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Факультет культуры и искусств
Кафедра зарубежной филологии и прикладной лингвистики

УТВЕРЖДАЮ:
Декан факультета



Т. М. Кожевникова
«05» июля 2021 г.

РАБОЧАЯ ПРОГРАММА

по дисциплине Б1.О.1 Иностранный язык

Направление подготовки/специальность: 46.03.02 - Документоведение и архивоведение

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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:

- информационно-аналитический
- организационно-управленческий

1.3 Дисциплина ориентирована на подготовку обучающихся к профессиональной деятельности в сфере: 40 Сквозные виды профессиональной деятельности в промышленности (в сферах: стратегического и тактического планирования и организации производства; логистики; организации сетей поставок)

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 46.03.02 - Документоведение и архивоведение.

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.

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

3.2.Содержание курса:

№ темы	Название раздела/темы	Вид учебной работы, час.		Формы текущего контроля
		Лаб · раб.	СР	
		О	О	
1 семестр				
1	24 HOURS (pre-intermediate)	12	2	Опрос; Тестирование; Дискуссия
2	MUSIC (pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
3	TASTE (pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
4	SURVIVAL (pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
5	STAGES (pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
6	PLACES(pre-intermediate)	12	2	Опрос; Тестирование; Дискуссия
2 семестр				
7	BODY(pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
8	SPEED(pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
9	WORK(pre-intermediate)	12	2	Опрос; Тестирование; Дискуссия
10	TRAVEL(pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия

11	INFLUENCE(pre-intermediate)	10	1	Опрос; Тестирование; Дискуссия
12	MONEY(pre-intermediate)	12	2	Опрос; Тестирование; Дискуссия
3 семестр				
13	FRIENDS(intermediate)	12	1	Опрос; Тестирование; Дискуссия
14	MEDIA(intermediate)	12	2	Опрос; Тестирование; Дискуссия
15	LIFESTYLE(intermediate)	12	2	Опрос; Тестирование; Дискуссия
16	WEALTH(intermediate)	14	2	Опрос; Тестирование; Дискуссия
17	FREE TIME(intermediate)	14	1	Опрос; Тестирование; Дискуссия
4 семестр				
18	INTRODUCTIONS (Business English)	2	-	Опрос
19	GETTING TO KNOW COLLEAGUES (Business English)	2	-	Опрос
20	DELEGATING TASKS (Business English)	2	-	Опрос
21	WRITING A REPORT (Business English)	2	1	Опрос
22	MAKING APOLOGIES (Business English)	2	-	Опрос
23	MAKING PLANS BY EMAIL (Business English)	2	1	Опрос
24	KEEPING CLIENTS INFORMED (Business English)	2	1	Опрос
25	INFORMAL COMMUNICATION (Business English)	2	-	Опрос; Тестирование
26	ADVICE AND SUGGESTIONS (Business English)	2	-	Опрос

27	TALKING ABOUT ABILITIES (Business English)	2	-	Опрос
28	COMPARING AND CONTRASTING (Business English)	2	-	Опрос
29	CHECKING INFORMATION (Business English)	2	-	Опрос
30	JOB DESCRIPTIONS (Business English)	2	-	Опрос
31	APPLYING FOR A JOB (Business English)	2	-	Опрос
32	JOB INTERVIEWS (Business English)	2	-	Опрос
33	STRUCTURING A PRESENTATION (Business English)	2	1	Опрос; Тестирование

Тема 1. 24 HOURS (pre-intermediate) (УК-4)

Лабораторные работы.

- 1.Are you a culture vulture?
- 2.Monday to Friday
- 3.At the same time
- 4.Progress test 1

Grammar

1 Present Simple

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

2 adverbs of frequency

Put the adverbs of frequency in the correct place.

3 Present Simple or Present Continuous?

Underline the correct words in italics.

Vocabulary

4 verb-noun phrases about daily routine

Complete the sentences with a suitable verb.

5 going out

Complete the words.

6 describing your day and lifestyle

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

boring busy exciting fun lazy relaxing stressful unusual

Pronunciation

7 sentence stress

Underline the words we usually stress.

8 do and does

Is the pronunciation of the underlined words weak (/də/, /dəz/) or strong (/du:/, /dʌz/)?

9 How to talk about your learning needs

Put the words in the correct order to make sentences.

Reading

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

Hi Luke

How are you? How's the new house? Are you enjoying the nightlife in Buenos Aires?

I started my new job last month so I now have a good routine. I'm enjoying the work, but it's hard because I get up early every day (you know how I like to stay in bed late!). I try and go for a swim most days before work because there's a gym and swimming pool in the building. It's relaxing and I feel very good after the exercise. I'm in the office at 8:30 and first of all I check my emails. You can't imagine how many emails I get every day! Because we're an international company with offices all over the world, we get a lot of emails during the night as well, so we're always busy. There's no time to sit and do nothing! I've got some really nice colleagues and we usually go for lunch together on Fridays. On the other days, I go shopping or I go for a walk when the sun's shining and sometimes I stay at my desk and have a quick sandwich – not very healthy I know.

I don't know many people here, so I like going out at the weekends. Of course I have a lie-in on Saturday and Sunday and if there's an interesting exhibition on, I go to that. I want to join some local clubs as well, maybe hiking or tennis.

I'm having a lazy day today because I'm really tired and it's raining. I stayed in bed until 11 o'clock and now I'm sitting at the computer and writing emails to friends. I'm staying with my cousin at the moment, but I really want my own apartment. It's quite stressful because everything is so expensive here, but I'm looking. My cousin is very kind, but she enjoys doing different things and her lifestyle is quite different from mine.

This evening we're going to a concert together. I'm not sure who is playing, but I think it's a classical concert.

When I have my new apartment, you must come down and stay with me! Write soon and give me your news.

Josh

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. MUSIC (pre-intermediate) (УК-4)

Лабораторные работы.

1. Music for 007
2. Barefoot music
3. The Mozart effect
4. Progress test 2

Grammar

1 Past Simple

Write complete sentences using the prompts.

2 Present Perfect Simple: experience

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

do — eat — see — not be — read — hear

3 questions

Complete the dialogues with question words or phrases.

Vocabulary

4 music

Put the letters in the correct order to make music words.

5 music

Complete the music words.

6 achievements

Choose the correct words in italics.

Pronunciation

7 have and has

Is the pronunciation of the underlined sounds weak (/ə/) or strong (/æ/)?

8 intonation in questions

Does your voice go up (*ä*) or down (*æ*) at the end of each question

How to ...

9 refer to past times

Complete each sentence with one word.

Reading

10 Read the magazine article. Then write the questions.

Sing!

Today a lot of singers and actors use their fame to raise money for charity. You only have to go on the internet and you can see just how many things they do. A celebrity name at a charity event can raise thousands of dollars and it is a good way for these people to give something back to the world that has made them rich and famous.

One such person is Scottish singer songwriter Annie Lennox. She was born on 25 December 1954 into a poor family. She grew up and went to school in Aberdeen and when she was seventeen she moved to London and went to the Royal Academy of Music where she studied the flute and classical music for three years.

A few years later she met Dave Stewart and between 1977 and 1980 they were in a group, The Tourists, where she was the lead singer. When the band split up, Annie and Dave formed a new band: Eurythmics. Together they recorded several albums. They sold more than 75 million albums worldwide, with over twenty international hits. They didn't officially separate but Annie started a solo career in the 1990s. Her first solo album, *Diva*, was released in 1992 and sold around six million copies. Since then she has recorded several albums.

However, Annie Lennox isn't just a successful singer and musician. She is a dynamic charity fundraiser* and over the years has achieved many great results. In 2007, she recorded a fundraising single called Sing with a 23-member choir of female celebrities including Madonna, Shakira, kd lang, Dido and Celine Dion. The money they raised went to Treatment Action Campaign (TAC), an organisation which works on the African continent.

Multi-award winning Annie Lennox has come a long way since the 1980s when she was the singer with Eurythmics. Since then, she has become a successful solo artist and has raised money for many charities including Amnesty International, Greenpeace and Nelson Mandela's 46664 Foundation. She does a lot of her charity work through the internet, which she calls 'Laptop Activism', and encourages everyone to do something to make a difference.

*Fundraiser: someone who collects (or 'raises') money for charity by organising events

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, контрольной работе

Тема 3. TASTE (pre-intermediate) (УК-4)

Лабораторные работы.

1. Jamie's kitchen
2. Let's celebrate!
3. Ratatouille
4. Progress test 3

Grammar

- 1 be going to: future plans

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

have — come — move — buy — organise — visit

- 2 Present Continuous: future arrangements

Write complete sentences using the prompts.

- 3 defining relative clauses

Choose the correct words in italics.

Vocabulary

- 4 cooking and eating

Complete each sentence with one word.

- 5 describing food

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

baked boiled fresh fried raw roast savoury spicy sweet

- 6 easily-confused words

Choose the correct words in italics.

Pronunciation

- 7 connected speech

Look at the sentences and mark the linking.

8 silent letters

Underline the silent letter in each word.

How to ...

9 make arrangements

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

Let's idea keen afraid busy Shall Actually better

Reading

10 Read the restaurant review. Match the headings (1–5) with the paragraphs (A–F).

Neel Akash

Indian & Bangladeshi Restaurant

££

A

I was very happy to receive an invitation to the new Indian restaurant last week, so I called my dear friend Louis and we went to the Neel Akash, which means 'blue sky', to see what all the fuss was about.

B

The Neel Akash is near the town square at the end of Sussex Street, opposite the library. It is very central, so we walked there, but it is easy to get to from the train and bus stations and it also has its own car park.

C

The restaurant has only been open for two weeks, so it still feels very new. The décor is traditional with a lot of wood and dark reds and greens. The lighting isn't too bright and the atmosphere is warm and friendly. I particularly liked the flowers and candles on all the tables. There were already a lot of people there, so it was lively but not too noisy.

D

When we arrived, a pleasant young waiter showed us to our table which was in the window overlooking the garden. As soon as we sat down, another waiter brought the menu and took our drinks order. He explained the different dishes to us, recommended the specialities of the restaurant and then gave us some time to make our choices.

E

I love Indian food and wanted to taste everything, but in the end I ordered a selection of starters for us to share. We had shami kebab – spiced lamb, aloo chat – spicy potatoes, and egg akuri which is egg cooked with onions and served with bread. For my main course I had chicken tikka korma which is a mild chicken cooked in a cream sauce. I don't like very spicy food so that was hot enough for me. This came with delicious boiled rice and nan bread. My friend ordered a very spicy fish curry which he had with a side dish of raita which is yoghurt with cucumber. Everything looked perfect and tasted absolutely delicious.

F

When the bill came we were pleasantly surprised as it was very reasonable. We paid £20 per person which included drinks and a tip. For a cheaper option, you can have a buffet lunch during the week which costs £7.95 and you can eat as much as you like for that.

Задания для самостоятельной работы.

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2. конспектирование материалов, работа со справочной литературой;
3. подготовка к опросу, тестированию.

Тема 4. SURVIVAL (pre-intermediate) (УК-4)

Лабораторные работы.

1. Going to extremes
2. Survival school
3. Surviving in English
4. Progress test 4

Grammar

- 1 comparative adjectives

Write complete sentences using the prompts.

- 2 superlative adjectives

Complete the sentences with the superlative form of the adjectives in brackets.

- 3 indirect questions

Complete the indirect questions.

Vocabulary

- 4 survival

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

achieve build control cope push rely

- 5 describing people

Choose the correct words in italics.

- 6 survival equipment

Complete the words for things you would take on a camping trip

Pronunciation

- 7 emphasising important words

Underline the word in each sentence which we usually give extra stress.

- 8 intonation in questions

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

How to ...

- 9 be polite in English

Match the questions (1–5) with the replies (a–e).

Reading

- 10 Read the email and choose the correct answers.

Hi Maria

How are you? I hope everything's OK over there and the sun is finally shining! It's been such a bad winter, hasn't it?!

This is the first time I've managed to get to an internet café, but I'm here now and have lots to tell you. I'm staying with friends of Dan's in Seattle. I didn't know them before I came here, but now I feel like part of the family. They've been so kind and have taken me all over the city.

It often rains here on the west coast, but the weather has been great since I've been here so I'm really lucky. On my first day, I decided to go downtown to walk along the water front. There's a famous market there called Pike Place Market. It's one of the oldest (over 100 years old) and biggest markets I've ever been to. I really couldn't believe my eyes! The colours and smells were just amazing. I had lunch in a restaurant called The Athenian where Tom Hanks ate in my favourite film Sleepless in Seattle. The views were fantastic, but the food wasn't that great.

I'm here for another week, so I want to visit some of the museums and galleries and maybe go to the theatre as well. We're going to the Space Needle (another big tourist attraction) for dinner this evening. The restaurant is at the top of the Needle and it moves round slowly so you can get a view of the whole city while you're eating. I'm really looking forward to it as they say the food is the best in the city.

Although I really like it here, I feel quite strange sometimes because of the language differences. I know we all speak English, but we don't really speak the same language at all. A lot of people here find it difficult to understand what I'm saying because of my accent and it's the same for me. And there are a lot of different words as well. Did you know that 'cookies' are 'biscuits' and 'pants' are 'trousers'?!

I think I can honestly say that I have never been to a country of so many superlatives. Everything here really is the biggest, the best, the smallest, the worst, the highest, the greatest. Welcome to America!

I've got to go now, but thanks again for looking after my flat (or is that apartment?!) while I'm here. I'll bring you back the best souvenir I can find!

Love

Jess xx

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 5. STAGES (pre-intermediate) (УК-4)

Лабораторные работы.

1. Turning eighteen
2. Old friends
3. The truth about ageing
4. Progress test 5

Grammar

1 should, have to, can: obligation and permission

Rewrite the sentences using the correct form of the modal verbs in brackets.

2 Present Perfect Simple: for and since

Complete the sentences with for or since.

3 used to: past habits

Complete the sentences with the correct form of used to and a verb from the box.

earn

wear

eat

do

drive

get on

Vocabulary

4 times of life

Put the times of life in the correct order.

5 life activities

Match the verbs from A with the phrases from B.

6 friendship

Complete each sentence with a preposition.

7 good and bad habits

Complete the sentences with the words from the box.

do think eat eat worry be

Pronunciation

8 connected speech

Look at the consonants in bold and circle the consonant that is not pronounced.

How to ...

9 exchange opinions

Choose the correct words in italics.

Reading

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

Every month we invite our readers to write in and tell us about someone special in their lives. (0) This month's winning entry is by Richard Jackson.

I suppose when you're young you don't really think about the people around you.

(1) _____ Now that I'm a father, however, I think about things differently and I realise how lucky we were as children.

I grew up on a farm. I had two younger brothers and one older sister, so I was in the middle. Our father used to work very hard because it was his farm. (2) _____ Our mother used to teach at the local primary school so we spent a lot of time with our grandparents who lived with us.

Our grandmother was an amazing woman. She got married when she was very young and she had six children, which was quite usual in those days. She stayed at home to look after all of them, but when they were older she decided she wanted to go to university. She graduated when she was fifty years old. (3)

Before we were old enough to go to school, she used to look after us. (4) _____ She taught us to read and she told us stories about her life, but perhaps the most important thing she taught us was that we can do anything if we believe we can.

My grandmother died ten years ago, but when I look at my family now, I can still remember her words. (5)

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 6. PLACES(pre-intermediate) (УК-4)

Лабораторные работы.

1. A Greek island
2. Mandela's garden
3. Virtual world
4. Progress test 6

Grammar

- 1 will, may, might: prediction

Choose the correct words in italics.

- 2 countable and uncountable nouns

Choose the correct answer.

- 3 too, too much/many, (not) enough

Complete the sentences with too, too much/many, (not) enough.

Vocabulary

- 4 geographical features

Put the letters in the correct order.

- 5 describing places

Complete the sentences with the words from the box.

romantic — unspoilt — crowded — beautiful — impressive — relaxing

- 6 urban environment

Complete each sentence with one or two words.

Pronunciation

- 7 diphthongs

Put the words in the correct columns.

tour	lake	unspoilt	by	romantic	brown	share
year	mine	sound	there	today	grey	island
soil	low	mountain	where	here	boy	road

How to ...

- 8 talk about choices and give reasons

Complete the sentences with the phrases from the box.

I'd like to I think because the main reason personally I love

Reading

- 9 Read the guide to Bratislava. According to the text, are the statements true (T), false (F) or not given (NG)?

Slovakia joined the European Union in 2004 and since then it has become more and more popular with international tourists. There are many beautiful cities to visit, but the best known, and the largest, is Bratislava with a population of around half a million. Not as well-known as other central European cities like Budapest, Prague and Vienna, however, Bratislava remains relatively unspoilt. It lies on the river Danube with neighbours Hungary to the south and Austria to the west.

There is something for everyone here. You have to visit the old town and the castle and you can spend hours walking through old streets looking at the wonderful architecture of the old buildings. There is an eleventh-century cathedral as well as many palaces, museums and art galleries.

