

**МОСКОВСКИЙ ГОСУДАРСТВЕННЫЙ
ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ
ГРАЖДАНСКОЙ АВИАЦИИ**

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ПОСОБИЕ

РАЗВИТИЕ НАВЫКОВ
ПРОФЕССИОНАЛЬНОГО ОБЩЕНИЯ
НА АНГЛИЙСКОМ ЯЗЫКЕ

*для студентов I – II курсов
специальности 080507
дневного и заочного
обучения*

Москва-2006

ФЕДЕРАЛЬНОЕ АГЕНСТВО ВОЗДУШНОГО ТРАНСПОРТА
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ
ВЫСШЕГО ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ
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Кафедра иностранных языков
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UNIT 1
TOPIC 1

GETTING ACQUAINTED

Dialogue 1

- Hello. My name is Tom Brown.
- I'm Nina Chane. Where are you from?
- I'm from London, Britain. And you?
- I'm from Peking, China.
- Oh, really? Nice to meet you.
- Nice meeting you too.
- By the way, what do you do?
- I'm a marketing manager. And what about you?
- I'm an accountant.

Dialogue 2

- Hello.
- Hi.
- Excuse me. Are you from France?
- No, I'm from Germany.
- What city are you from?
- I'm from Frankfurt.
- Oh, really? By the way, my name is Ann.
- Hi. I'm Rosa.
- Are you on vacation here?
- Yes, I am. I'm on a tour.
- Glad to meet you.
- Pleased to meet you too.

Dialogue 3

- Hi. I'm Boris Fisher.
- How do you do, Mr. Fisher?

- Please call me Bob.
- Where are you from?
- I'm from Russia, Moscow.
- Take a seat, Bob. How about some coffee? (Would you care for a cup of coffee?).
- Yes, with pleasure. Black with sugar please.
- Meet my friend. This is Miss Martin from Germany. She works in our branch in Berlin.
- Happy to meet you, Miss Martin.
- Nice meeting you too.

Dialogue 4

- How do you do? My name is Peter Williamson.
- How do you do? I'm John West.
- Where are you from?
- I'm from Canada (Paris ['paris], Brussels [br^slz], Cairo ['kaiərou], Sydney [sidni], Rome ['roum], New York ['nju 'jə:k], Chicago [fik'a:gou], Mexico ['meksikou], Tokyo ['toukjou], Singapore ['singəpə:], Delhi ['deli], the United States, Russia (Moscow)).
- What do you do (for a living)?
- I'm in sales. I work for Robinsons' Ltd. (limited).
- I see. What's your job title?
- Sales Manager.
- Where are you based?
- Our head office is in Bond Street. What about you? What do you do?
- What's your job?
- I work with Fox's Company (Co.). You, probably, heard of us. We design and manufacture electronic equipment.
- Yes, your company is well-known, and enjoys a good reputation. Do you like your job?
- Oh, yes, indeed. As to our firm, it's rather small. We're a private company with a staff of 45 employees.
- Your company is doing well, isn't it?
- That's right. So far, so good.

Words and conversational formulas

- to get acquainted (with) – познакомиться с
- Glad/pleased/nice/happy to meet you. – Рад/мне приятно/познакомиться с Вами.
- Nice meeting you too. – Мне также приятно познакомиться.
- What do you do? — Чем вы занимаетесь?
- On vacation – на каникулах;
- on a tour – в турне.

How about...? — Как насчет...?

Would you care for a cup of coffee? – Не желаете ли чашечку кофе?

With pleasure – с удовольствием;

with sugar – с сахаром.

Meet my friend – Познакомьтесь с моим другом.

To be in sales – быть/работать/в отделе продаж/сбыта.

To work for/with/a company – работать в компании/фирме.

Job title — название должности.

To design and manufacture — проектировать и производить.

To enjoy — получать удовольствие.

To enjoy a reputation – пользоваться репутацией.

Staff – штат/работников/, персонал;

on staff – в штате.

