003. - 343 с.
4. Халилова Л. А. English for students of economics : учебник. - 3-е изд., доп. и перераб.. - М.: Форум, 2012. - 382 с.
5. Murphy (Мерфи) Raymond (Раймонд) English Grammar in Use [Грамматика английского языка] : a self-study reference and practice book for intermediate students of English : with answers. - 2-th ed.. - [Cambridge [etc.]: Cambridge University Press, 2001. - X, 350 p.
6. Мэрфи Р. Практическая грамматика английского языка (Essential Grammar in Use), 1994. - с.

6.3 Иные источники:

1. Oxford Dictionaries. Lexico - <https://www.lexico.com>
2. База текстов на английском языке - www.language-to-go.com
3. Электронная библиотека - www.wikipedia.uk/
4. сайт BBC 6-minute English - <http://www.bbc.co.uk/worldservice/learningenglish/general/sixminute/>
5. Журнал «Экономист» - <http://www.economist.com.ru/>
6. Сайт журнала Экономист on-line - <http://www.economist.com/>

7. Материально-техническое обеспечение дисциплины, программное обеспечение, профессиональные базы данных и информационные справочные системы

Для проведения занятий по дисциплине необходимо следующее материально-техническое обеспечение: учебные аудитории для проведения занятий лекционного и семинарского типа, групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации, помещения для самостоятельной работы.

Учебные аудитории и помещения для самостоятельной работы укомплектованы специализированной мебелью и техническими средствами обучения, служащими для представления учебной информации большой аудитории.

Помещения для самостоятельной работы укомплектованы компьютерной техникой с возможностью подключения к сети "Интернет" и обеспечением доступа в электронную информационно-образовательную среду Университета.

Для проведения занятий лекционного типа используются наборы демонстрационного оборудования, обеспечивающие тематические иллюстрации (проектор, ноутбук, экран/ интерактивная доска).

Лицензионное и свободно распространяемое программное обеспечение:

Операционная система "Альт Образование"

LibreOffice

Microsoft Windows 10

Microsoft Office Профессиональный плюс 2007

Профессиональные базы данных и информационные справочные системы:

1. Электронная библиотека ТГУ. – URL: <https://elibrary.tsutmb.ru/>
2. Электронный каталог Фундаментальной библиотеки ТГУ. – URL: <http://biblio.tsutmb.ru/elektronnyij-katalog>
3. Университетская библиотека онлайн: электронно-библиотечная система. – URL: <https://biblioclub.ru>
4. ЭБС «Университетская библиотека онлайн» . – URL: <http://www.biblioclub.ru>
5. Консультант студента. Гуманитарные науки: электронно-библиотечная система. – URL: <https://www.studentlibrary.ru>
6. Научная электронная библиотека eLIBRARY.ru. – URL: <https://elibrary.ru>

7. Российская государственная библиотека. – URL: <https://www.rsl.ru>
8. Российская национальная библиотека. – URL: <http://nlr.ru>
9. Президентская библиотека имени Б.Н. Ельцина. – URL: <https://www.prlib.ru>
10. Научная электронная библиотека Российской академии естествознания. – URL: <https://www.monographies.ru>
11. Электронная библиотека РФФИ. – URL: <https://www.rfbr.ru/rffi/ru/library>

Электронная информационно-образовательная среда

https://auth.tsutmb.ru/authorize?response_type=code&client_id=moodle&state=xyz

Взаимодействие преподавателя и студента в процессе обучения осуществляется посредством мультимедийных, гипертекстовых, сетевых, телекоммуникационных технологий, используемых в электронной информационно-образовательной среде университета.