If you enjoy films, you should come to the international film festival which takes place every year in November and December. In fact, there are many other film festivals during the year as well.

For shoppers, there are a lot of small shops and boutiques where you can easily spend many hours. And you shouldn't miss the Christmas markets in December where you can buy traditional decorations and try traditional Slovak food and drink. There's always a great atmosphere and it is certainly a pleasant way to meet the local people.

For people who are more interested in activity holidays, the nearby mountains offer great sporting opportunities. In the summer, you can go hiking or cycling along the excellent walking trails or if you are brave, you can go swimming in the icy mountain lakes. In the winter, the conditions are usually excellent for skiing. If you prefer to watch sport, then you can watch a noisy hockey game.

Bratislava offers all kinds of accommodation from cheap hostels to luxury hotels. The nightlife is exciting with clubs, bars and restaurants. So why wait? Come and see the beauty for yourself and we're sure you'll want to come back again and again.

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 7. BODY(pre-intermediate) (УК-4)

Лабораторные работы.

1. Changing bodies
2. Hands up
3. Doctor, doctor
4. Progress test 7

Grammar

1 First Conditional

Write complete sentences using the prompts and will/won't.

2 gerunds and infinitives

Choose the correct words in italics.

3 stop, try, remember: gerunds and infinitives

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

spend be book drink buy finish

Vocabulary

4 parts of the body

Put the words in the correct column.

ankle eye forehead ear finger elbow palm knee wrist lips thumb

5 describing appearance

Choose the correct answer.

6 describing character/personality

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

ambitious easy-going chatty lazy unreliable reserved sensitive organised

7 illness

Complete the illness words.

Pronunciation

8 schwa /ə/ on unstressed syllables

Look at the underlined syllables. Tick (ü) the syllables that are pronounced with a schwa /ə/ and cross (x) the syllables that aren't.

How to ...

9 give and respond to advice

Complete the dialogues with the words from the box.

don't fancy tried that should idea

Reading

10 Read the advice about dealing with stress. Who makes each suggestion (1–5)?

I've got some really important exams next week. If I don't get really good results, I won't get a place to study medicine at university and it has always been my dream to become a doctor. I'm not sleeping and I can't concentrate and I've lost my appetite as well. Can anyone offer me some good advice?

Desperate, Brighton

Have you tried yoga? I know it sounds crazy, but sometimes you really need to just close your mind and stop thinking. There are a lot of yoga books and DVDs around, so you don't have to join a class. Since I started doing yoga a year ago, I can't tell you how much my life has changed. You find some kind of inner quiet where your mind stops 'talking', you concentrate on your breathing and you feel energised afterwards.

Ronnie, Sydney

Physical exercise is really important for balance. Our lives are so busy these days. We have deadlines, targets, ambitions and challenges and while we are so busy following these dreams, we forget about balance. Most of us live in our heads all the time. If you're like me, you probably spend a lot of time at the computer or sitting with books and papers. You should take a break from studying at least once an hour. If you have a garden, go outside and just look at the flowers and trees and listen to the birds.

Max, Los Angeles

Sing! That's my advice. Put on your favourite music, dance and sing. Don't worry about the neighbours or the dog! Whenever I feel depressed or stressed I put on some music. Simple as that and I'll bet you fly through your exams.

Lydia, Jo'burg

Go to the gym as often as you can. Physically hard exercise makes you feel much more alive and focused. You should try to train at least four times a week and of course it's important to eat healthily as well. Try not to eat sweet things as the high you get from the sugar disappears very quickly.

Brad, Ontario

You need to switch off your brain so why don't you get some DVDs of your favourite comedies and treat yourself to an hour every day before you go to bed? Then you'll go to sleep feeling happy, not thinking about physics and chemistry. While you sleep your brain will process all the things you have learned during the day, but in a better way.

Jen, Cardiff

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 8. SPEED(pre-intermediate) (УК-4)

Лабораторные работы.

1. Fast world
2. Married in a month
3. Fast men
4. Progress test 8

Grammar

1 Present Simple Passive

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

recycle — grow — send — play — make — spend

2 prepositions of time

Choose the correct answer.

3 Past Continuous and Past Simple

Write complete sentences using the prompts and the Past Continuous or Past Simple.

Vocabulary

4 speed

Complete the sentences with the words and phrases from the box. There are four extra words.

down — immediately — speed — on the go — rush
in a hurry — top — speeding — your time — limit

5 phrasal verbs: relationships

Complete each sentence with a preposition.

6 measurements

Write the measurements in words.

Pronunciation

7 phrasal verbs: stress

Underline the part of the phrasal verb which has the main stress.

8 was and were

Is the pronunciation of the underlined words weak (/wəz/, /wə/) or strong (/wɒz/, /wɜ:/)?

How to ...

9 organise a presentation

Choose the correct words in italics.

Reading

10 Read the email. Are the statements true (T) or false (F)?

Hi Laura

It was great to get your email the other day with all your news. I'm so glad that things are going well with Paul. He sounds really nice. When can I meet him?!

Speaking of men ... guess what – I've met someone too! A friend of mine Carol (I don't think you've met her) suggested speed-dating as she's been on her own for a long time and she'd like to meet someone special now. Well, you know me ... I always enjoy doing different things, so I agreed to go. Actually, I wasn't looking for anyone for myself as I'm quite happy on my own, but I knew that Carol wouldn't go if I didn't go with her.

So, we arrived at the venue – it was a big private room in the town hall. We were a little early, so we sat down and had a drink. I think Carol was quite nervous. I didn't know what to expect so I felt fine! At 7 o'clock exactly, the organisers started the evening and they explained what we had to do. So, all the women sat down at small tables and the men walked around. We had three minutes to talk to each man. Some of them were really boring, but one or two were actually quite interesting. Well, one was very interesting! Then we changed places and the women walked round. It's a very strange way to meet people I must say, but at the end of the evening Martin came up to me and asked me out (you shouldn't really do that but he decided to break the rules!). I was very surprised, but I agreed to go and we went on our first date yesterday. He took me to his favourite Thai restaurant and as I love spicy food I was very happy with his choice! We didn't stop talking and the time went so quickly. He's taking me out again at the weekend. We're going to go for a picnic on the beach.

Who knows what might happen, but I certainly wasn't expecting anything like this. Unfortunately Carol didn't meet anyone, so I feel a bit bad as it was her idea in the first place.

Let's meet up next week and go for a pizza.

Love

Mel xx

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 9. WORK(pre-intermediate) (УК-4)

Лабораторные работы.

1. The best job
2. Interview horrors
3. Career criminals
4. Progress test 9

Grammar

- 1 can, could, be able to: ability

Choose the correct answer.

- 2 adverbs of manner

Complete the sentences with the adverb form of the adjectives from the box.

quick — bad — good — careful — angry — hard

- 3 Past Simple Passive

Rewrite the sentences using the Past Simple Passive.

Vocabulary

- 4 work

Choose the correct words in italics.

- 5 work

Complete the work words.

6 crime

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

community service criminal fine guilty innocent judge
jury police officer punishment steal victim witness

Pronunciation

7 changing word stress

Underline the stressed syllables in the word pairs.

How to ...

8 negotiate with other people

Complete the sentences with the phrases from the box. There are three extra phrases.

if necessary very much for for taking time have a good day
understand 'd like very pleased want make sure

Reading

9 Read the article. Choose the correct answers, according to the text.

Work to live or live to work?

When you realise how much of your life you will spend working, it's important to make good choices when you think about the career you want to follow. Our parents retired when they were sixty or sixty-five but in the future the retirement age may rise to seventy which means that an average person will be in employment for about fifty years! It's a frightening thought if you're doing something you don't enjoy.

There are so many jobs to choose from and so much information available. You can do research on the internet, get advice from your school or college, ask friends and family or perhaps you'll be one of the lucky ones and know exactly what you want to do when you are very young. The majority of people aren't born, however, knowing that they want to be a musician or a writer or a surgeon or an explorer, so for them the choices are difficult.

If you want to run your own company, do you have the right personality? Are you determined, organised and motivated? If you want to be a teacher, do you love your subject? Are you patient and relaxed? Perhaps you want to be a journalist. Can you write well under pressure? Are you happy to travel and work long hours?

What is important to you? Do you want to have a high salary with a company car and a big bonus at the end of every year? Is your job title important? And what about the place where you work? How important is your relationship with your boss and the other employees? How important is the working environment? When people are asked these questions, interestingly money is hardly ever the most important factor.

So next time you pick up an application form, think about what you really want to achieve. You might find that you'll be happier working for less money with more free time. The question is, do we live to work or do we work to live?

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 10. TRAVEL(pre-intermediate) (УК-4)

Лабораторные работы.

1. Travel companions
2. Customs worldwide
3. Travel movies

4. Progress test 10

Grammar

1 Present Perfect Simple: just, yet, already

Complete the sentences with just, yet or already.

2 verbs with two objects

Put the words in the correct order to make sentences.

3 Past Perfect Simple

Complete the sentences with the correct form of the verbs in brackets. Use the Past Simple or the Past Perfect Simple.

Vocabulary

4 transport and travel

Choose the correct answer.

5 transport and travel

Complete the sentences with the singular or plural form of the words from the box.

commuter traveller passenger pedestrian journey voyage

6 greetings and gifts

Complete the words.

7 -ed and -ing adjectives

Choose the correct words in italics.

How to ...

8 make generalisations

Complete the words.

9 tell a story in an engaging way

Match the sentence beginnings (1–5) with the endings (a–e).

Reading

10 Read the travel tips. Match the headings (1–5) with the paragraphs (A–F).

A

I love travelling and one of the most interesting things about being in another country is the way we are all so different. It's clear that the Chinese way of life will be very different from that of a Brazilian, but it's amazing how many differences there are in countries which are closer to home.

B

It's always useful to do some research before you go travelling so you can avoid embarrassing situations. I've prepared some handy tips for anyone who is thinking of going to Bulgaria, one of the most beautiful countries in south-eastern Europe and a country where tourism isn't as well developed as in other places.

C

One of the most confusing experiences you can have is the simple 'yes/no'! When you think the person you're talking to is agreeing with you by nodding their head up and down, they are in fact disagreeing. If someone shakes their head from side to side that means 'yes'. So remember, yes is no and no is yes! I can't tell you how often I bought things I didn't want in the market because I'd forgotten this simple difference.

D

When you visit someone's house you should always take your shoes off as a sign of respect. Your host will probably offer you a pair of house shoes to wear. If you are going for a meal, it is customary to take flowers or some wine and remember if you buy flowers, don't take an even number (2, 4, 6, 8 etc.) as even numbers are for the dead. A Bulgarian meal can last many hours so it's important to follow some simple rules if you don't want to put on a lot of weight! If you finish everything on your plate, this is a sign that you are still hungry, so your host will give you more food. Eat slowly and make sure you leave a little on your plate and then you'll be fine!

E

As in any country, the local people are always so pleased if foreigners try to learn a few words of the language, so before you go, buy a phrase book and impress everyone with your knowledge! Although the written language uses the Cyrillic script, which you probably won't be able to read, you'll find that most people (especially the young) can now speak a little English.

F

So, go and have a fabulous holiday and remember 'when in Rome do as the Romans do'. I'm collecting information on customs around the world so would love to hear from anyone who has an interesting story to tell.

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 11. INFLUENCE(pre-intermediate) (УК-4)

Лабораторные работы.

1. Childhood influences
2. The power of advertising
3. Positive thinking
4. Progress test 11

Grammar

- 1 would: past habits

Tick (ü) the sentences that are correct. Cross (x) the sentences that are incorrect.

- 2 articles

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

- 3 will and be going to: decisions and plans

Complete the sentences with the correct form of the verbs from the box. Use will or be going to.

go — take — do — see — stay — study

Vocabulary

- 4 influence

Complete the words about influence.

5 phrasal verbs

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

bring come grow look look pick

6 the media

Look at the underlined words and put the letters in the correct order.

7 verb + preposition

Complete each sentence with a preposition.

Pronunciation

8 using fillers

Underline the words we use as fillers – to show we want time to think.

How to ...

9 use persuasive language

Match the sentences (1–5) with the techniques (a–d). You can use each technique more than once.

Reading

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

Last month we asked the question: Who or what has been the biggest influence on you? (0) Below, our readers answer that question.

In my case, it wasn't a person, it was a place. And that place was Ayers Rock in Australia. (1) _____ (350 metres high and almost 10 kilometres around.) We were there just before sunset when the whole rock turns red. Although there were lots of tourists around us, I felt alone, but so connected to our planet.

Rose, Canberra

The Power of Now has been a huge influence in my life. (2) _____ When you understand that there is no past and there is no future, there is only NOW, well, then everything is simple. Of course, it's hard to live in the present all the time because of outside influences, but for those moments when I do succeed in being here now, I feel very peaceful and happy.

Kath, Bournemouth

My younger brother has been my greatest role model. 3) _____ His disability hasn't stopped him – he finished his degree at university and now he works with young people, showing them how much they can do even if they can't walk.

Tom, Bonn

My colleague Sandi is one of my greatest influences. (4) _____ She has so much energy and doesn't have time for people who complain about everything. As she says, there are so many people in the world who are worse off than we are and she wants to make a difference. I know that she has changed the lives of so many people.

Martin, Brighton

There are some brave journalists who risk their lives to tell us the truth and they are the people who have influenced me the most. (5) _____ It's so easy to walk away when things get difficult, but they don't and I certainly look up to them in every way.

Felix, Cambridge

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 12. MONEY(pre-intermediate) (УК-4)

Лабораторные работы.

Лабораторные занятия.

1. Honesty is the best policy
2. The price of success
3. The \$1 million baseball
4. Progress test 12

Grammar

- 1 Second Conditional

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

- 2 reported speech

Rewrite the sentences using reported speech.

- 3 both, either, neither

Choose the correct words in italics.

Vocabulary

- 4 money

Match the beginnings of the phrases about money (1–5) with the endings (a–e).

- 5 money

Complete the money words.

- 6 money in education

Choose the correct answer.

- 7 verb + preposition

Complete each sentence with a preposition.

Pronunciation

- 8 emphasising details

Underline the word in each sentence which we usually give extra stress.

How to ...

- 9 report back on discussions

Replace the percentage in each sentence with a suitable word.

Reading

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

Hi Rab

Good to hear from you. I'm sorry I haven't written for ages, but I've been trying to organise stuff for college. I don't know what it's like in Germany, but here it's a bit of a nightmare now as you need so much money to go to university.

I'm lucky that my parents can help me out a bit, but I don't really want to ask them for money. The tuition fees are thousands of pounds a year and that's just for the course and then I have to find somewhere to live. Most students take out a loan from the bank, but then we have to pay it back when we graduate and that can take years if we don't manage to get a good job. And I don't even want to think about how much interest we have to pay on that money. So, I I'll be in debt for some time unless I win the lottery!

I'm studying physics which is a three-year course and when I finish I'm going to apply for a scholarship to study in the US. That's the plan anyway. There are some very good research programmes over there and I think it would be fun to live abroad for a while. I know quite a few people who have studied in the States and they've loved it.

When school finishes in June, I'm going to get a summer job so I can try and save a bit of money before I head off. If I stay at home, I won't need to spend any money on food. I guess I could also sell my car because it's very expensive to run a car these days and I don't think I'll need it when I'm at college.

How do you manage Rab? Do you have a part-time job? What are university fees like in Germany? Is it the same as here or can you get a grant to help you?

We really must get together again soon as it's been a long time. Let me know what your plans are.

All the best

Mario

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. FRIENDS(intermediate) (УК-4)

Лабораторные работы.

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;
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Тема 14. MEDIA(intermediate) (УК-4)

Лабораторные работы.

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.

Задания для самостоятельной работы.

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
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3. подготовка к опросу, тестированию.

Тема 15. LIFESTYLE(intermediate) (УК-4)

Лабораторные работы.

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) _____ b _____ 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

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.

Лабораторные работы.

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.

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 17. FREE TIME(intermediate) (УК-4)

Лабораторные работы.

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.

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 18. INTRODUCTIONS (Business English) (УК-4)

Лабораторные работы.

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 19. GETTING TO KNOW COLLEAGUES (Business English) (УК-4)

Лабораторные работы.

- 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 20. DELEGATING TASKS (Business English) (УК-4)**Лабораторные работы.**

- 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 21. WRITING A REPORT (Business English) (УК-4)**Лабораторные работы.**

- 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 22. MAKING APOLOGIES (Business English) (УК-4)**Лабораторные работы.**

- 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 23. MAKING PLANS BY EMAIL (Business English) (УК-4)**Лабораторные работы.**

- 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 24. KEEPING CLIENTS INFORMED (Business English) (УК-4)

Лабораторные работы.

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 25. INFORMAL COMMUNICATION (Business English) (УК-4)

Лабораторные работы.

1. New language Phrasal verbs

2. Vocabulary Arrangements and plans

3. New skill Keeping co-workers 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 26. ADVICE AND SUGGESTIONS (Business English) (УК-4)

Лабораторные работы.