Employee – служащий; работник.

To do well – преуспевать, делать успехи.

So far so good. – Пока все хорошо.

Tasks

1. Practise reading the dialogues.

2. Learn dialogues 1, 2, 3 by heart, and act them out.

3. Learn unfamiliar terms and conversational formulas.

4. Compose your own dialogues on analogy with the given ones.

UNIT 2

TOPIC 2

INTRODUCING PEOPLE

Dialogue 1

-Let me introduce myself: I'm Brian Ross.

-How do you do, Mr. Ross? My name is Bess Rainbow.

-How do you do, Bess? What do you do?

-I'm a teacher of French. And what is your trade?

-I'm an engineer in electronics.

-I see. Very pleased to meet you.

-Likewise.

Dialogue 2

-Jane, is the name Jack Baker familiar to you?

-I'm afraid not. Why are you asking me that?

-I want to introduce him to you. Mr. Baker, this is my colleague Jane.

Jane, meet Mr. Baker.

-Hi, Jack! How are you?

- Never felt better in my life. Thank you. How are you doing?
- So far very well, thanks.

Dialogue 3

- Mr. Price, may I introduce Mr. Grey to you?
- How do you do, Mr. Grey? It's a pleasure meeting you.
- How do you do, Mr. Price? Very happy to meet you. I have a feeling that we've met before.
- Most probably, your face seems familiar to me.
- Now, I recollected. We met in the golf-club a few days ago.
- Right you are. Exactly so.

Dialogue 4

- Could you introduce me to Mr. Brown of the British Trade Delegation?
- With pleasure. Mr. Brown, I'd like you to meet Mr. Belov from Russia.
- How do you do, Mr. Belov. Happy to meet you.
- How do you do, Mr. Brown. I'm glad to meet you.

Dialogue 5

- How do you do, Mr. Black.
- How do you do. Glad to meet you. Where are you from?
- I'm from Moscow.
- What languages do you speak? What is your native language?
- Russian is my native language. And I speak English a little bit.
- And what do you do?
- I'm a graduate student.

Words and conversational formulas

Trade	—	здесь специальность
Likewise	—	и я тоже
So far	—	пока
I have a feeling that...	—	У меня такое ощущение, что...
Most probably	—	весьма возможно
To recollect	—	вспомнить
Exactly so	—	совершенно точно

Introducing people

-Let me introduce myself. My name is Victor Beloff.

-May I introduce Mr. Price to you?

-Let me introduce Mr. Fox to you.

-Meet my friend (Doctor Popova).

-This is Professor Bell.

-Please introduce me to your friend.

Response

-How do you do, Mr. Beloff?

-Nice to meet you.

-Nice meeting you.

-It's a pleasure to meet you.

-Glad to meet you.

-Pleased to meet you.

-Happy to meet you.

Знакомство. Представление

Разрешите представиться. Меня зовут Виктор Белов.

Разрешите представить Вам г-на Прайса.

Позвольте представить Вам г-на Фокса.

Познакомьтесь: мой друг (д-р Попова).

Вот профессор Белл. Познакомьтесь.

Пожалуйста, представьте меня своему другу (познакомьте со своим другом).

Ответная фраза

Здравствуйтесь, г-н Белов!

Приятно с Вами познакомиться.

Приятно с Вами познакомиться.

Мне доставляет удовольствие познакомиться с Вами.

Рад с Вами познакомиться.

Рад с Вами познакомиться.

Очень рад с Вами познакомиться.

Tasks.

1. Practise reading the dialogues.
2. Learn dialogues 1, 2, 4 by heart and act them out.
3. Learn unfamiliar terms and conversational formulas.
4. Do exercises.

Insert suitable words.

1. -- **Journalist, call, introduce, single, married, do, guess, think, children, quite, meet.**

— How do you do. Let me ... myself. I'm Alla Sedova, a teacher.

— Happy to.... you, miss...

— ...me Alla or miss Sedova, I'm still.... And what about you?

— I'm Peter Brook.

— I ... you're...

— You're ... right,

— Are you...

— Oh, yes I'm and I have three...

2. -- **Do, mean, ensemble, like, singer, manager, think, much, lady.**

— Excuse me, who are you?

— Me? I'm Jan Bell.

— No, I ... what do you do?

— Oh, I'm a...

- Do you ... your profession?
- Very ... I ... to live is to sing.
- And who is that...?
- That's Mr. Brown.
- I mean, what does she...?
- Oh, she is ... of our...

3. -- **Fine, been, are, glad, for ages, do, business.**

- How ... you?
- Just to see you,
- So am I. Haven't seen you ... How've you...?
- Fine I was in Australia.
- What did you ... there?
- I was there on...

4. -- **Kind, do, let, spell, pronounce, first, name, meet.**

- Mr. Chasey... me introduce my colleague to you. Meet Mr. Serov.
- How ... you do, Mr. Serov. Glad to ... you. Sorry, what is your...?
- My name's Victor Serov.
- What is your ... name? How do you ... it?
- V-i-c-t-o-r
- How do you ... it?
- Victor.
- Thank you. You re very...

Translate.

1. -- Извините, Вы мистер, Белл из Оксфорда?

- Да.
- Позвольте представиться. Я — представитель фирмы "Аэротур".
Меня зовут Любовь Ивановна.
- Здравствуйте. Рад с Вами познакомиться.
- Здравствуйте, мне тоже приятно познакомиться с Вами. Вы глава делегации?
- Да, совершенно верно.
- Как Вы доехали?
- Отлично (не очень хорошо).
- Мы рады приветствовать Вас в нашей стране. Надеюсь, все будет хорошо.
- Спасибо, Вы очень добры.

2. -- Привет, Билл. Рад тебя снова видеть. Сто лет не виделись. Как поживал все это время?

- Привет, Виктор. Все прекрасно. А как твои жена и дети?
- Отлично. Как у тебя дела на работе?
- Хорошо, только, к сожалению, я очень занят.
- Относись к этому проще, Ты свободен сегодня вечером?

- Да, а что.
- Приходи к нам в гости. Поговорим.
- С удовольствием. Во сколько?
- Увидимся в 7 вечера. Ну, до встречи.

Personal Success Skill

Introducing Yourself

Don't be shy. Let people know who you are. Introduce yourself to strangers.

Mark Grant: Hello. My name is Mark Grant.

Bob Grodosky: Nice to meet you, Mr. Grant. My name is Bob Grodosky.

Mark Grant: It's a pleasure, Mr. Grodosky.

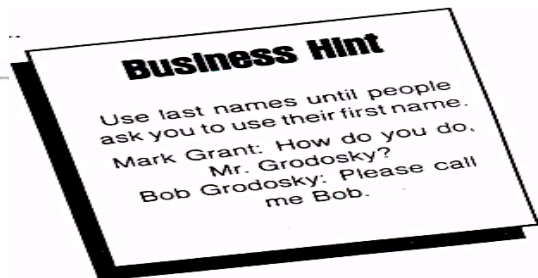
➤ *Introduce yourself to the people around you in the classroom. Don't forget to look them in the eye and smile.*

Speaker A: Hello. My name is _____
A's Name

Speaker B: Hi. _____
Mr. Mrs. Ms A's Name

I'm _____
B's Name

Speaker A: I'm pleased to meet you,
Mr. Mrs. Ms. B's Name



Personal Success Skill

Remembering Names

Use a person's name right away. When you say a name often, you will remember it.

➤ *Complete the conversations.*

1. Jane Quinn: Good evening. My name is Quinn, Jane Quinn.

Rob Jennings: Hello. Ms. _____ I'm Rob Jennings.

Jane Quinn: Nice to meet you. Mr. _____

2. Mark Hopkins: Let me introduce myself. Mark Hopkins.

Karen White: Good evening, _____ I'm pleased to meet you.
My name is Karen White.