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 27. TALKING ABOUT ABILITIES (Business English) (УК-4)

Лабораторные работы.

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 28. COMPARING AND CONTRASTING (Business English) (УК-4)

Лабораторные работы.

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 29. CHECKING INFORMATION (Business English) (УК-4)

Лабораторные работы.

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 30. JOB DESCRIPTIONS (Business English) (УК-4)

Лабораторные работы.

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 31. APPLYING FOR A JOB (Business English) (УК-4)

Лабораторные работы.

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 32. JOB INTERVIEWS (Business English) (УК-4)

Лабораторные работы.

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 33. STRUCTURING A PRESENTATION (Business English) (УК-4)

Лабораторные работы.

1. Vocabulary Office and presentation equipment
2. New language Signposting language
3. Vocabulary Presentation equipment
4. New skill Structuring a presentation

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.

4. Контроль знаний обучающихся и типовые оценочные средства

4.1. Распределение баллов:

1 семестр

- посещаемость – 10 баллов
- текущий контроль – 80 баллов
- контрольные срезы – 2 среза по 5 баллов каждый
- премиальные баллы – 10 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.	24 HOURS (pre-intermediate)	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(контрольный срез)	5	<p>5 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>3 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>2 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1 балл - студент правильно отвечает на 25-39% вопросов в тесте..</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
		Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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>
2.	MUSIC (pre-intermediate)	Тестирование	10	<p>9-10 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>7-8 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3-4 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>

		Дискуссия	6	<p>5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
3.	TASTE (pre-intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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	8	<p>7-8 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	6	<p>5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
4.	SURVIVAL (pre-intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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	8	<p>7-8 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
		Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 бал – 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>
5.	STAGES (pre-intermediate)	Тестирование	10	<p>9-10 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>7-8 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3-4 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>

		Дискуссия	5	<p>5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
6.	PLACES(pre-intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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(контрольный срез)	5	<p>5 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>4 балла – студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>3 балла – студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>2 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1 балл – студент правильно отвечает на 25-39% вопросов в тесте..</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
7.	Посещаемость		10	<p>10 баллов – студент посетил 100% занятий.</p> <p>7-9 баллов – студент посетил не менее 80% занятий.</p> <p>4-6 балла – студент посетил не менее 50% занятий.</p> <p>1-3 балла – студент посетил не менее 25% занятий.</p> <p>Если студент посетил менее 25% занятий, баллы не начисляются.</p>
8.	Премиальные баллы		10	Прохождение онлайн-курса – 10 баллов.
9.	Итого за семестр		100	

2 семестр

- посещаемость – 10 баллов

- текущий контроль – 80 баллов
- контрольные срезы – 2 среза по 5 баллов каждый
- премиальные баллы – 15 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.	BODY(pre-inter mediate)	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	8	7-8 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 5-6 баллов - студент правильно отвечает на 75-89% вопросов в тесте. 4 балла - студент правильно отвечает на 60-74% вопросов в тесте. 3 балла – студент правильно отвечает на 40-59% вопросов в тесте. 1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте. Баллы не начисляются, если в тесте менее 25% правильных ответов.
		Дискуссия	5	4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера. 2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер. 1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии. Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.
2.	SPEED(pre-intermediate)	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	10	<p>9-10 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>7-8 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3-4 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
		Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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>
3.	WORK(pre-intermediate)	Тестирование	10	<p>9-10 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>7-8 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3-4 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>

		Дискуссия	5	<p>4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
4.	TRAVEL(pre-in intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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	10	<p>9-10 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>7-8 баллов - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>5-6 баллов - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>3-4 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1-2 балла - студент правильно отвечает на 25-39% вопросов в тесте.</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
5.	INFLUENCE(pre-intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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(контрольный срез)	5	<p>5 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>3 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>2 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1 балл - студент правильно отвечает на 25-39% вопросов в тесте..</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
		Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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>
6.	MONEY(pre-intermediate)	Тестирование(контрольный срез)	5	<p>5 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>3 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>2 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1 балл - студент правильно отвечает на 25-39% вопросов в тесте..</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	5	<p>4-5 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>2-3 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1 балл – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>

7.	Посещаемость	10	10 баллов – студент посетил 100% занятий. 7-9 баллов – студент посетил не менее 80% занятий. 4-6 балла – студент посетил не менее 50% занятий. 1-3 балла – студент посетил не менее 25% занятий. Если студент посетил менее 25% занятий, баллы не начисляются.
8.	Премияльные баллы	15	Прохождение онлайн-курса – 15 баллов.
9.	Итого за семестр	100	

3 семестр

- посещаемость – 13 баллов
- текущий контроль – 77 баллов
- контрольные срезы – 2 среза по 5 баллов каждый
- премиальные баллы – 15 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.	FRIENDS(inter mediate)	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.
		Дискуссия	6	5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера. 3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер. 1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии. Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.

2.	MEDIA(intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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(контрольный срез)	5	<p>5 баллов – студент правильно отвечает на 90-100% вопросов в тесте.</p> <p>4 балла - студент правильно отвечает на 75-89% вопросов в тесте.</p> <p>3 балла - студент правильно отвечает на 60-74% вопросов в тесте.</p> <p>2 балла – студент правильно отвечает на 40-59% вопросов в тесте.</p> <p>1 балл - студент правильно отвечает на 25-39% вопросов в тесте..</p> <p>Баллы не начисляются, если в тесте менее 25% правильных ответов.</p>
		Дискуссия	6	<p>5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
3.	LIFESTYLE(intermediate)	Опрос	2	<p>2 балла – студент предоставляет развёрнутые ответы при фронтальном опросе.</p> <p>1 балл – 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>

		Дискуссия	6	<p>5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
4.	WEALTH(intermediate)	Опрос	4	<p>3-4 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>
		Дискуссия	6	<p>5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера.</p> <p>3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер.</p> <p>1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии.</p> <p>Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.</p>
5.	FREE TIME(intermediate)	Опрос	4	<p>3-4 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(контрольный срез)	5	5 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 4 балла - студент правильно отвечает на 75-89% вопросов в тесте. 3 балла - студент правильно отвечает на 60-74% вопросов в тесте. 2 балла – студент правильно отвечает на 40-59% вопросов в тесте. 1 балл - студент правильно отвечает на 25-39% вопросов в тесте.. Баллы не начисляются, если в тесте менее 25% правильных ответов.
		Дискуссия	6	5-6 баллов – студент активно участвует в дискуссии, показывает разностороннее владение лексическим материалом по теме и глубокую осведомлённость в вопросе, предоставляет полные ответы на вопросы, составлен развернутый тематический глоссарий; или присутствуют некие погрешности лексического, фонетического, грамматического или стилистического характера. 3-4 балла – студент мало участвует в дискуссии, допускает неточности в ответах, составленный глоссарий соответствует требованиям, но носит краткий или незавершённый характер. 1-2 балла – студент не участвует в дискуссии, но предоставляет обширный тематический глоссарий; или студент активно участвует в дискуссии, но глоссария нет в наличии. Баллы не начисляются, если студент отказывается принимать участие активно или пассивно в дискуссии, тематический глоссарий составлен с нарушением требований, или он отсутствует.
6.	Посещаемость		13	13 баллов – студент посетил 100% занятий. 9-12 баллов – студент посетил не менее 80% занятий. 4-8 балла – студент посетил не менее 50% занятий. 1-3 балла – студент посетил не менее 25% занятий. Если студент посетил менее 25% занятий, баллы не начисляются.
7.	Премиальные баллы		15	Прохождение онлайн-курса – 15 баллов.
8.	Итого за семестр		100	

4 семестр

- посещаемость – 16 баллов
- текущий контроль – 44 балла
- контрольные срезы – 2 среза по 5 баллов каждый
- премиальные баллы – 10 баллов
- ответ на экзамене: не более 30 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. 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.

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
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
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
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
6.	MAKING PLANS BY EMAIL (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
7.	KEEPING CLIENTS INFORMED (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
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(контрольный срез)	5	5 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 4 балла - студент правильно отвечает на 75-89% вопросов в тесте. 3 балла - студент правильно отвечает на 60-74% вопросов в тесте. 2 балла – студент правильно отвечает на 40-59% вопросов в тесте. 1 балл - студент правильно отвечает на 25-39% 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
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
11.	COMPARING AND CONTRASTING (Business English)	Опрос	4	3-4 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.
12.	CHECKING INFORMATION (Business English)	Опрос	4	3-4 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.
13.	JOB DESCRIPTIONS (Business English)	Опрос	4	3-4 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.
14.	APPLYING FOR A JOB (Business English)	Опрос	4	3-4 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.
15.	JOB INTERVIEWS (Business English)	Опрос	4	3-4 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.
16.	STRUCTURING A PRESENTATION (Business English)	Опрос	4	3-4 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(контрольный срез)	5	5 баллов – студент правильно отвечает на 90-100% вопросов в тесте. 4 балла - студент правильно отвечает на 75-89% вопросов в тесте. 3 балла - студент правильно отвечает на 60-74% вопросов в тесте. 2 балла – студент правильно отвечает на 40-59% вопросов в тесте. 1 балл - студент правильно отвечает на 25-39% вопросов в тесте.. Баллы не начисляются, если в тесте менее 25% правильных ответов.
17.	Посещаемость	16	16 баллов – студент посетил 100% занятий. 10-15 баллов – студент посетил не менее 80% занятий. 5-9 балла – студент посетил не менее 50% занятий. 1-4 балла – студент посетил не менее 25% занятий. Если студент посетил менее 25% занятий, баллы не начисляются.
18.	Премияльные баллы	10	Прохождение онлайн-курса – 10 баллов.
19.	Ответ на экзамене	30	10-17 баллов – студент раскрыл основные вопросы и задания билета на оценку «удовлетворительно», 18-24 баллов – студент раскрыл основные вопросы и задания билета на оценку «хорошо», 25-30 баллов – студент раскрыл основные вопросы и задания билета на оценку «отлично».
20.	Итого за семестр	100	

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

Дискуссия

Тема 1. 24 HOURS (pre-intermediate)

Let's talk about likes and dislikes.

Could you please describe your day and lifestyle?

Could you please describe your learning needs?

Tell some words about yourself and your interests.

Тема 2. MUSIC (pre-intermediate)

Could you describe please personal events in the past?

Let's talk about personal achievement and experiences.

Could you please explain why you like a piece of music?

Тема 3. TASTE (pre-intermediate)

Let's tell our friend about future plans.

Let's define and describe things to explain what you mean.

Write a message to your friend.

Tema 4. SURVIVAL (pre-intermediate)

How can you compare people?

Let's talk about challenging events and activities.

How can we agree on choices with other people?

Tema 5. STAGES (pre-intermediate)

How can we exchange opinions with friends?

Let's talk about friends.

Describe yourself when you were younger.

Tema 6. PLACES(pre-intermediate)

Let's make general predictions about the future.

How can you describe your favourite place?

Let's explain our preferences.

Tema 7. BODY(pre-intermediate)

Could you tell us please a simple story?

How can you respond to an event in writing?

Tema 8. SPEED(pre-intermediate)

Let's talk about weather.

What do you wear?

Could you please describe what other people are doing?

Tema 9. WORK(pre-intermediate)

Let's talk about your intentions, likes and dislikes.

Let's discuss your future plan.

Tema 10. TRAVEL(pre-intermediate)

Let's talk about personal preferences.

Could you please write a short biography?

How can you compare things?

Tema 11. INFLUENCE(pre-intermediate)

How can you book a train ticket?

Could you please describe your personal experience?

Tema 12. MONEY(pre-intermediate)

Let's talk about your home.

Could you describe please where do you live?

Let's talk about things you need to furnish a home.

Tema 13. FRIENDS(intermediate)

Could you tell us please a simple story?

How can you respond to an event in writing?

Tema 14. MEDIA(intermediate)

Could you describe what you do every day?
 Could you describe other's people routines?
 Tell me about what you do on holiday.

Тема 15. LIFESTYLE(intermediate)

Could you describe what you do every day?
 Could you describe other's people routines?
 Tell me about what you do on holiday.

Тема 16. WEALTH(intermediate)

Could you tell us please what you do in your free time?
 How can you take and leave a simple phone messages?

Тема 17. FREE TIME(intermediate)

Could you describe what you do every day?
 Could you describe other's people routines?
 Tell me about what you do on holiday.

Опрос

Тема 1. 24 HOURS (pre-intermediate)

Лабораторные занятия.

1. Are you a culture vulture?
2. Monday to Friday
3. At the same time
4. Progress test 13

Grammar

- 1 Present Simple

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

- 2 adverbs of frequency

Put the adverbs of frequency in the correct place.

- 3 Present Simple or Present Continuous?

Underline the correct words in italics.

Vocabulary

- 4 verb-noun phrases about daily routine

Complete the sentences with a suitable verb.

- 5 going out

Complete the words.

- 6 describing your day and lifestyle

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

boring busy exciting fun lazy relaxing stressful unusual

Pronunciation

- 7 sentence stress

Underline the words we usually stress.

- 8 do and does

Is the pronunciation of the underlined words weak (/də/, /dəz/) or strong (/du:/, /dʌz/)?

- 9 How to talk about your learning needs

Put the words in the correct order to make sentences.

Reading

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

Hi Luke

How are you? How's the new house? Are you enjoying the nightlife in Buenos Aires?

I started my new job last month so I now have a good routine. I'm enjoying the work, but it's hard because I get up early every day (you know how I like to stay in bed late!). I try and go for a swim most days before work because there's a gym and swimming pool in the building. It's relaxing and I feel very good after the exercise. I'm in the office at 8:30 and first of all I check my emails. You can't imagine how many emails I get every day! Because we're an international company with offices all over the world, we get a lot of emails during the night as well, so we're always busy. There's no time to sit and do nothing! I've got some really nice colleagues and we usually go for lunch together on Fridays. On the other days, I go shopping or I go for a walk when the sun's shining and sometimes I stay at my desk and have a quick sandwich – not very healthy I know.

I don't know many people here, so I like going out at the weekends. Of course I have a lie-in on Saturday and Sunday and if there's an interesting exhibition on, I go to that. I want to join some local clubs as well, maybe hiking or tennis.

I'm having a lazy day today because I'm really tired and it's raining. I stayed in bed until 11 o'clock and now I'm sitting at the computer and writing emails to friends. I'm staying with my cousin at the moment, but I really want my own apartment. It's quite stressful because everything is so expensive here, but I'm looking. My cousin is very kind, but she enjoys doing different things and her lifestyle is quite different from mine.

This evening we're going to a concert together. I'm not sure who is playing, but I think it's a classical concert.

When I have my new apartment, you must come down and stay with me! Write soon and give me your news.

Josh

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Тема 2. MUSIC (pre-intermediate)

Лабораторные занятия.

1/ Music for 007

2. Barefoot music

3. The Mozart effect

4. Progress test 14

Grammar

1 Past Simple

Write complete sentences using the prompts.

2 Present Perfect Simple: experience

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

do eat see not be read hear

3 questions

Complete the dialogues with question words or phrases.

Vocabulary

4 music

Put the letters in the correct order to make music words.

5 music

Complete the music words.

6 achievements

Choose the correct words in italics.

Pronunciation

7 have and has

Is the pronunciation of the underlined sounds weak (/ə/) or strong (/æ/)?

8 intonation in questions

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

How to ...

9 refer to past times

Complete each sentence with one word.

Reading

10 Read the magazine article. Then write the questions.

Sing!

Today a lot of singers and actors use their fame to raise money for charity. You only have to go on the internet and you can see just how many things they do. A celebrity name at a charity event can raise thousands of dollars and it is a good way for these people to give something back to the world that has made them rich and famous.

One such person is Scottish singer songwriter Annie Lennox. She was born on 25 December 1954 into a poor family. She grew up and went to school in Aberdeen and when she was seventeen she moved to London and went to the Royal Academy of Music where she studied the flute and classical music for three years.

A few years later she met Dave Stewart and between 1977 and 1980 they were in a group, The Tourists, where she was the lead singer. When the band split up, Annie and Dave formed a new band: Eurythmics. Together they recorded several albums. They sold more than 75 million albums worldwide, with over twenty international hits. They didn't officially separate but Annie started a solo career in the 1990s. Her first solo album, Diva, was released in 1992 and sold around six million copies. Since then she has recorded several albums.

However, Annie Lennox isn't just a successful singer and musician. She is a dynamic charity fundraiser* and over the years has achieved many great results. In 2007, she recorded a fundraising single called Sing with a 23-member choir of female celebrities including Madonna, Shakira, kd lang, Dido and Celine Dion. The money they raised went to Treatment Action Campaign (TAC), an organisation which works on the African continent.

Multi-award winning Annie Lennox has come a long way since the 1980s when she was the singer with Eurythmics. Since then, she has become a successful solo artist and has raised money for many charities including Amnesty International, Greenpeace and Nelson Mandela's 46664 Foundation. She does a lot of her charity work through the internet, which she calls 'Laptop Activism', and encourages everyone to do something to make a difference.

*Fundraiser: someone who collects (or 'raises') money for charity by organising events

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составление тематического глоссария

Лабораторные занятия.

1. Jamie's kitchen

2. Let's celebrate!

3. Ratatouille

4. Progress test 15

Grammar

1 be going to: future plans

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

have come move buy organise visit

2 Present Continuous: future arrangement

Write complete sentences using the prompts.

3 defining relative clauses

Choose the correct words in italics.

Vocabulary

4 cooking and eating

Complete each sentence with one word.

5 describing food

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

baked boiled fresh fried raw roast savoury spicy sweet

6 easily-confused words

Choose the correct words in italics.

Pronunciation

7 connected speech

Look at the sentences and mark the linking.

8 silent letters

Underline the silent letter in each word.

How to ...

9 make arrangements

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

Let's idea keen afraid busy Shall Actually better

Reading

10 Read the restaurant review. Match the headings (1–5) with the paragraphs (A–F).

Neel Akash

Indian & Bangladeshi Restaurant

££

A

I was very happy to receive an invitation to the new Indian restaurant last week, so I called my dear friend Louis and we went to the Neel Akash, which means 'blue sky', to see what all the fuss was about.

B

The Neel Akash is near the town square at the end of Sussex Street, opposite the library. It is very central, so we walked there, but it is easy to get to from the train and bus stations and it also has its own car park.

C

The restaurant has only been open for two weeks, so it still feels very new. The décor is traditional with a lot of wood and dark reds and greens. The lighting isn't too bright and the atmosphere is warm and friendly. I particularly liked the flowers and candles on all the tables. There were already a lot of people there, so it was lively but not too noisy.

D

When we arrived, a pleasant young waiter showed us to our table which was in the window overlooking the garden. As soon as we sat down, another waiter brought the menu and took our drinks order. He explained the different dishes to us, recommended the specialities of the restaurant and then gave us some time to make our choices.

E

I love Indian food and wanted to taste everything, but in the end I ordered a selection of starters for us to share. We had shami kebab – spiced lamb, aloo chat – spicy potatoes, and egg akuri which is egg cooked with onions and served with bread. For my main course I had chicken tikka korma which is a mild chicken cooked in a cream sauce. I don't like very spicy food so that was hot enough for me. This came with delicious boiled rice and nan bread. My friend ordered a very spicy fish curry which he had with a side dish of raita which is yoghurt with cucumber. Everything looked perfect and tasted absolutely delicious.

F

When the bill came we were pleasantly surprised as it was very reasonable. We paid £20 per person which included drinks and a tip. For a cheaper option, you can have a buffet lunch during the week which costs £7.95 and you can eat as much as you like for that.

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Тема 4. SURVIVAL (pre-intermediate)

Лабораторные занятия.

1. Going to extremes
2. Survival school
3. Surviving in English
4. Progress test 16

Grammar

- 1 comparative adjectives

Write complete sentences using the prompts.

- 2 superlative adjectives

Complete the sentences with the superlative form of the adjectives in brackets.

- 3 indirect questions

Complete the indirect questions.

Vocabulary

- 4 survival

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

achieve build control cope push rely

- 5 describing people

Choose the correct words in italics.

- 6 survival equipment

Complete the words for things you would take on a camping trip

Pronunciation

- 7 emphasising important words

Underline the word in each sentence which we usually give extra stress.

- 8 intonation in questions

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

How to ...

9 be polite in English

Match the questions (1–5) with the replies (a–e).

Reading

10 Read the email and choose the correct answers.

Hi Maria

How are you? I hope everything's OK over there and the sun is finally shining! It's been such a bad winter, hasn't it?!

This is the first time I've managed to get to an internet café, but I'm here now and have lots to tell you. I'm staying with friends of Dan's in Seattle. I didn't know them before I came here, but now I feel like part of the family. They've been so kind and have taken me all over the city.

It often rains here on the west coast, but the weather has been great since I've been here so I'm really lucky. On my first day, I decided to go downtown to walk along the water front. There's a famous market there called Pike Place Market. It's one of the oldest (over 100 years old) and biggest markets I've ever been to. I really couldn't believe my eyes! The colours and smells were just amazing. I had lunch in a restaurant called The Athenian where Tom Hanks ate in my favourite film *Sleepless in Seattle*. The views were fantastic, but the food wasn't that great.

I'm here for another week, so I want to visit some of the museums and galleries and maybe go to the theatre as well. We're going to the Space Needle (another big tourist attraction) for dinner this evening. The restaurant is at the top of the Needle and it moves round slowly so you can get a view of the whole city while you're eating. I'm really looking forward to it as they say the food is the best in the city.

Although I really like it here, I feel quite strange sometimes because of the language differences. I know we all speak English, but we don't really speak the same language at all. A lot of people here find it difficult to understand what I'm saying because of my accent and it's the same for me. And there are a lot of different words as well. Did you know that 'cookies' are 'biscuits' and 'pants' are 'trousers'?!

I think I can honestly say that I have never been to a country of so many superlatives. Everything here really is the biggest, the best, the smallest, the worst, the highest, the greatest. Welcome to America!

I've got to go now, but thanks again for looking after my flat (or is that apartment?!) while I'm here. I'll bring you back the best souvenir I can find!

Love

Jess xx

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Тема 5. STAGES (pre-intermediate)

Лабораторные занятия.

1. Turning eighteen
2. Old friends
3. The truth about ageing
4. Progress test 17

Grammar

1 should, have to, can: obligation and permission

Rewrite the sentences using the correct form of the modal verbs in brackets.

2 Present Perfect Simple: for and since

Complete the sentences with for or since.

3 used to: past habits

Complete the sentences with the correct form of used to and a verb from the box.

earn wear eat do drive get on

Vocabulary

4 times of life

Put the times of life in the correct order.

5 life activities

Match the verbs from A with the phrases from B.

6 friendship

Complete each sentence with a preposition.

7 good and bad habits

Complete the sentences with the words from the box.

do think eat eat worry be

Pronunciation

8 connected speech

Look at the consonants in bold and circle the consonant that is not pronounced.

How to ...

9 exchange opinions

Choose the correct words in italics.

Reading

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

Every month we invite our readers to write in and tell us about someone special in their lives. (0) This month's winning entry is by Richard Jackson.

I suppose when you're young you don't really think about the people around you.

(1) _____ Now that I'm a father, however, I think about things differently and I realise how lucky we were as children.

I grew up on a farm. I had two younger brothers and one older sister, so I was in the middle. Our father used to work very hard because it was his farm. (2) _____ Our mother used to teach at the local primary school so we spent a lot of time with our grandparents who lived with us.

Our grandmother was an amazing woman. She got married when she was very young and she had six children, which was quite usual in those days. She stayed at home to look after all of them, but when they were older she decided she wanted to go to university. She graduated when she was fifty years old. (3)

Before we were old enough to go to school, she used to look after us. (4) _____ She taught us to read and she told us stories about her life, but perhaps the most important thing she taught us was that we can do anything if we believe we can.

My grandmother died ten years ago, but when I look at my family now, I can still remember her words. (5)

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4. составление тематического глоссария.

Тема 6. PLACES(pre-intermediate)

Лабораторные занятия.

1.A Greek island

2.Mandela's garden

3.Virtual world

4.Progress test 6

Grammar

1 will, may, might: prediction

Choose the correct words in italics.

2 countable and uncountable nouns

Choose the correct answer.

3 too, too much/many, (not) enough

Complete the sentences with too, too much/many, (not) enough.

Vocabulary

4 geographical features

Put the letters in the correct order.

5 describing places

Complete the sentences with the words from the box.

romantic unspoilt crowded beautiful impressive relaxing

6 urban environment

Complete each sentence with one or two words.

Pronunciation

7 diphthongs

Put the words in the correct columns.

tour	lake	unspoilt	by	romantic	brown	share
year	mine	sound	there	today	grey	island
soilow	mountain	where	here	boy	road	

How to ...

8 talk about choices and give reasons

Complete the sentences with the phrases from the box.

I'd like to I think because the main reason personally I love

Reading

9 Read the guide to Bratislava. According to the text, are the statements true (T), false (F) or not given (NG)?

Slovakia joined the European Union in 2004 and since then it has become more and more popular with international tourists. There are many beautiful cities to visit, but the best known, and the largest, is Bratislava with a population of around half a million. Not as well-known as other central European cities like Budapest, Prague and Vienna, however, Bratislava remains relatively unspoilt. It lies on the river Danube with neighbours Hungary to the south and Austria to the west.

There is something for everyone here. You have to visit the old town and the castle and you can spend hours walking through old streets looking at the wonderful architecture of the old buildings. There is an eleventh-century cathedral as well as many palaces, museums and art galleries.

If you enjoy films, you should come to the international film festival which takes place every year in November and December. In fact, there are many other film festivals during the year as well.

For shoppers, there are a lot of small shops and boutiques where you can easily spend many hours. And you shouldn't miss the Christmas markets in December where you can buy traditional decorations and try traditional Slovak food and drink. There's always a great atmosphere and it is certainly a pleasant way to meet the local people.

For people who are more interested in activity holidays, the nearby mountains offer great sporting opportunities. In the summer, you can go hiking or cycling along the excellent walking trails or if you are brave, you can go swimming in the icy mountain lakes. In the winter, the conditions are usually excellent for skiing. If you prefer to watch sport, then you can watch a noisy hockey game.

Bratislava offers all kinds of accommodation from cheap hostels to luxury hotels. The nightlife is exciting with clubs, bars and restaurants. So why wait? Come and see the beauty for yourself and we're sure you'll want to come back again and again.

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Тема 7. BODY(pre-intermediate)

Лабораторные занятия.

1. Changing bodies
2. Hands up
3. Doctor, doctor
4. Progress test 7

Grammar

- 1 First Conditional

Write complete sentences using the prompts and will/won't. 2 gerunds and infinitives

Choose the correct words in italics.

- 3 stop, try, remember: gerunds and infinitives

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

spend be book drink buy finish

Vocabulary

- 4 parts of the body

Put the words in the correct column.

ankle eye forehead ear finger elbow palm knee wrist lips thumb

- 5 describing appearance

Choose the correct answer.

- 6 describing character/personality

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

ambitious easy-going chatty lazy unreliable reserved sensitive organised

- 7 illness

Complete the illness words.

Pronunciation

- 8 schwa /ə/ on unstressed syllables

Look at the underlined syllables. Tick (ü) the syllables that are pronounced with a schwa /ə/ and cross (x) the syllables that aren't.

How to ...

- 9 give and respond to advice

Complete the dialogues with the words from the box.

don't fancy tried that should idea

Reading

- 10 Read the advice about dealing with stress. Who makes each suggestion (1–5)?

I've got some really important exams next week. If I don't get really good results, I won't get a place to study medicine at university and it has always been my dream to become a doctor. I'm not sleeping and I can't concentrate and I've lost my appetite as well. Can anyone offer me some good advice?

Desperate, Brighton

Have you tried yoga? I know it sounds crazy, but sometimes you really need to just close your mind and stop thinking. There are a lot of yoga books and DVDs around, so you don't have to join a class. Since I started doing yoga a year ago, I can't tell you how much my life has changed. You find some kind of inner quiet where your mind stops 'talking', you concentrate on your breathing and you feel energised afterwards.

Ronnie, Sydney

Physical exercise is really important for balance. Our lives are so busy these days. We have deadlines, targets, ambitions and challenges and while we are so busy following these dreams, we forget about balance. Most of us live in our heads all the time. If you're like me, you probably spend a lot of time at the computer or sitting with books and papers. You should take a break from studying at least once an hour. If you have a garden, go outside and just look at the flowers and trees and listen to the birds.

Max, Los Angeles

Sing! That's my advice. Put on your favourite music, dance and sing. Don't worry about the neighbours or the dog! Whenever I feel depressed or stressed I put on some music. Simple as that and I'll bet you fly through your exams.

Lydia, Jo'burg

Go to the gym as often as you can. Physically hard exercise makes you feel much more alive and focused. You should try to train at least four times a week and of course it's important to eat healthily as well. Try not to eat sweet things as the high you get from the sugar disappears very quickly.

Brad, Ontario

You need to switch off your brain so why don't you get some DVDs of your favourite comedies and treat yourself to an hour every day before you go to bed? Then you'll go to sleep feeling happy, not thinking about physics and chemistry. While you sleep your brain will process all the things you have learned during the day, but in a better way.

Jen, Cardiff

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Тема 8. SPEED(pre-intermediate)

Лабораторные занятия.

1. Fast world
2. Married in a month
3. Fast men
4. Progress test 8

Grammar

1 Present Simple Passive

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

recycle — grow — send — play — make — spend

2 prepositions of time

Choose the correct answer.

3 Past Continuous and Past Simple

Write complete sentences using the prompts and the Past Continuous or Past Simple.

Vocabulary

4 speed

Complete the sentences with the words and phrases from the box. There are four extra words.

down — immediately — speed — on the go — rush
in a hurry — top — speeding — your time — limit

5 phrasal verbs: relationships

Complete each sentence with a preposition.

6 measurements**Write the measurements in words.****Pronunciation****7 phrasal verbs: stress****Underline the part of the phrasal verb which has the main stress.****8 was and were****s the pronunciation of the underlined words weak (/wəz/, /wə/) or strong (/wɒz/, /wɜː/)?****How to ...****9 organise a presentation****Choose the correct words in italics.****Reading****10 Read the email. Are the statements true (T) or false (F)?**

Hi Laura

It was great to get your email the other day with all your news. I'm so glad that things are going well with Paul. He sounds really nice. When can I meet him?!

Speaking of men ... guess what – I've met someone too! A friend of mine Carol (I don't think you've met her) suggested speed-dating as she's been on her own for a long time and she'd like to meet someone special now. Well, you know me ... I always enjoy doing different things, so I agreed to go. Actually, I wasn't looking for anyone for myself as I'm quite happy on my own, but I knew that Carol wouldn't go if I didn't go with her.

So, we arrived at the venue – it was a big private room in the town hall. We were a little early, so we sat down and had a drink. I think Carol was quite nervous. I didn't know what to expect so I felt fine! At 7 o'clock exactly, the organisers started the evening and they explained what we had to do. So, all the women sat down at small tables and the men walked around. We had three minutes to talk to each man. Some of them were really boring, but one or two were actually quite interesting. Well, one was very interesting!

Then we changed places and the women walked round. It's a very strange way to meet people I must say, but at the end of the evening Martin came up to me and asked me out (you shouldn't really do that but he decided to break the rules!). I was very surprised, but I agreed to go and we went on our first date yesterday. He took me to his favourite Thai restaurant and as I love spicy food I was very happy with his choice! We didn't stop talking and the time went so quickly. He's taking me out again at the weekend. We're going to go for a picnic on the beach.

Who knows what might happen, but I certainly wasn't expecting anything like this. Unfortunately Carol didn't meet anyone, so I feel a bit bad as it was her idea in the first place.

Let's meet up next week and go for a pizza.

Love

Mel xx

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Тема 9. WORK(pre-intermediate)**Лабораторные занятия.**

1. The best job
2. Interview horrors
3. Career criminals
4. Progress test 9

Grammar

1 can, could, be able to: ability**Choose the correct answer.****2 adverbs of manner****Complete the sentences with the adverb form of the adjectives from the box.**

quick — bad — good — careful — angry — hard

3 Past Simple Passive**Rewrite the sentences using the Past Simple Passive.****Vocabulary****4 work****Choose the correct words in italics.****5 work****Complete the work words.****6 crime****Complete the sentences with the words from the box. There are six extra words.**community service criminal fine guilty innocent judge
jury police officer punishment steal victim witness**Pronunciation****7 changing word stress****Underline the stressed syllables in the word pairs.****How to ...****8 negotiate with other people****Complete the sentences with the phrases from the box. There are three extra phrases.**if necessary — very much for — for taking time — have a good day
understand 'd like very pleased want make sure**Reading****9 Read the article. Choose the correct answers, according to the text.****Work to live or live to work?**

When you realise how much of your life you will spend working, it's important to make good choices when you think about the career you want to follow. Our parents retired when they were sixty or sixty-five but in the future the retirement age may rise to seventy which means that an average person will be in employment for about fifty years! It's a frightening thought if you're doing something you don't enjoy.

There are so many jobs to choose from and so much information available. You can do research on the internet, get advice from your school or college, ask friends and family or perhaps you'll be one of the lucky ones and know exactly what you want to do when you are very young. The majority of people aren't born, however, knowing that they want to be a musician or a writer or a surgeon or an explorer, so for them the choices are difficult.

If you want to run your own company, do you have the right personality? Are you determined, organised and motivated? If you want to be a teacher, do you love your subject? Are you patient and relaxed? Perhaps you want to be a journalist. Can you write well under pressure? Are you happy to travel and work long hours?