Mark Hopkins: I'm pleased to meet you, _____

Case Study

Making New Colleagues Feel Welcome

Situation: Ron Howard has worked for me cast West Trace Company for 10 years. He is the Assistant Manager for Pacific Sales. He wants to be Vice-President of International Sales. Mark Curtis is a new employee. He will work with Mr. Howard. It's his first day on the job.



➤ *Circle your answer.*

1. Mr. Curtis is a new employee.
2. Mr. Curtis is Mr. Howard's boss.
3. Mr. Howard's position is higher than Mr. Curtis' position.
4. Mr. Howard is a positive person.
5. Mr. Howard is a friendly person.
6. Mr. Howard is successful.
7. Mr. Howard doesn't want Mr. Curtis to be successful.

Compare and Discuss

➤ *Compare the case studies.*

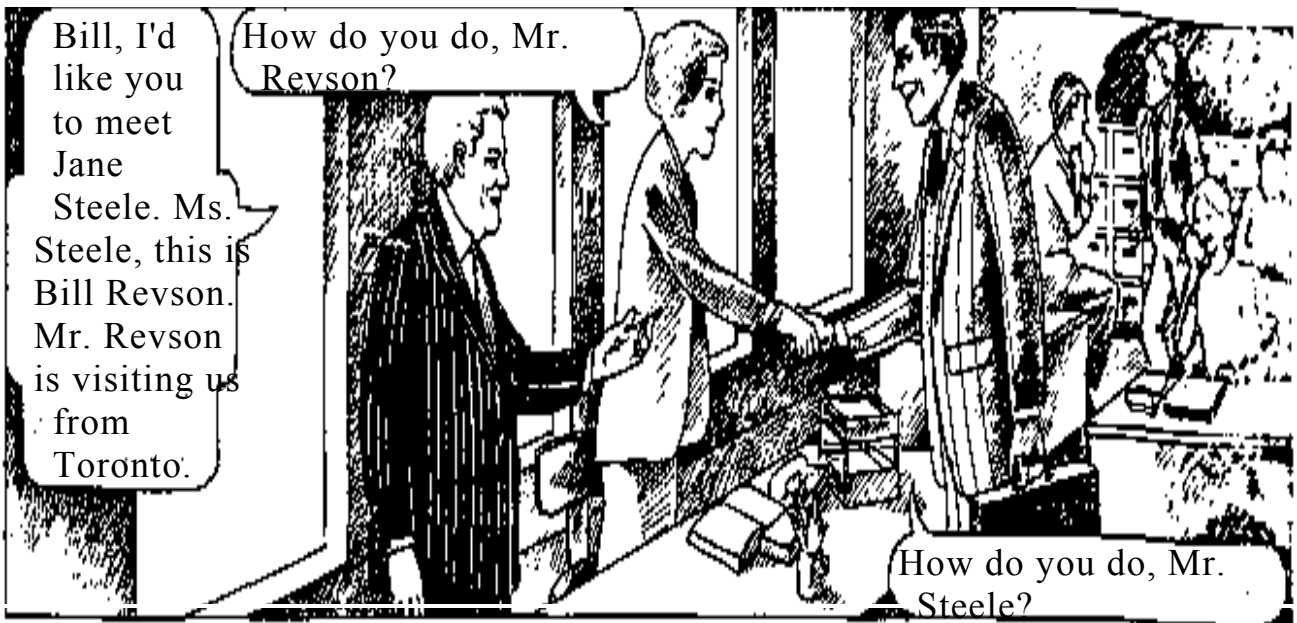
1. Who is a friendlier colleague—Mark Curtis or Ron Howard? Why?
2. Who feels more comfortable—Ron Howard or Mark Curtis? Why?
3. Why is it important to be a good team player?