What is important to you? Do you want to have a high salary with a company car and a big bonus at the end of every year? Is your job title important? And what about the place where you work? How important is your relationship with your boss and the other employees? How important is the working environment? When people are asked these questions, interestingly money is hardly ever the most important factor.

So next time you pick up an application form, think about what you really want to achieve. You might find that you'll be happier working for less money with more free time. The question is, do we live to work or do we work to live?

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Тема 10. TRAVEL(pre-intermediate)

Лабораторные занятия.

1. Travel companions
2. Customs worldwide
3. Travel movies
4. Progress test 10

Grammar

1 Present Perfect Simple: just, yet, already

Complete the sentences with just, yet or already.

2 verbs with two objects

Put the words in the correct order to make sentences.

3 Past Perfect Simple

Complete the sentences with the correct form of the verbs in brackets. Use the Past Simple or the Past Perfect Simple.

Vocabulary

4 transport and travel

Choose the correct answer.

5 transport and travel

Complete the sentences with the singular or plural form of the words from the box.

commuter traveller passenger pedestrian journey voyage

6 greetings and gifts

Complete the words.

7 -ed and -ing adjectives

Choose the correct words in italics.

How to ...

8 make generalisations

Complete the words.

9 tell a story in an engaging way

Match the sentence beginnings (1–5) with the endings (a–e).

Reading

10 Read the travel tips. Match the headings (1–5) with the paragraphs (A–F).

A

I love travelling and one of the most interesting things about being in another country is the way we are all so different. It's clear that the Chinese way of life will be very different from that of a Brazilian, but it's amazing how many differences there are in countries which are closer to home.

B

It's always useful to do some research before you go travelling so you can avoid embarrassing situations. I've prepared some handy tips for anyone who is thinking of going to Bulgaria, one of the most beautiful countries in south-eastern Europe and a country where tourism isn't as well developed as in other places.

C

One of the most confusing experiences you can have is the simple 'yes/no'! When you think the person you're talking to is agreeing with you by nodding their head up and down, they are in fact disagreeing. If someone shakes their head from side to side that means 'yes'. So remember, yes is no and no is yes! I can't tell you how often I bought things I didn't want in the market because I'd forgotten this simple difference.

D

When you visit someone's house you should always take your shoes off as a sign of respect. Your host will probably offer you a pair of house shoes to wear. If you are going for a meal, it is customary to take flowers or some wine and remember if you buy flowers, don't take an even number (2, 4, 6, 8 etc.) as even numbers are for the dead. A Bulgarian meal can last many hours so it's important to follow some simple rules if you don't want to put on a lot of weight! If you finish everything on your plate, this is a sign that you are still hungry, so your host will give you more food. Eat slowly and make sure you leave a little on your plate and then you'll be fine!

E

As in any country, the local people are always so pleased if foreigners try to learn a few words of the language, so before you go, buy a phrase book and impress everyone with your knowledge! Although the written language uses the Cyrillic script, which you probably won't be able to read, you'll find that most people (especially the young) can now speak a little English.

F

So, go and have a fabulous holiday and remember 'when in Rome do as the Romans do'. I'm collecting information on customs around the world so would love to hear from anyone who has an interesting story to tell.

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Тема 11. INFLUENCE(pre-intermediate)

Лабораторные занятия.

1. Childhood influences
2. The power of advertising
3. Positive thinking
4. Progress test 11

Grammar

- 1 would: past habits

Tick (ü) the sentences that are correct. Cross (x) the sentences that are incorrect.

- 2 articles

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

- 3 will and be going to: decisions and plans

Complete the sentences with the correct form of the verbs from the box. Use will or be going to.

go take do see stay study

Vocabulary

- 4 influence

Complete the words about influence.

- 5 phrasal verbs

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

bring come grow look look pick

6 the media

Look at the underlined words and put the letters in the correct order.

7 verb + preposition

Complete each sentence with a preposition.

Pronunciation

8 using fillers

Underline the words we use as fillers – to show we want time to think.

How to ...

9 use persuasive language

Match the sentences (1–5) with the techniques (a–d). You can use each technique more than once.

Reading

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

Last month we asked the question: Who or what has been the biggest influence on you? (0) Below, our readers answer that question.

In my case, it wasn't a person, it was a place. And that place was Ayers Rock in Australia. (1) _____ (350 metres high and almost 10 kilometres around.) We were there just before sunset when the whole rock turns red. Although there were lots of tourists around us, I felt alone, but so connected to our planet.

Rose, Canberra

The Power of Now has been a huge influence in my life. (2) _____ When you understand that there is no past and there is no future, there is only NOW, well, then everything is simple. Of course, it's hard to live in the present all the time because of outside influences, but for those moments when I do succeed in being here now, I feel very peaceful and happy.

Kath, Bournemouth

My younger brother has been my greatest role model. 3) _____ His disability hasn't stopped him – he finished his degree at university and now he works with young people, showing them how much they can do even if they can't walk.

Tom, Bonn

My colleague Sandi is one of my greatest influences. (4) _____ She has so much energy and doesn't have time for people who complain about everything. As she says, there are so many people in the world who are worse off than we are and she wants to make a difference. I know that she has changed the lives of so many people.

Martin, Brighton

There are some brave journalists who risk their lives to tell us the truth and they are the people who have influenced me the most. (5) _____ It's so easy to walk away when things get difficult, but they don't and I certainly look up to them in every way.

Felix, Cambridge

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Тема 12. MONEY(pre-intermediate)

Лабораторные занятия.

1. Honesty is the best policy
2. The price of success

3. The \$1 million baseball
4. Progress test 12

Grammar

1 Second Conditional

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

2 reported speech

Rewrite the sentences using reported speech.

3 both, either, neither

Choose the correct words in italics.

Vocabulary

4 money

Match the beginnings of the phrases about money (1–5) with the endings (a–e).

5 money

Complete the money words.

6 money in education

Choose the correct answer.

7 verb + preposition

Complete each sentence with a preposition.

Pronunciation

8 emphasising details

Underline the word in each sentence which we usually give extra stress.

How to ...

9 report back on discussions

Replace the percentage in each sentence with a suitable word.

Reading

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

Hi Rab

Good to hear from you. I'm sorry I haven't written for ages, but I've been trying to organise stuff for college. I don't know what it's like in Germany, but here it's a bit of a nightmare now as you need so much money to go to university.

I'm lucky that my parents can help me out a bit, but I don't really want to ask them for money. The tuition fees are thousands of pounds a year and that's just for the course and then I have to find somewhere to live. Most students take out a loan from the bank, but then we have to pay it back when we graduate and that can take years if we don't manage to get a good job. And I don't even want to think about how much interest we have to pay on that money. So, I'll be in debt for some time unless I win the lottery!

I'm studying physics which is a three-year course and when I finish I'm going to apply for a scholarship to study in the US. That's the plan anyway. There are some very good research programmes over there and I think it would be fun to live abroad for a while. I know quite a few people who have studied in the States and they've loved it.

When school finishes in June, I'm going to get a summer job so I can try and save a bit of money before I head off. If I stay at home, I won't need to spend any money on food. I guess I could also sell my car because it's very expensive to run a car these days and I don't think I'll need it when I'm at college.

How do you manage Rab? Do you have a part-time job? What are university fees like in Germany? Is it the same as here or can you get a grant to help you?

We really must get together again soon as it's been a long time. Let me know what your plans are.

All the best

Mario

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Тема 13. FRIENDS(intermediate)**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.

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Тема 14. 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 15. 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) _____ b _____ 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

Задания для самостоятельной работы:

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3. подготовка к опросу, тестированию.

Тема 16. 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.

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
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Тема 17. 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.

Задания для самостоятельной работы:

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3. подготовка к опросу, тестированию.

Тема 18. INTRODUCTIONS (Business English)

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 19. 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 20. 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 21. 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 22. 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 23. 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 24. 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 25. INFORMAL COMMUNICATION (Business English)**Лабораторное занятие.**

1. New language Phrasal verbs
2. Vocabulary Arrangements and plans
3. New skill Keeping co-workers 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 26. 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 27. 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 28. 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 29. 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 30. 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 31. 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 32. 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 33. 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

Задания для самостоятельной работы:

1. проработка вопросов, вынесенных на самостоятельное изучение основной и дополнительной литературы;
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3. подготовка к опросу.

Тестирование

Тема 1. 24 HOURS (pre-intermediate)

Grammar**1 to be**

Complete the sentences with the correct form of the verb to be.

Are you from Germany?

- 1 I _____ a doctor. I'm a dentist.
- 2 A: Is your husband English?
B: Yes, he _____.
- 3 Yes, Anna _____ my sister.
- 4 We _____ teachers. We're students.
- 5 Paulo _____ Spanish. He's Argentinian.

_____/10

2 subject pronouns; possessive adjectives

Choose the correct answer.

Laura's husband is an architect and _____ name's Mike.

a his b her c its

1 I'm French and _____ wife's from Italy.

a our b their c my

2 Maria's from Australia and _____'s a chef.

a they b she c we

- 3 _____'re teachers and my parents are teachers too.
 a She b He c We
- 4 My cousins aren't in Paris, _____'re in Rome.
 a we b they c you
- 5 So you're an actor and _____ wife's a television producer?
 a your b our c their

____/10

3 a/an

Put the jobs in the box in the correct column.

actor architect assistant chef doctor engineer farmer sea captain student teacher
 unemployed person

a	an
sea captain	_____
_____	_____
_____	_____
_____	_____
_____	_____

____/10

Vocabulary

4 countries and nationalities

Complete the sentences with the correct nationalities.

Luis is from Brazil. He's Brazilian.

- 1 Vaclav is _____. He's from the Czech Republic.
 2 Magda and Tomas are from Poland. They're _____.
 3 Keiko is _____. She's from Japan.
 4 A: Are you from France?
 B: Yes, I'm _____.
 5 Brad is from the USA. He's _____.

____/10

5 families

Complete the sentences with family words.

-

My mother's father is my grandfather.

- 1 The daughter of my sister is my _____.
 2 My wife's mother is my _____.
 3 My aunt's children are my _____.
 4 The husband of my mother is my _____.
 5 My uncle's wife is my _____.

____/10

6 jobs and work

Write the missing letters to complete the jobs.

computer programmer

- 1 c _ _ f
- 2 d _ n _ is _
- 3 f _ rm _ r
- 4 t _ a _ her
- 5 s _ _ p as _ ista _ t

___/10

Pronunciation

7 word stress

Underline the stress.

Australian

- 1 Turkish
- 2 Chinese
- 3 Italian
- 4 Spanish
- 5 Russian

___/10

8 word stress

Underline the correct stress pattern.

Australian

a o0oo b oo0o

- 1 Argentinian
a 0oooo b oo0oo
- 2 Japanese
a 0oo b oo0
- 3 Iranian
a o0oo b oo0o
- 4 German
a o0 b 0o
- 5 English
a 0o b o0

___/10

How to ...

9 start and finish a basic conversation

Put the words in the box in the correct column.

Bye Excuse me Good evening Good night See you soon Hello

Start

Finish

Hello

____/10

Tema 2. MUSIC (pre-intermediate)

Grammar

1 Present Simple

Complete the sentences with the correct form of the Present Simple. Use the words in the box.

get go like meet start watch

Do you like your job?

- 1 Giulia _____ TV every day.
- 2 Matt always _____ up at seven o'clock.
- 3 Sarah _____ her friends once a week.
- 4 When _____ Hans _____ work?
- 5 Stefan _____ to school in the holidays.

____/10

2 this/that, these/those

Underline the correct answer.

I don't like that / those scarf.

- 1 This / Those shoes are very nice.
- 2 Look at these / that big black car.
- 3 This / These DVD player is useless. It doesn't work.
- 4 What are those / that?
- 5 This / These mobile phones are very old-fashioned!

____/10

3 noun plurals

Write in the plural form of the nouns.

singular

plural

man

men

1 dictionary

2 watch

3 address

- 4 knife _____
5 city _____

____/10

Vocabulary

4 personal possessions

Put the letters in the correct order to make words for personal possessions.

tgiadil amcrae

digital camera

1 anezamgi

2 olmieb ehpn

3 okob

4 atpolp rcuetmpo

5 adiy

____/10

5 adjectives

Write the missing letters to complete the colour words.

red

1 g_e_n

2 _el__w

3 bl__

4 _ro_n

5 b_a_k

____/10

6 verb phrases: get, have, go

Choose the correct answer.

Josh _____ up at six o'clock.

a gets b has c goes

1 I _____ problems with technology.

a get b have c go

2 What time do you usually _____ lunch?

a get b have c go

3 We don't often _____ to nightclubs.

a get b have c go

4 When Erica _____ home, she checks her emails.

a gets b has c goes

5 I always _____ to bed at eleven o'clock.

a get b have c go

____/10

Pronunciation

7 /ɪ/ and /i:/

Put the words in the box in the correct column.

digital — dinner — feed — little — meet — niece — sleep — swim — teacher — think —

/ɪ/ this

/i:/ these

digital

____/10

8 -s endings

Put the words in the box in the correct column.

checks feeds finishes gets goes has invents leaves listens organises washes walks
watches

/s/

/z/

/ɪz/

walks

listens

organises

____/10

How to ...

9 talk about your daily routine

Match questions (1–5) to answers (a–e).

When do you get up?

At seven o'clock in the morning.

1 What do you do in the evening?

a I work in a hotel.

2 Where do you work?

b No, I don't.

3 Do you have breakfast every day?

c At eleven o'clock in the evening.

4 When do you work?

d I watch TV.

5 What time do you go to bed?

e In the morning.

____/10

Tema 3. TASTE (pre-intermediate)

Grammar

1 adverbs of frequency

Put the words in the correct order to make sentences.

a / weekend / We / to / the / sometimes / at / go / concert

We sometimes go to a concert at the weekend.

1 on / is / at / Jake / home / often / Sundays

_____.

2 goes / morning / occasionally / on / Holly / in / the Internet / the

_____.

3 six / I / never / after / work / am / at / o'clock

_____.

4 visit / Tuesdays / Our / us / on / friends / always

_____.

5 gym / usually / evening / Tom / in / to / goes / the / the

_____.

____/10

2 can/can't

Make sentences using the words below. Use can (+) and can't (-).

John / ski (+) / run (-)

John can ski but he can't run.

1 Lucia / repair cars (+) / drive (-)

_____.

2 Matt / play the piano (+) / sing (-)

_____.

3 Paolo / windsurf (+) / swim (-)

_____.

4 Shane / ride a bike (-) / run fast (+)

_____.

5 I / play tennis (-) / play football (+)

_____.

_____/10

3 play, do and go + activities

Choose the correct answer.

Michaela _____ judo every Thursday.

a plays b does c goes

1 My parents always _____ chess in the evening.

a play b do c go

2 When do you usually _____ running?

a play b do c go

3 Rob occasionally _____ on Facebook.

a plays b does c goes

4 We don't _____ aerobics at the weekend now.

a play b do c go

5 Yoko often _____ tennis with her sister.

a plays b does c goes

_____/10

Vocabulary

4 days of the week

Write the days of the week.

Monday

1 _____

2 _____

3 _____

4 _____

5 _____

Sunday

_____/10

5 activities

Choose the correct answer.

I usually go _____ the Internet in the evening.

a to b on c for

1 We often go _____ a walk at the weekend.

- a to b on c for
- 2 How often do you go _____ concerts?
- a to b on c for
- 3 Do you want to go _____ the cinema on Saturday?
- a to b on c for
- 4 My brother goes _____ Facebook every day!
- a to b on c for
- 5 I want to go _____ the gym today.
- a to b on c for

____/10

6 numbers

Write the numbers in words.

- 6 six
-
- 1 660 _____
- 2 16 _____
- 3 60,000 _____
- 4 601 _____
- 5 6,000,000 _____

____/10

Pronunciation

7 can and can't

Choose the correct pronunciation of the underlined letters.

Can you play tennis?

- a /æ/ b /ə/ c /ɑ:/
- 1 We can speak German.
- a /æ/ b /ə/ c /ɑ:/
- 2 Jonny can't play the guitar.
- a /æ/ b /ə/ c /ɑ:/
- 3 Lucy can't ski but Tom can.
- a /æ/ b /ə/ c /ɑ:/
- 4 Yes, he can.
- a /æ/ b /ə/ c /ɑ:/
- 5 I can sing but I can't dance.
- a /æ/ b /ə/ c /ɑ:/

____/10

8 word stress

Underline the stress.

forty

- 1 nineteen

- 2 sixty
- 3 seventeen
- 4 thirteen
- 5 seventy

____/10

How to ...

9 use the phone; take and leave a message

Choose the correct answer.

Good morning. _____ John Brydon.

- a Here's b I c This is
- 1 Sorry. Can you _____ that?
- a say b repeat c tell
- 2 Can I _____ a message?
- a put b give c take
- 3 _____ your number?
- a What's b Where's c Who's
- 4 Lara here. Can you _____ me please?
- a tell b call c message
- 5 I'd like to _____ a message for Mr Ryder.
- a give b tell c leave

____/10

Reading

10 Read the text about Pavel and choose the correct answers.

Hi, my name's Pavel and I'm from the Czech Republic. I live in Brno and I'm an engineer. I'm thirty-four years old and I'm not married. I work from Monday to Friday but I have free time too!