Yes	No	Sometimes
Yes	No	Sometimes
Yes	No	Sometimes
Yes	No	Sometimes
Yes	No	Sometimes
Yes	No	Sometimes

Case Study

Having a Successful Conversation

Situation: Bill Revson, a potential client, is visiting from Toronto; Tom Patterson is introducing him to the employees of the company.





➤ *Circle your answer.*

- | | | | |
|---|-----|----|-----------|
| 1. Mr. Patterson introduced Mr. Revson to Ms. Steele. | Yes | No | Sometimes |
| 2. Mr. Revson is interested. | Yes | No | Sometimes |
| 3. Ms. Steele is interested. | Yes | No | Sometimes |
| 4. Mr. Patterson wants them to talk about golf. | Yes | No | Sometimes |
| 5. Mr. Patterson wants them to talk about Toronto. | Yes | No | Sometimes |
| 6. Mr. Patterson is polite. | Yes | No | Sometimes |
| 7. Ms. Steele and Mr. Revson used each other's names. | Yes | No | Sometimes |

Compare and Discuss

➤ *Compare the case studies.*

1. Who makes the introductions—Bill Revson or Mr. Patterson? Why?
2. Who feels more comfortable—Mr. Revson or Ms. Steele?
3. Who is more interested—Mr. Patterson or Ms. Steele?
4. What did Mr. Revson and Ms. Steele have in common?

UNIT 3

TOPIC 3

OCCUPATION

Dialogue 1

- What's your profession? (What are you by profession?)
- I'm an engineer in electronics.
- I see. And where do you work?
- I work at a big automobile plant.

- How long have you been working there?
- For about 8 years or so.
- What's your main duty (responsibility)?
- I'm responsible for technical supervision of electronic equipment. I also do some other work by order of my team-leader.
- Are you satisfied with your job?
- Yes, of course, otherwise I wouldn't be working there. I'm satisfied in every respect.

Dialogue 2

- What do you do?
- I'm a lawyer.
- Do you like your job?
- Sure. It's rather interesting and fruitful.
- What do you have in mind?
- I mean to say that in performing my duties I deal with people and assistance which I try to render them.
- But is there anything about your job that you dislike?
- Well, I work very long hours. Very often I stay at the office till 8 or 9 o'clock in the evening. If I'm short of time, and this happens very often. I have to take work home. Another bad thing is that my holiday is only 20 days a year. To be frank with you, I prefer less money and more holidays.
- I see. Thank you.

Dialogue 3

- What do you do, Uschi?
- I work in Marketing. I answer customers' questions about our products. I also travel a lot; I give product presentations to our customers.
- And what are you doing at the moment?
- I'm running a training course for the new sales reps.

Dialogue 4

- Tell me something about your work, Rolando.
- I work in the Purchasing Department. I 'm responsible for buying everything the company needs – from ballpoint pens through to the raw materials and components we need to make our products.
- And what are you doing at the moment?
- Well, people in Accounts have asked for some new chairs, so I'm looking for a supplier of office furniture.

Words and conversational formulas.

Marketing Department – отдел продаж.

Purchasing Department – отдел покупок.

Duty (responsibility) – обязанность; долг

to be responsible for – быть ответственным/отвечать/за
supervision — контроль
by order of our team-leader – по распоряжению нашего руководителя группы
to be satisfied with – быть удовлетворенным чем-то
otherwise – в противном случае
in every respect – во всех отношениях
fruitful – плодотворный
lawyer [ˈlɔːjə] – адвокат, юрист;
to deal with – иметь дело с...
What do you have in mind? – Что вы имеете в виду?
To perform one's duties – выполнять обязанности
to render assistance – оказывать помощь
to be short of time – не иметь достаточно времени
holiday – отпуск; день отдыха; праздник
to prefer – предпочитать
I have to take... – Мне приходится брать...
to be frank with you – откровенно говоря

TASK

1. Give Russian equivalents for the following phrases and learn them.

What's your position?