On Mondays and Wednesdays I go to the gym after I finish work. On Tuesdays I usually stay at home and read my sports magazines or I watch a DVD. I love films. Then on Thursdays I play football with my colleagues from work and on Fridays I meet my friends and we go to a restaurant for dinner.

Sport is very important to me and in the winter I go skiing every weekend. I can ski very well. In the summer I go cycling and when it's hot I go swimming. I enjoy other things too ... I love music but I can't play an instrument and although my friends say that I can't sing – I don't agree! I love food but I can't cook!

I check my emails every day so please write to me and tell me about your hobbies.

Pavel is _____.

- a Czech b Polish c German

1 He _____.

- a works b doesn't work c is retired
- 2 He goes to the gym _____.
- a every day b twice a week c once a week
- 3 He enjoys _____.

a books and films b magazines and films c magazines and TV

4 He _____ eats at home.

a sometimes b always c usually

5 He can _____.

a ski and sing b cycle and cook c ski and swim

_____/10

Tema 4. SURVIVAL (pre-intermediate)

Grammar

1 countable and uncountable nouns: much/many/a lot of

Underline the correct answer.

How much / many pasta do you eat?

1 I don't eat much / many bread.

2 Do you usually buy much / many vegetables?

3 Josh drinks a lot of / much water.

4 I eat a lot of / many fruit every day.

5 Children don't usually drink many / much tea.

_____/10

2 a/an, some and any

Choose the correct answer.

I don't want _____ carrots thank you.

a some b a c any

1 Do you have _____ chicken?

a any b a c some

2 We have _____ bananas at home.

a any b some c a

3 Ahmed doesn't drink _____ water during the day.

a some b a c any

4 Do you want _____ sandwich for lunch?

a some b a c any

5 I always eat _____ apple for breakfast.

a an b some c a

_____/10

3 subject/object pronouns

Complete the sentences with the words in the box. There are some words you do not need.

he her him I it me she them they us we you

I live in Manchester with my two children. They're both students.

1 I eat a lot of pasta because I love _____.

2 My sister doesn't eat much meat but _____ eats a lot of fish.

3 I love Mark and he loves _____!

- 4 A table for two, please. Can you bring _____ a menu?
 5 Bananas are good for you – I eat _____ every day.

_____/10

Vocabulary

4 containers

Complete the items with the words in the box

bottle box carton jar tube

a bag of potatoes

- 1 a _____ of orange juice
 2 a _____ of milk
 3 a _____ of coffee
 4 a _____ of toothpaste
 5 a _____ of eggs

_____/10

5 food

Underline the odd one out.

burger fries pizza salad

-

- | | | | |
|-------------|--------|--------|-----------|
| 1 apple | potato | banana | melon |
| 2 fish | lamb | pork | beef |
| 3 bean | carrot | potato | pineapple |
| 4 chocolate | pasta | sugar | sweets |
| 5 bread | rice | eggs | pasta |

_____/10

6 adjectives

Complete the adjectives.

Jamie eats a lot of bread so he's never hungry.

- 1 Eva has a very h_____ diet – she eats a lot of fresh fruit and vegetables.
 2 I always feel u_____ in the winter because I don't do any sport.
 3 Paul is very f__ because he eats good food and gets a lot of exercise.
 4 Neil is usually t_____ in the evening because he works ten hours every day.
 5 I'm t_____. Do you have any milk or cola?

_____/10

Pronunciation

7 /æ/ and /ʌ/

Put the words in the box in the correct column.

apple bag butter can carrot hungry lamb lunch packet pasta salad some

/æ/

/ʌ/

pasta _____ *some*

_____	_____
_____	_____
_____	_____

____/20

How to ...

8 order food in a restaurant

Complete the questions with the words in the box.

Can I Do Do you How I'd like What What would

What would you like to drink?

- 1 _____ pay by credit card please?
- 2 _____ have any vegetarian pizzas?
- 3 _____ a burger and fries please.
- 4 _____ much is an orange juice?
- 5 _____ can I get you today?

____/10

Reading

9 Read the restaurant reviews. Are the sentences about Ristorante Napoli (RN) or Jo's Diner (JD)?

What's new in town?

Ristorante Napoli

Ristorante Napoli is a large, modern restaurant in the centre of town.

They offer a large selection of dishes including a lot of vegetarian food. I recommend: the seafood starter with green salad and fresh bread. As a main dish, you can choose from pizzas or pasta. The spicy vegetarian pizza with mushrooms, peppers and cheese is very good. For meat eaters there are beef, chicken and lamb dishes with side orders of potatoes, rice or salad. The desserts are also excellent with an exotic fresh fruit salad (watermelon, pineapple, banana and orange), ice cream and sorbet (strawberry, chocolate, vanilla, lemon, orange), and traditional Italian cakes.

Open for lunch (12 p.m. – 3 p.m.) and for supper (6:30 p.m. – 11:30 p.m.). Closed on Mondays.

Cost: €35 per person for three courses, mineral water and coffee.

Joe's Diner

Joe's Diner is a busy, traditional fast-food restaurant for people who don't have much time.

This is the perfect restaurant for families with children. They offer two different menus: breakfast and lunch/dinner. The lunch menu is good value and offers everything that children love to eat: hamburgers and cheeseburgers with fries, or hot dogs with fries are their speciality. These come with a side order of salad and garlic bread. You can have a free bottle of cola, juice or mineral water when you order three meals. For vegetarians there is only one option – a veggie burger with fries. For dessert you can have apple pie with vanilla ice cream or cheesecake.

Open every day, twelve hours a day 8 a.m. – 8 p.m.

Cost: €6 per person

The Jackson family want breakfast in town before they go shopping.

JD

- 1 It's Marica's birthday and she wants a special meal with her friends. _____
- 2 Luis is a vegetarian who doesn't like potatoes. _____
- 3 Max wants to go out with his friends. They don't have much money. _____
- 4 Rachel likes healthy food and always eats fresh fruit and vegetables. _____
- 5 The Browns want a quick lunch with their family. _____

Tema 5. STAGES (pre-intermediate)

Grammar

1 there is/there are

Complete the sentences with the correct form of there is/there are.

Is there a park near your house?

- 1 _____ any chairs in the kitchen.
- 2 In the living room _____ a TV and a music system.
- 3 _____ a lot of bookshelves in your study.
- 4 A: Is there any air conditioning?
B: No, _____.
- 5 _____ any shops near your house?

_____/10

2 have got

Use the words to write positive sentences (+), negative sentences (-), or questions (?).

Peter / a big house (+)

Peter's got a big house.

1 Giulia / a DVD recorder (-)

2 You / a dishwasher (?)

3 We / a garden (-)

4 I / a very small apartment (+)

5 They / double glazing in their house (?)

____/10

3 modifiers: (not) very, quite, really

Underline the correct words in italics.

Tokyo is a quite / really busy city. There are millions of people there.

- 1 The Sahara Desert in Egypt is really / not very hot during the day.
- 2 My apartment is not very / quite small. It's only forty-five metres squared.
- 3 This car isn't very / really expensive – it's old.
- 4 I'm always not very / really hungry because I do a lot of sport every day.
- 5 Mount Everest is a very / quite high mountain.

____/10

Vocabulary

4 rooms

Write the missing letters to complete the rooms in a house.

bedroom

- 1 a _ ti _
- 2 ce _ _ ar
- 3 d _ n _ n _ r _ _ m
- 4 s _ o _ er r _ _ m
- 5 _ tu _ y

____/10

5 equipment

Put the letters in the correct order to make words for kitchen equipment.

effceo aeimchn coffee machine

- 1 okrcoe _____
- 2 hswhresdai _____
- 3 gfdrie _____
- 4 iacowmvre _____
- 5 iwsnhag meciahn _____

____/10

6 landscapes

Complete the landscape words.

Our house is on a lovely beach by the sea.

- 1 We often go swimming in a cold l _ _ _ in the summer.
- 2 There are a lot of very old trees in the f _ _ _ _ _ behind our house.
- 3 The Amazon and the Nile are really long r _ _ _ _ _.
- 4 There are hundreds of beautiful i _ _ _ _ _ in Indonesia; for example, Java, Bali and Lombok.
- 5 My favourite c _ _ _ is Barcelona, in Spain.

____/10

Pronunciation

7 /æ/ and /ɒ/

Put the words in the box into the correct column.

attic cat cottage dishwasher forest hat lamp packet pocket tap top watch
/æ/ /ɒ/

cat watch

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

____/10

8 main stress

Underline the syllable with the main stress.

mountain

- 1 detached
- 2 beautiful
- 3 competition
- 4 remember
- 5 dishwasher
- 6 luxurious
- 7 forest
- 8 cupboard
- 9 double glazing
- 10 shower room

____/10

How to ...

9 talk about where you come from

Complete the sentences with the words in the box.

apartment beautiful city from mountains wide

I'm from Italy.

- 1 I live in a small _____ in Rome.
- 2 Rome is a busy, noisy _____.
- 3 There is a long _____ river and a lot of hills in Rome.
- 4 In the north of Italy there are high _____ where I go skiing every winter.
- 5 I like my city because it's _____ and there are a lot of interesting places.

____/10

Reading

10 Read the email. Are the sentences true (T) or false (F)?

Subject: home sweet home

Hi Nico

How are you? I hope everything is fine and you like your new job.

I've got so much news to tell you. I've got a new job too ... English teacher in a language school in Sofia. Do you know anything about Bulgaria? Well, Sofia is the capital and it's in the west of the country near the borders with Serbia, Macedonia and Greece. It's in a valley very near Vitosha – a beautiful mountain. You can go for fantastic walks in the forests there.

I've got a small apartment in an old building near the city centre. It's quite high up so I can see a lot of interesting things from my bedroom window. There are over one million people here and it's a busy, noisy city.

My apartment is quite small and quiet. I've got a bedroom, living room, kitchen and bathroom so it's good for one person. In the kitchen there's a cooker, dishwasher (very nice!), fridge and microwave. You know I can't cook so that's very useful! The bedroom is quite small with a bed, cupboard and some bookshelves. The living room is very big with a sofa (where you can sleep when you come to visit me), table and chairs and lots of bookshelves. There's even a TV and a music system so I'm very happy.

I really like it here. There are a lot of things to see and do and there's a great restaurant on my street. It's a traditional Bulgarian place with live music every Friday and Saturday.

My first day at school is tomorrow so wish me luck!

Write soon.

Love

Myra

Myra is Bulgarian.

F

1 Sofia is high up in the mountains.

2 Myra's apartment has got four rooms.

3 She's happy with the furniture.

4 There's a bed in the living room.

5 There are interesting places to visit in Sofia.

/ 10

Тема 6. PLACES(pre-intermediate)**Grammar****1 Past Simple of to be**

Complete the sentences with the correct form of the verb to be in the Past Simple.

Was the library open on Saturday? Yes, it was.

1 Were you at school yesterday? No, I _____.

2 Our taxi to the station _____ late and we missed our train.

3 _____ the food in the new Italian restaurant good?

4 _____ your friends at the Internet café on Friday?

5 There _____ many department stores in the town centre fifty years ago but there were a lot of small shops.

____/10

2 Past Simple: regular verbs

Complete the sentences with the Past Simple form of the verbs in the box.

go jog live plan study want

I lived in a big house when I was a child.

- 1 We _____ in the park on Sunday afternoon.
- 2 Ben _____ French at school. He studied German.
- 3 Maria _____ a birthday party for her best friend last week.
- 4 _____ you _____ to work by tram when you were in Prague?
- 5 Max _____ to go to the cinema yesterday.

____/10

3 Past Simple: irregular verbs

Complete the sentences with the Past Simple form of the verbs in the box.

buy eat have meet see spend

I met Laura in the park yesterday.

- 1 We _____ a new apartment in the city centre a few weeks ago.
- 2 Dan _____ his summer holiday in Brazil.
- 3 I _____ some delicious food in the new Italian pizzeria yesterday.
- 4 I _____ the new Daniel Craig film last week. It was brilliant!
- 5 We all _____ a fantastic time in New York.

____/10

Vocabulary

4 places and shops in a town/city

Underline the odd one out.

square park chemist's bridge

- 1 supermarket department store bookshop power station
- 2 station bus station library airport
- 3 art gallery café restaurant bar
- 4 chemist's newsagent's clothes shop airport
- 5 school park hospital library

____/10

5 shops

Complete the shop words.

You can buy a mobile phone at a phone shop.

- 1 You can buy food at a s_____.
- 2 You can buy newspapers and magazines at a n_____.
- 3 You can buy paper, pens and pencils at a s_____.
- 4 You can buy clothes, shoes and furniture at a d_____ store.
- 5 You can buy everything you want in a s_____ centre.

____/10

6 time expressions

Underline the correct words in italics.

I had dinner at seven o'clock yesterday morning / evening.

- 1 Where were you yesterday / last night?
- 2 There weren't many big supermarkets here in those / these days.
- 3 I was born in / on 1980.
- 4 Matt went to work at eight o'clock last / yesterday morning.
- 5 I visited Tokyo a few / few weeks ago.

____/10

Pronunciation

7 Past Simple endings

Put the verbs in the box in the correct column.

~~decided~~ ~~jogged~~ ~~looked~~ ~~opened~~ ~~planned~~ ~~produced~~ ~~started~~ ~~visited~~ ~~worked~~

/t/

/d/

/ɪd/

worked

opened

decided

____/10

8 contrastive stress

Underline the stressed words in the answers.

A: *Do you like tea?*

B: *No, I like coffee.*

- 1 A: Was Spain cheap?
B: No, it was expensive.
- 2 A: Did you visit your uncle last week?
B: No, I visited my grandfather.
- 3 A: Was the food good?
B: No, it was horrible.
- 4 A: Did you come here by bus?
B: No, we came by taxi.
- 5 A: Did you study English at school?
B: No, I studied German.

____/10

How to ...

9 shop in a department store

Match the questions (1–5) to the answers (a–e).

Excuse me. Where can I find men's shoes?

- 1 Which floor is the bookshop on?
- 2 Have you got a store guide?
- 3 Can I have a copy of the store guide?
- 4 How much is that?
- 5 How much are those shoes?

Men's shoes? Over there to your right.

- a It's free.
- b Of course. Here you are.
- c It's in the basement.
- d They're €120.
- e Yes, they're just here.

____/10

Reading

10 Read the letter and choose the correct answers.

Hi Lucy

I'm here in Prague on a weekend break with my sister. We arrived at the airport at three o'clock yesterday afternoon and we took the bus and metro into the city centre and went to our hotel. It's a lovely old building near the river. We walked around the old town for an hour and then found a cosy restaurant for supper. I love the Czech food but it's difficult for Ginny because she's a vegetarian.

Did you know I came to Prague for the first time twenty years ago? It's very different now. In those days there were only a few department stores and there weren't any shopping centres. And the restaurants were really bad and it wasn't often possible to have a meal without meat! I loved it though because it was very different from other big cities because you can walk everywhere when you're in the centre of the city. I'm pleased that some things are still the same. The buildings in the old town are still beautiful and there are lots of churches, art galleries, museums and cafés to visit. I love music and opera so we got tickets for an opera at the National Theatre for this evening.

Ginny isn't very interested in sightseeing. I don't understand her but because I know Prague, I'm happy to go shopping with her.

See you soon dear friend.

Love

Debs

Lucy is Debs' _____.

- a sister b friend c colleague

1 Debs and Ginny _____ to Prague.

- a flew b drove c took the train

2 The Czechs eat a lot of _____.

- a fast food b vegetables c meat

3 In the past _____.

- a there weren't many shops b there were no restaurants c there was no meat
- 4 The buildings _____.
 a are different now b are as they were in the past c are quite ugly
- 5 Ginny wants to _____.
 a go sightseeing b go to the opera c see the shops

____/10

Тема 7. BODY(pre-intermediate)

Grammar**1 articles: a, an and the****Complete the text with a, an or the.**

I went to Berlin for (1) _____ first time last year. It is (2) _____ interesting city with so many places to visit. I spent one week with (3) _____ friend and then I spent one week alone. I want to go there again, but in (4) _____ summer this time, because it was very cold in November! And I'd like to stay in (5) _____ same hotel as the people there were very friendly.

____/10

2 pronoun one/ones**Replace the underlined words with one or ones.**

I'd like to see those brown shoes. The shoes in the window. _____ ones

- 1 I've got an English dictionary and a French dictionary. _____
- 2 David's got a really nice new bicycle but he loves his old bicycle. _____
- 3 Yesterday I bought some red peppers and some green peppers. _____
- 4 You've got so many interesting DVDs. Why do you always watch _____ the same DVDs?