Managing Director	Someone who heads a company and is responsible for its running.
Executive Secretary	Someone who does secretarial work for top management.
Sales and Marketing Manager	Someone who heads the department that advertises and sells the product.
Sales Representative	Someone who is responsible for selling the product to customers.
Production Manager	Someone who heads the department responsible for manufacturing the product.

Personnel Manager	Someone who heads the department responsible for staff matters, such as the hiring of employees.
R & D Manager (research and development)	Someone who heads the department responsible for scientific research and the development of new products.
Finance Director	Someone responsible for running the company's financial affairs.
Accountant	Someone who keeps the accounts in the finance department.
Receptionist	Someone who sits in the lobby, answers the phone, and greets visitors.

2. Practise reading the dialogues, and learn them by heart.
3. Act out the dialogues with your partner.
4. Learn unfamiliar terms.
5. Ask and answer according to the patterns.

Pattern 1

- What do you do?
- What's your profession?
- What are you by profession?
- What's your occupation?
- What's your trade?
- What does your sister/brother/do?
- What's your brother by profession?
- What's your friend's occupation?

- I'm an engineer.**
 - an accountant
 - an economist
 - an operator
 - a clerk
- She is a typist**
- He is a driver'**
 - a receptionist
 - a manager
 - Financial Director
 - Head of a department
 - Deputy Head of a department
 - Assistant Head

Pattern 2

Are you satisfied with your job? Yes, I am. No. I am not
salary?
position?
business?
working conditions?
living conditions?
the results of the examination?

Pattern 3

How long have you been working for/with/this company?
- I've been working here for ... years.

6. Make up sentences of your own according to the patterns.

Pattern 1

Who(m) do you work for/with?

I work for/with the Parker's Company (Browns', Adams', Robinson's, Bakers Ltd. Maccone's, and Fox Brothers).

Pattern 2

What's your job/title/?

I'm General Manager (Production, Property, Financial, Advertising, Personnel, Sales & Marketing, R&D (Research and Development), Promotion, Export & Sales, Technological; a legal assistant, financial controller, senior consultant, automation engineer, computer specialist, chief mechanic).

Pattern 3

What field do you work in? What department do you work at? I'm in computers (purchasing, sales, marketing, training, distribution, production, finance, promotion, customer accounts, accounting, management services, logistics).

7. Write a composition about your future work and profession.

8. Role play

Situation. You are a manager attending an exhibition of office equipment. In the hospitality lounge you start talking to some other business people who are at the exhibition.

Instructions.

Working in groups of two or three, improvise a conversation similar to ones in the dialogues on pages 12 – 13.

Before starting the conversation read the following:

- 1 Choose a company or business organization. It may be real or imaginary.
- 2 Introduce yourself; say who you work for, what your position is in the organization and how long you have worked for it.
- 3 Give the following information:
 - a what kind of business organization it is (e.g. private, public, sole trader, partnership)
 - b its main business activities
 - c location of its head office, branches/subsidiaries
 - d turnover, profits, size of work-force etc.
- 4 Give any other information about yourself, your job and the organization.

<i>You are the Managing Director of the company and are in charge of running it. You've been with the company for 20 years. Your hobby is playing golf. You often play with business clients.</i>	<i>You are an executive secretary. You are the 'right hand' of the Managing Director. You've been with the company for 5 years. Your hobby is Italian cooking and in your free time you like to give dinner parties.</i>
<i>You are the Personnel Manager. You are in charge of staff matters, such as training programmers and hiring. You've been with the company for one year. Your hobby is gardening.</i>	<i>You are a sales representative. Your job is selling the company's product to customers. You've been with the company for 2 years. In your free time you take evening classes to learn Japanese.</i>
<i>You are the Sales and Marketing Manager. You are in charge of your company's sales and marketing strategy. You've been with the company for 7 years. In your free time you like to go hiking.</i>	<i>You are an accountant in the finance department. Your job is keeping the company's books and accounts. You've been with the company for 4 years and are hoping for a promotion soon! In your free time you like to read detective stories.</i>