- 5 Dan hasn't got a moustache but his brother's got a moustache. _____

____/10

3 possessive pronouns**Complete the table.****subject pronoun****possessive adjective****possessive pronoun**

I
 he
 she
 it
 we

you
they

my
his
her
its
our
your
their

(1) _____

his

(2) _____

(3) _____

(4) _____

(5) _____

theirs

____/10

Vocabulary

4 describing appearance

Choose the correct answer.

Dan's an _____ man now.

a young b old c middle-aged

1 Paula's quite _____ because she spent two weeks in the sun last month.

a pale b fair c tanned

2 I think Brad Pitt is very _____.

a handsome b pretty c long

3 Does your mother _____ glasses?

a got b wear c carry

4 My hair is long and _____.

a pale b bald c fair

5 Rosie is very _____ because she does a lot of sport.

a slim b tall c short

____/10

5 describing personality

Complete the adjectives.

I don't like Carlos because he's always so horrible to me.

1 Laura is very s__ and doesn't like talking to people she doesn't know.

2 Carol is really f_____ and enjoys making new friends. Everyone likes her.

3 Martin has no problem going to new places and meeting people because he's very c_____.

4 Your parents are really n___. I like them very much.

5 Our new neighbours are very u_____. They never say 'hello'.
_____/10

6 dates

Complete the dates. Write numbers in words.

- 03/01/2010 The third of January 2010
1 31/04/1999 The _____ of April 1999.
2 09/02/2008 The ninth of _____ 2008.
3 12/08/2001 The _____ of August 2001.
4 22/06/2005 The _____ of June 2005.
5 05/09/1987. The fifth of _____ 1987.

_____/10

Pronunciation

7 /θ/

Underline the words in the box with the sound /θ/.

- birthday brother mother ninth that then thick think thirst those three with

_____/10

8 ordinal numbers

Underline the stressed syllable.

seventh

- 1 twenty-first
2 fiftieth
3 eighteenth
4 ninetieth
5 seventeenth

_____/10

How to ...

9 ask about appearance and personality

Put the words in the correct order to make questions.

hair / Does / have / Petra / long

Does Petra have long hair?

1 Jana / like / What / look / does

_____?

2 thin / Stephen / Is

_____?

3 like / Rob / is / What

_____?

4 Anya / is / tall / How

_____?

5 Julia's / colour / are / eyes / What _____?

____/10

Reading

10 Read the email. Are the statements true (T) or false (F)

Hi everyone!

This is the end of the first week of the new term and I've got lots of new classmates I want to tell you about! There are twelve students in this class. We're Class A and we come from a lot of different countries. It's really funny because we only speak English. I can't speak Spanish or Czech or Japanese and I only know a few words in German and French. I think it's good for us.

Stefan is from Munich in Germany. I think his English is good. I like him because he's very friendly. He's slim and tall with dark hair. He wears glasses and he has a lovely smile. I'm sure all the girls think he's handsome! Then there's Michael who's also from Germany but he's quite unfriendly.

Zdenka is from the Czech Republic. She's quite shy so I don't know her very well. She's very tanned with long fair hair and she's very attractive. The boys all like her of course.

I usually sit next to Ana who's from Spain. I can't understand her English because she has a strong accent but I like her very much. She's very confident and pretty with short dark hair. She's quite short and very slim.

Akiko is from Japan, from Kyoto I think. She's a lovely person but very quiet. I think she's shy and her English isn't very good. She spends time with the other Japanese girl Keiko. I think they live in the same house too.

Our teacher, Greg, is from Australia. He's tall with a grey beard and moustache. I don't know how old he is but maybe fifty. He's very funny and friendly and he always helps us. I think he's very good.

So, that's it for now. Please write back and give me your news.

Love

Lara

Lara speaks Spanish and English.

F

-
- 1 Lara thinks Stefan is attractive. _____
- 2 She doesn't like Michael. _____
- 3 Zdenka is very confident. _____
- 4 Lara's best friend in the class is Ana. _____
- 5 The Japanese girls speak English well. _____

____/10

Tema 8. SPEED(pre-intermediate)

Grammar

1 Present Continuous

Complete the sentences using the present continuous form of the verbs in the box.

make play sit snow study wear

Why are you wearing that old coat?

- 1 Helen _____ in the seat next to the window. Where is she?
- 2 Mum _____ a special birthday cake in the kitchen.
- 3 Max and Klaus _____ football in the garden.
- 4 I _____ for my exams.
- 5 It _____ outside and it's very cold.

____/10

2 position of adjectives

Put the words into the correct order to make sentences or questions.

look / trousers / really / Those / comfortable

Those trousers look really comfortable.

1 new / scarf / a / beautiful / That's

_____.

2 very / watch / My / expensive / was

_____.

3 any / you / Do / dark / shorts / have / cotton

_____?

4 boots / very / leather / These / are / tight

_____.

5 wearing / new / Jack / silk / is / a / shirt

_____.

____/10

3 Present Simple and Present Continuous

Underline the correct answer.

How often do you go / are you going out to a restaurant?

- 1 We are always celebrating / always celebrate Chinese New Year.
- 2 Dan watches / is watching TV so he can't talk to you right now.
- 3 Why are you wearing / do you wear a thick pullover? It's really hot today.
- 4 I sometimes have / am sometimes having a party on my birthday.
- 5 It isn't snowing / doesn't snow here every year.

____/10

Vocabulary

4 clothes

Put the letters in the correct order to make clothes words.

airretns trainers

1 toac _____

2 osgevl _____

3 krsit _____

4 istu _____

5 tah _____

____/10

5 clothes adjectives**Choose the correct answer.**

My dad always wears _____ trousers and T-shirts when he's on holiday.

- a formal b casual c luxurious

1 I need a _____ suit for my job interview next week.

- a smart b scruffy c tight

2 We usually wear _____ cotton clothes in the summer because it's very hot here.

- a warm b tight c light

3 These jeans are really uncomfortable – they're very _____.

- a luxurious b casual c tight

4 You need _____ clothes in Scandinavia in the winter.

- a warm b formal c fashionable

5 My son always looks very _____. He says he doesn't like smart clothes.

- a formal b scruffy c luxurious

____/10

6 weather**Complete the weather words.**

Brrr! Is it really four degrees? It feels very cold.

1 It's very wet outside. I guess it's r_____ again.

2 It's very h__ in Egypt in the summer.

3 I can't see the sun – it's so c_____.

4 It's s_____ today. Everything is beautiful and white.

5 We're having a h___ w___. It's over forty degrees every day.

____/10

Pronunciation**7 /ɒ/ and /əʊ/****Put the words in the box in the correct column.**

cold — dog — fog — home — hot — know — not — phone — snow — throw — top — what —

/ɒ/**/əʊ/****hot****cold**

____/10

8 sentence stress

Underline the syllable which is usually stressed in each sentence.

She's dancing.

- 1 What are you looking at?
- 2 They're singing.
- 3 What am I doing?
- 4 Sarah's not listening.
- 5 Where is Steve going?

____/10

How to ...

9 describe problems and ask for solutions

Complete the sentences with the words in the box. There are some extra words you do not need.

bought can doesn't fit exchange hot isn't working like problem repair

Excuse me. Can you help me?

- 1 I _____ this scarf yesterday but it's the wrong colour.
- 2 This dress _____. It's too small.
- 3 There's a _____ with the air conditioning It's always too hot.
- 4 Can you send somebody to _____ it please?
- 5 The television in my room _____.

____/10

Reading

10 Read Tilly's blog and choose the correct answers.

It's 5:30 in the afternoon on Saturday 5th June and I'm sitting in the grass outside Salisbury Cathedral with thousands of people. I arrived in England yesterday after two weeks in France. I decided to come here and visit my friends Clare and Tom. They're from the USA but they're travelling around England at the moment. They told me about this fantastic city so now I'm here too!

We're all here for the final concert of the Salisbury International Arts Festival. The Festival takes place at the same time every year and every year there is a different theme. This year it's India so everything is connected with the country – music, theatre, films, books and food! Luckily today the weather is fantastic but yesterday it was terrible. The sun is shining and there aren't any clouds in the sky. The atmosphere is great and everyone is enjoying themselves. There are families with children, students, old people, in fact people of all ages from zero to eighty! There are lots of activities for the children so they're all very happy and running around. Most people have picnics with them as well.

My friend Claire made some delicious food this morning so we have sandwiches, salads, a huge chocolate cake, fruit and drinks. We brought some small chairs so we're very comfortable and we're not far from the musicians. No-one is playing at the moment but the programme looks very interesting. There are three bands and the first band starts at 6:00 p.m. I love Indian music so I hope we can dance. There's space at the front so I'm sure we can.

People say that the English people aren't very friendly but I can say that everyone here is very kind and helpful. I'm having a great time!

Tilly is writing her blog _____.

a in England b in France c in the USA

1 She's visiting _____.

a English friends b her family c American friends

2 The Salisbury Festival takes place _____.

a at different times b every June c with the same theme every year

3 The weather is _____.

a sometimes bad b terrible c always sunny

4 Most people there _____.

a have children b are eating c are old

5 Tilly and her friends _____.

a are dancing b are talking to the other people c are waiting for the music
_____/10

Tema 9. WORK(pre-intermediate)

Grammar

1 comparison of adjectives

Complete the sentences with the comparative form of the adjectives in brackets.

Modern dance is more interesting than classical ballet. (interesting)

1 In my opinion Jim Carrey is _____ Steve Martin. (funny)

2 That play was _____ his first one. (good)

3 Tickets for the theatre are usually _____ cinema tickets. (expensive)

4 Is Brad Pitt _____ Matt Damon? (old)

5 Thrillers are _____ comedies. (exciting)

_____/10

2 superlative adjectives

Complete the sentences with the superlative form of the adjectives in the box.

bad big funny good old romantic

Johnny Depp is one of the biggest stars in Hollywood.

1 I always laugh when I watch Ben Stiller films. I think he's _____ actor in the world.

2 I think Paris is _____ city in the world.

3 _____ woman in the world died yesterday. She was 114 years old.

4 Jack was definitely _____ singer on that talent show. He was terrible!

5 Film critics have _____ job in the world! I'd love to watch films every day.

_____/10

3 like/love/hate/prefer

Find one mistake in each sentence. Then write the correct sentence.

I really like read science fiction books.

I really like reading science fiction books.

- 1 When it's cold, I prefer stay at home.
_____.
- 2 Mario prefers music than plays.
_____.
- 3 I hate watch horror films.
_____.
- 4 Dana likes cartoons than comedies.
_____.
- 5 We prefer going to the theatre than going to the cinema.
_____.

____/10

Vocabulary

4 the arts

Which is the odd one out in each group?

ballet dance opera literature

- 1 comedy musical painting cartoon
- 2 novel rap music play poetry
- 3 painting exhibition modern art rock music
- 4 graffiti talent show documentary cartoon
- 5 classical music Oscar opera ballet

____/10

5 the arts

Complete the missing words.

I can't understand the words to most rap songs. Can you?

- 1 We went to a fantastic e_____ at the new art gallery in town.
- 2 The local cinema is showing George Clooney's latest f____. Do you want to go?
- 3 My cousin entered a t_____ s_____ on television. He sang and danced but didn't do very well.
- 4 Female b_____ dancers are very slim but very strong and usually very beautiful.
- 5 There's a good p_____ on at the theatre this week.

____/10

6 films

Complete the sentences with the words in the box. There are some extra words you do not need.

action film cartoons character comedy documentary film critic
horror film love story musicals Oscar scene science fiction
thriller villain

Most children love watching cartoons because they're funny and full of colour.

- 1 When I'm sad I always enjoy watching a good romantic _____.

- 2 I don't like _____ because I don't like songs in films.
- 3 That _____ we watched yesterday was really scary. I didn't sleep all night.
- 4 Who won the _____ for Best Actor last year?
- 5 I think it's more fun to play the _____ than the good guy.

____/10

Pronunciation

7 /ə/ in comparatives

Underline the /ə/ sound in the comparative forms.

English grammar is easier than German grammar.

- 1 My car is faster than yours.
- 2 Norway is colder than France.
- 3 I'm healthier than you.
- 4 London is bigger than Madrid.
- 5 Our house is smaller than John's.
- 6 You're better than me at tennis.
- 7 Juan is nicer than his brother.
- 8 Dad's a lot taller than Mum.
- 9 You're older than me.
- 10 Max is funnier than Ben.

____/10

8 intonation in yes/no questions

Does the voice usually go up ↗ or down ↘ at the end of each sentence?

- | | |
|--------------------------------------|-------|
| Are you hungry? | ↗ |
| 1 It's very cold in here. | _____ |
| 2 Do you know my friend Laura? | _____ |
| 3 Is Marco coming to the party? | _____ |
| 4 I'm sorry I don't know the answer. | _____ |
| 5 Are you a student? | _____ |

____/10

How to ...

9 make and respond to suggestions

Put the words in the correct order to make sentences and questions.

really / idea / a / great / That's

That's a really great idea.

- 1 at / shall / do / the / What / weekend / we

_____?

- 2 don't / Why / watch / film / a / we

- _____?
- 3 for / going / dinner / about / out / What
- _____?
- 4 cinema / Let's / the / at / meet
- _____.
- 5 horror / don't / I / films / like
- _____.

_____/10

Reading

10 Read What's on in August. Then match the people in the box to the places and events.

What's on in August

Television Centre

We are filming the next three programmes for Have you got what it takes? The new talent show for all the family. Call us today to reserve your free tickets. Filming takes place on Saturday afternoons from 12–6p.m. Bring your friends and family and enjoy the show!

Madison Gallery Exhibition

For the first time you can see a wonderful collection of 19th century paintings outside Russia. There are over 100 on show. This is a 'must-see'. Book your tickets now. Adults €15, children €10, family ticket (two adults and two children) €35.

Westside

The latest cartoon, a perfect film for all the family. Follow Pudge and his friends as they travel across America. Featuring the voices of the most famous Hollywood stars this film is full of fun and adventure.

Turner Stadium

For one performance only! Rock legends of the 1980s. Five hours of live music featuring some of the greatest musicians in the world. 13th August. Doors open at midday. Music starts at 5 p.m. Tickets cost €75.

Duke of York

Shakespeare's Romeo and Juliet. This performing arts company is one of the best in the world so we are very lucky to have these great actors and actresses here for two weeks (12th–26th August). Everyone knows this greatest love story of all time.

City Centre

Watch local artists Lenny and Bruce as they paint colourful graffiti in different places in the city centre. Children under twelve years of age can join in and paint with them. This is part of the city's summer programme. Check the website for further details.

Bella is doing theatre studies at school and she loves classical plays.

Dan has three young children but not much money. They all like doing things outside.

Ruth studied art history at university. She loves going to exhibitions with her niece and nephew.

Laura and her family love singing. She wants to take her mother somewhere special for her birthday.

Barry loves all old rock and pop. He spends all his money on CDs and going to concerts.

Jane always takes the children to the cinema during the summer holidays.

- | | |
|-------------------|-------|
| Television Centre | Laura |
| 1 Madison Gallery | _____ |
| 2 Westside | _____ |

- 3 Turner Stadium _____
 4 Duke of York _____
 5 City Centre _____
- _____/10

Tema 10. TRAVEL(pre-intermediate)

Grammar

1 -ing form as a noun

Complete the sentences with the nouns in box.

~~Cycling~~ ~~Driving~~ ~~Flying~~ ~~Going~~ ~~Horse-riding~~ ~~Watching~~

Cycling in Amsterdam is easy because everyone has a bicycle.

- 1 _____ is faster than going by train and sometimes it's cheaper.
- 2 _____ is fun I'm sure, but I don't like horses!
- 3 _____ TV is a good way to relax after work.
- 4 _____ to the gym every week helps you keep fit.
- 5 _____ in the centre of Paris is very stressful because there are so many cars on the road.

_____/10

2 Present Perfect

Complete the sentences with the correct form of the verbs in brackets. Use the Present Perfect.

Have you been to Portugal? (be)

- 1 I _____ a horse because I'm scared of them. (not ride)
- 2 _____ you _____ the news? (hear)
- 3 We _____ a one-way ticket to Rome. We leave tomorrow. (buy)
- 4 Sally _____ a lot of famous people. (meet)
- 5 I'm sorry I _____ your name. (forget)

_____/10

3 Present Perfect and Past Simple

Complete the sentences with the correct form of the verbs in brackets. Use the Present Perfect or the Past Simple.

-

When did you go to the USA?

- 1 We _____ to Australia last year. It was a very long, uncomfortable flight. (fly)
- 2 Sam _____ often _____ by boat. (travel)
- 3 I _____ a return ticket yesterday. (buy)
- 4 _____ you _____ to Japan? (be)
- 5 I _____ the Eiffel Tower when I was in Paris because it was very foggy! (not see)

_____/10

Vocabulary

4 transport

Put the letters in the correct order to make transport words.

- | | |
|-------------|---------|
| ebycile | bicycle |
| 1 tmar | _____ |
| 2 riant | _____ |
| 3 aobt | _____ |
| 4 emitrbook | _____ |
| 5 wetar ubs | _____ |

____/10

5 transport

Complete the sentences with transport words.

There's a lot of traffic on the roads in the rush hour.

- 1 My train leaves from the _____ in the city centre.
- 2 We always put our car in the _____ when we're not using it.
- 3 Does the train leave from _____ five?
- 4 I'd like a _____ class ticket because I want to be comfortable. I know it's more expensive.
- 5 Montreal to Seoul is a _____ - _____ flight. It's a seventeen-hour trip.

____/10

6 activities

Complete the activities.

-
climb a tree

- 1 cross a r_____
- 2 fly a k_____
- 3 row across a l_____
- 4 sail a b_____
- 5 climb a m_____

____/10

Pronunciation

7 long and short vowels

Put the words in the box in the correct column.

airport arm bad departure feel fit gone got green had hard heat hot match
park plan rock seen short sit talk taught tram walk written hit

/ɑ:/	/æ/	/ɔ:/	/ɒ/	/ɪ:/	/ɪ/
<i>park</i>	<i>had</i>	<i>walk</i>	<i>got</i>	<i>seen</i>	<i>written</i>

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
	_____	_____			

(½ mark each) ____/10

8 /ɪ/

Underline the /ɪ/ sounds in the sentences.

Have you ever been to Australia?

- 1 We've been out for dinner every night this week.
- 2 Have you ever been bungee jumping?
- 3 We haven't been here before.
- 4 I've never been to Italy.
- 5 They've often been to classical concerts.

____/10

How to ...

9 ask for and give directions

Put the words into the correct order to make sentences and questions.

supermarket / Turn / at / left / the

Turn left at the supermarket.

- 1 the / to / you / Can / tell / the / station / way / me

_____?

- 2 the / Do / know / way / the / station / to / you

_____?

- 3 on / straight / Go / post / the / to / office

_____.

- 4 along / road / Go / the / and / on / right / the / it's

_____.

- 5 at / the / The / end / street / of / school / is / the

_____.

____/10

Reading

10 Read the email. Then complete it with sentences (a–f)

Hi from the Himalayas!

I'm sorry I haven't written for so long but this is the first time I've had a chance to get to a computer with internet connection. (0) _____ a _____. I can't stay on the computer for long as there are lots of people who want to send emails!

I got here on Monday and I've been here for three days. The flight was fine but long. (1)

_____. Our guide met us at the airport and brought us to the hotel. We're right in the centre of Kathmandu and can easily go sightseeing from here.

(2) _____. It's so noisy and busy and there are millions of people everywhere! Of course we can't read the writing so it's quite funny when we go out because we don't know what street we're in. I love it. I love the colours and the chaos! And the food is fantastic. (3)

_____. You know how I love spicy food so it's great for me but we are careful. The local people are really friendly and helpful but they're very poor too so I've bought lots of souvenirs to bring home with me.

(4) _____. We're flying in a very small plane to Lukla and that's where the trek to Everest Base Camp begins. I'm so excited. I've wanted to do this trek for so long and now it's here. I can't believe it. I hope the weather stays good. (5) _____.

I don't think I can send emails from the mountain so goodbye for now!

Love, Sarah

~~a In fact, I'm sitting in the Internet Café in the hotel~~

b Tomorrow we start our adventure

c I didn't sleep much so I was quite tired when we arrived

d It's been very sunny and quite warm but they say the nights are freezing

e There are so many interesting restaurants and cafés

f This is a crazy city

_____/10

Tema 11. INFLUENCE(pre-intermediate)

Grammar

1 can/can't, have to/don't have to

Choose the correct answers.

You _____ drive through a red light.

- a don't have to b have to c can't

1 You _____ download the podcast onto your MP3 player

- a can't b have to c can

2 It's informal – you _____ wear a suit.

- a don't have to b have to c can't

3 You _____ be late for the meeting because it's very important.

- a don't have to b can c can't

4 You _____ usually buy soft drinks and newspapers at petrol stations in the UK.

- a can b don't have to c have to

5 You _____ have a driving licence to drive a car.

- a don't have to b have to c can't

_____/10

2 wh- questions

Complete the questions with question words.

A: How many times have you been to Germany?

B: Three times.

- 1 A: _____ did your car cost?
B: \$5,000.
- 2 A: _____ did you start your evening classes?
B: Last week.
- 3 A: _____ laptop is that?
B: It's mine.
- 4 A: _____ didn't you go to your English class?
B: Because I didn't feel well.
- 5 A: _____ are you?
B: I'm 1.65m tall.

____/10

3 the imperative

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

drive forget leave listen sit speak

Don't speak when I'm speaking!

- 1 _____ your shoes by the door when you come in – they're dirty.
- 2 _____ so fast. The speed limit is only 100 kilometres per hour.
- 3 _____ there! That's my seat.
- 4 _____ to your parents when they give you advice.
- 5 _____ to do your homework. You have to hand it in tomorrow.

____/10

Vocabulary

4 school subjects

Put the words in the correct order to make school subjects.

economics

- 1 s _____
- 2 g _____
- 3 l _____
- 4 m _____
- 5 c _____

____/10

5 education

Underline the odd one out in each group.

primary elementary secondary teacher training

- 1 podcast wiki download academic

2 primary school training secondary school university

3 student lecturer teacher tutor

4 distance learning evening classes training trainer

5 geography history college politics

____/10

6 driving

Complete the words.

Where can I buy some petrol as I have to fill up my car?

- 1 I took my d_____ t_____ yesterday but I didn't pass because I was very nervous.
- 2 You have to pay a f_____ if you do something wrong when you're driving.
- 3 When you drive too fast you can get p_____ on your licence.
- 4 You have to stop when the t_____ l_____ is red.
- 5 I've had a d_____ l_____ for ten years but I don't like driving.

____/10

Pronunciation

7 /f/ and /v/

Do the words contain the sound /f/ or /v/?

fan /f/

- 1 view _____
- 2 leaf _____
- 3 fan _____
- 4 have _____
- 5 few _____

____/10

8 intonation of wh- questions

Does the voice usually go up ↗ or down ↘ at the end of each question?

- Are you OK? ↗
- 1 Where did you go to school? _____
 - 2 Do you like learning English? _____
 - 3 What did you do last night? _____
 - 4 When do you do your homework? _____
 - 5 Can you speak Spanish? _____

____/10

How to ...

9 check information and ask for repetition

Complete the dialogues with words in the box.

ask Can check repeat right Sorry

A: Let me check – you send the form to me?

B: That's right.

1 A: _____ I just check the date the course starts?

B: Yes. They all start in the week of 13th September.

2 A: Can you _____ that please? A break in ...

B: A break in the week starting 23rd October.

3 A: The course is on a Wednesday evening. Is that _____?

B: Yes.

4 A: Can I _____ what time the lessons start?

B: They start at 7 p.m.

5 A: _____, what was that?

B: Even classes aren't in the main building.

____/10

Reading

10 Read the advertisement and the competition entry. Are the sentences true (T) or false (F)?

Schooldays – the happiest days of your life? Send us your thoughts and win a new laptop!

When I was at primary school I really didn't enjoy school. Everyone said 'come on Jenny. These are the best days of your life!' I didn't believe them. I always left my homework until the last minute and I remember Mum. She got so angry with me. 'Sit down and do your homework NOW!' But I wanted to talk on the phone or play computer games with my friends. 'I said SIT DOWN!' It was the same thing every Sunday evening. I feel sorry for her now of course.

Then when I was eleven and went to secondary school, everything changed. And that was because of one teacher: Mrs Mann. She was our maths teacher. I didn't think I was good at maths but she showed me that I was. She was so interesting and funny and she was very young and attractive too I remember. She had long fair hair and wore really nice clothes. She was probably in her mid-twenties. We all enjoyed her lessons. She always had time for us. She was always in a good mood and she never shouted at us. Mum never had to tell me to do my homework after I met Mrs Mann! When I got home after school, I did my homework immediately because I wanted to do well.

In fact I enjoyed Mrs Mann's lessons so much that I decided to study maths at university. I know she was pleased. When I was a student I wrote to her every term and sometimes we met during the holidays. That was twenty years ago. And now I'm a maths lecturer at the university where I studied. I hope that my students enjoy studying with me as much as I enjoyed learning with Mrs Mann.

Jenny liked school when he was young.

F

1 She never did her homework on Sunday. _____

2 It was difficult for her mother. _____

3 One teacher changed her. _____

4 Everybody liked Mrs Mann. _____

5 Jenny is now a teacher at her old school. _____

____/10

Grammar

1 be going to

Write sentences with the correct form of be going to. Write positive (ü) or negative (x) sentences.

I/learn Spanish (ü)

I'm going to learn Spanish.

1 We/go abroad on holiday next year (x)

_____.

2 Jana/take a course in acting (ü)

_____.

3 Phil/study at university (x)

_____.

4 I/start playing the guitar again (ü)

_____.

5 Tom/look for a new job (ü)

_____.

_____/10

2 infinitive of purpose

Rewrite the sentences using the infinitive of purpose (to + infinitive).

I'm studying hard because I want to pass my exams.

I'm studying hard to pass my exams.

1 We bought an old car because we wanted to save some money.

_____.

2 I left home because I wanted to live abroad.

_____.

3 Hans went to the UK because he wanted to practise his English.

_____.

4 Kim started singing because she wanted to go on a talent show.

_____.

5 Lee goes cycling every day because he wants to get fit.

_____.

_____/10

3 like/love and would like/would love

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

Jess likes playing the piano but she'd love to play the guitar too. (play)

1 Would you like _____ trekking for charity? (go)

2 I don't like _____ fast food. (eat)

3 My brothers would love _____ on a talent show. (be)

4 Do you like _____ as a teacher? (work)

5 I really wouldn't like _____ in a big city. (live)

_____/10

Vocabulary

4 activities

Complete the activity words.

trekking

- 1 b _ng _ _ j _m _ing
- 2 s _ _li _g
- 3 wh _t _-w _ter ra _ting
- 4 _ors _-r _din _
- 5 ka _aki _g

___/10

5 fame

Complete the sentences with the words in the box. There are some extra words you do not need.

acting ambition fame fortune politician politics talent show

Everyone has their fifteen minutes of fame according to Andy Warhol.

- 1 So many people want to go on a _____ to become famous.
- 2 I wouldn't like to be a _____ because you have very difficult decisions to make.
- 3 My father made a _____ when he was young but lost all his money when he was older.
- 4 It's my _____ to be rich and famous.
- 5 I love _____ so I'd love to go to Hollywood.

___/10

6 future time expressions

Complete the future time expressions.

I'll give you an answer by Saturday.

- 1 Today is Monday so _____ is Tuesday.
- 2 Today is Thursday so the day _____ is Saturday.
- 3 This year is 2011 so _____ year will be 2012.
- 4 Three years from _____ I'm going to be rich and famous.
- 5 We're going to Italy _____ this year.

___/10

Pronunciation

7 sentence stress

Underline the syllables which are usually stressed in each sentence.

We're going to take the train.

- 1 You're going to find a new job.
- 2 They're going to have a holiday.
- 3 We're going to learn German.

- 4 I'm going to sell my car.
 5 He's going to cook some pasta.

____/10

8 /aɪ/ and /eɪ/

Put the words in the box in the correct column.

fame fly fried late light like mine play rain take wait white

/aɪ/

/eɪ/

like

wait

____/10

How to ...

9 ask about and talk about plans and ambitions

Put the words in the correct order to make sentences.

all / do / What / you / to / going / are

What are you all going to do?

1 going / at / I'm / spend / week / home / one / certainly / to

_____.

2 in / planning / to / September / I'm / back / go

_____.

3 for / like / two / I'd / to / months / work

_____.

4 work / children / I / with / really / to / want

_____.

5 a / hope / start / I / to / course

_____.

____/10

Reading

10 Read the question and responses from a website. Are the sentences true (T) or false (F)?

Question

I want to raise money for a children's home in Zambia but I've never done anything like this before so I'd be very grateful for any ideas that you have. I know there are a lot of websites with advice but I'd like to hear from people with personal experience.

Lucinda

Responses

Trekking is always good because you don't have to be extremely fit but it's a good idea to do some training before you go of course. People usually go in groups so you can meet new people and make friends while you're walking. This year I'm going to do the Great Wall of China trek. I've always wanted to go to China. It's nice to think that you can have fun and do something useful at the same time.

Gary

Do you know how to sail? We're going to go on the Fastnet Sailing Challenge. I've been a sailor since I was a child so I feel very comfortable on the sea but I know that this race is only for people who have had a lot of experience and it's very tough. The weather can be really bad at that time of year as well. It's definitely not for someone who can't swim!

Paula

I love horses so I'm going to do the Mongolian Horse-riding Challenge. I've seen so many pictures of Mongolia in books and on the Internet and now I'm really going to raise the money to go there. It's for two weeks and we're going to do it in the summer so it's going to be very hot in the desert, and cold at night of course. I'm busy raising money at the moment but hope to have all the money I need soon.

Casey

Why don't you think about the London to Paris Cycle Ride? Hundreds of people are going to enter. It's tough but not that tough and you can go at your own speed. You don't have to race. It's good for all ages too and last year there were a few people in their seventies. The good thing is that you don't have to fly anywhere to start the fun.

Anne

You don't have to go abroad to raise money! Why don't you organise some events in your local area? There are so many things you can do. In the past I've organised concerts, parties, talent shows and coffee mornings. That way you also meet local people. I think it's good to invite friends and neighbours to help.

Jenny

Lucinda doesn't have any fundraising experience.

T

-

1 Gary recommends getting fit before a trek.

2 Paula can't swim.

3 Casey hasn't raised enough money.

4 In the London to Paris Cycle Ride it is important to finish as fast as you can.

5 Jenny likes raising money at home.

___/10

(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 14. MEDIA(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 15. LIFESTYLE(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 16. WEALTH(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

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 17. FREE TIME(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

4.3 Промежуточная аттестация по дисциплине проводится в форме зачета, экзамена

Типовые вопросы зачета (УК-4)

1. Complete the sentences with the correct form of the verbs in brackets.
2. Read the restaurant review. Match the headings (1–5) with the paragraphs (A–F).
3. Write complete sentences using the prompts and the Past Continuous or Past Simple.

Типовые задания для зачета (УК-4)

Не предусмотрено

Типовые вопросы экзамена (УК-4)

Не предусмотрено

Типовые задания для экзамена (УК-4)

1. When writing a report, you may need to use different past tenses to show sequences of events. You may also need to use more formal phrasing. Read the report and answer the questions.
2. Use the present continuous to inform clients about current situations and future arrangements. Continuous tenses can also soften questions and requests. Rewrite the present continuous sentences, correcting the errors.
3. When you are presenting to an audience, it is important to structure your talk in a way that is clear and easy to understand. Certain set phrases can help you do this. Rewrite the sentences, putting the words in the correct order.

4.4. Шкала оценивания промежуточной аттестации

Зачет

Оценка	Компетенции	Дескрипторы (уровни) – основные признаки освоения (показатели достижения результата)
«зачтено» (50 - 100 баллов)	УК-4	Показал способность пользоваться иностранным языком как средством делового общения. Овладел навыками межкультурной коммуникации в ее языковой, предметной и деятельностной формах.
«не зачтено» (0 - 49 баллов)	УК-4	Не смог показать способность пользоваться иностранным языком как средством делового общения. Не овладел навыками межкультурной коммуникации в ее языковой, предметной и деятельностной формах.

Экзамен

Оценка	Компетенции	Дескрипторы (уровни) – основные признаки освоения (показатели достижения результата)
«отлично» (85 - 100 баллов)	УК-4	Планирует и организывает совещания, деловые беседы, дискуссии по заданной теме; аргументированно и конструктивно отстаивает свою точку зрения, позицию, идею в академических и профессиональных дискуссиях на государственном и иностранном языках.

«хорошо» (70 - 84 баллов)	УК-4	Может участвовать в деловых беседах, дискуссии по заданной теме; может выразить свою точку зрения, позицию, идею в академических и профессиональных дискуссиях на государственном и иностранном языках.
«удовлетворительно» (50 - 69 баллов)	УК-4	Может выразить свою точку зрения в профессиональных дискуссиях на государственном и иностранном языках.
«неудовлетворительно» (менее 50 баллов)	УК-4	Не может аргументированно и конструктивно отстаивать свою точку зрения, позицию, идею в академических и профессиональных дискуссиях на государственном и иностранном языках.

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., Зимина 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. 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.
3. Халилова Л. А. English for students of economics : учебник. - 3-е изд., доп. и перераб.. - М.: Форум, 2012. - 382 с.
4. 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.
5. Мэрфи Р. Практическая грамматика английского языка (Essential Grammar in Use), 1994. - с.
6. Виноградова Я изучаю английский язык на начальном этапе : Учеб. пособие по английскому языку как второму иностранному. - Тамбов: Изд-во ТГУ, 2005. - 107 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.prilib.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.