<i>You are the company's Production Manager. You head the department that makes the product. You are a newcomer to the company. In your free time you like listening to classical music.</i>	<i>You are the R & D Manager and are in charge of scientific research and the development of new products. You've been with the company for 9 years. In your free time you like to collect butterflies.</i>
<i>You are the Finance Director and are in charge of the company's financial affairs. You've been with the company for 10 years. In your free time you take ballroom dancing lessons with your partner.</i>	<i>You are a technician in the production department and work on technical aspects of production. You've been with the company for 8 years. Your hobby is building and flying model planes. You spend every free minute on this hobby with your partner!</i>

UNIT 4

TOPIC 4

Making an Appointment.

Telephoning.

Dialogue 1

- Maclane and Brown. Can I help you?
- This is Gerald Smith from Taylor and Sons. Could I speak to Mrs. Phillips?
- Susan Phillips speaking.
- Hello, Susan. This is Gerald Smith.
- Oh, hello, Gerald. How are you?
- Fine. I'm just phoning to see if we could fix a meeting for next week.
- Yes, of course (Sure/ly). We've got to discuss next year's order.
- Just a moment, I'll get my diary [daiəri] and have a look... Right, next week.
- Could you manage Tuesday?
- I'm sorry. I'm out all day on Tuesday.
- What about Friday then?
- Friday morning would suit [sju:t] me perfectly ['pə:fiktli].
- Good. That suits me too. Shall we say 10 o'clock? Fine. So 10 o'clock here?
- Right. That's probably the most convenient [kon'vi:njənt] place. I look forward to seeing you. Bye.
- Bye.

Dialogue 2

- Hello, could I speak to your manager?
- Sorry, he is out at the moment. Shall I take any message for him?
- I'd like to have an appointment with him,
- Certainly, sir. Will tomorrow 10 a.m. be all right with you?
- Oh, yes. That'll do, thanks.
- Thank you, sir.

Dialogue 3

- Hello, my name's Popov. Can I speak to Mr. Black, please?
- Sorry, he's busy at the moment. Any message for him?
- I'd like to have an appointment. Could you put me through?
- Will you call back in an hour?
- Oh, yes. I'll try to.

Dialogue 4

- S. U. Company. Mr. Brown's office.
- Hello, Could I speak to Mr. BH1, please?
- I'm sorry, Mr. Bell isn't available at the moment. Will there be any message?
- Please, tell him, Mr. Petrov from "Ecotourism" called about a new contract.

Dialogue 5

- Good morning. I'd like to make an appointment with Dr Grey, please.
- Certainly, madam. Is Tuesday 11 a.m. suitable (convenient) for you?
- Oh, yes, that'll do very well. Thank you.
- You're welcome.

Words and conversational formulas

1. I'd like to have (make) an appointment – мне бы хотелось записаться на приём (назначить встречу).
2. To make arrangement – договариваться о чём-л.
3. Can I help you? – Могу ли я помочь вам?
4. I'd like to speak to... – Мне хотелось бы поговорить с...
5. Could I speak to – могу я поговорить с...
6. Just a moment. – Минутку.
7. I'll put you through [θru:]. – Я вас соединю.
8. He's out. – Он вышел.
9. He's busy at the moment – он сейчас занят.
10. He's not available – его сейчас нет.
11. Shall I take a message ['mesidj]? – Что передать?
12. Will you leave a message – вы хотите что-то передать?
13. to call back – перезвонить

14. as soon as possible – как можно скорее.
15. Could I have your number? – Можно мне взять ваш номер телефона?
16. just in case – на всякий случай
17. I'll make sure... – Я позабочусь о том, чтобы...
18. I'm just phoning to see if we could fix a meeting... – Я как раз звоню, чтобы узнать, смогли бы мы назначить встречу...
19. We've got to discuss... – Мы должны обсудить...
20. next year's order – заказ на следующий год
21. I'll get my diary and have a look. – Достану дневник и посмотрю.
22. Will tomorrow 10 a. m. be all right with you? – Завтра в 10 утра подойдет Вам?
23. right – правильно
24. Could you manage Tuesday? – Не могли бы Вы встретить меня во вторник?
25. I'm out all day – Меня не будет на месте целый день.
26. (this day) would suit me perfectly – (этот день) вполне бы подошел для меня
27. Shall we say 10 o'clock? – Скажем, в 10 часов...
28. probably the most convenient place – вероятно, наиболее подходящее место
29. I look forward to seeing you. – С нетерпением жду встречи с вами.
30. Do you follow me? – Вы меня слушаете.
31. There's a telephone call for you (You are wanted on the phone). – Вас просят к телефону.
32. Please don't talk so fast. – Не говорите так быстро.
33. Please dial again. – Наберите номер снова, пожалуйста.
34. Can you speak a bit louder? (Can you speak up?) – Говорите по громче.
35. You have the wrong number (Wrong number). – Вас неправильно соединили.
36. What number are you calling? – По какому номеру вы звоните?
37. I'm calling from a pay phone. – Я звоню из автомата.
38. The telephone is out of order. – Телефон не в порядке.
39. What's your office number? – Какой у вас служебный номер?
40. My office number is... – Мой служебный номер...
41. Extension – внутренний/дополнительный.
42. What's your home number? – Какой ваш домашний номер?
43. Give me a call, please. – Позвоните мне, пожалуйста.
44. I can't hear you. – Я вас не слышу.
45. I'm putting you through. – Я вас соединяю.
46. Will you put me through to Mr. Fox? – Соедините меня с г-ном Фоксом.
47. The line is busy (engaged). – Линия занята.
48. Hold the line – не кладите трубку.

Tasks.

1. -- Practise reading the dialogues.
2. -- Learn dialogues 3, 4 by heart and act them out.
3. -- Learn the terms and conversational formulas.
4. -- Insert suitable words
1. -- **(appointment, tell me your..., moment, busy, in)**
 - Good morning. I want to see the Managing Director, please.
 - Have you got...?
 - Certainly.
 - ...name, please.
 - Petrov.
 - Just a..., Mr. Petrov. Mr. Flannery, I have Mr. Petrov here. He says he has an... Yes, I will. Mr. Petrov, would you take a seat, please. Mr. Flannery is sorry, but he s ... at the ... He'll be free... five minutes.
 - O.K.
2. -- **(appointment, suitable, do)**
 - Is this Mr. Brown's office?
 - ...
 - Can I have an...
 - Certainly, sir. Will tomorrow 10 a.m. be...?
 - Thank you, that'll...
3. -- **(in, at the moment, the line, put, you)**
 - Hello. Is this "Intertour"?
 - Yes ... Who's calling?
 - Black of "Black and Sons" Company. I'd like to speak to the President. Is he ... at the...?
 - Mr. Galin is on another line. Hold ... I'll ... through.
 - Galin's speaking.
4. -- **(appointment, welcome, speak, talks, busy, matters, urgent, possible, customers)**
 - Can I speak to the Sales Manager, please?
 - What do you want to see him for?
 - We're having business with our English ... tomorrow morning. I'd like to discuss some1... with the Manager.
 - I'm sorry, the Manager is ... at the moment,
 - May I wait for him?
 - You're ... He'll be free soon.
 - Oh, I'm glad to hear that. I must ... to him as soon as ... The mailer is really...
 - I can make an ... for you.
 - Thank you, I'll better wait now.
5. -- **(again; urgent; out; businessmen; Director; soon; welcome;**

possible; make)

- Can I speak to ... please?
- Sorry, he is ... with a group of...
- What a pity! I must see him as ... as... The matter is really...
- I can ... an appointment for you. Can you come ... at 10 a. m. tomorrow?
- Oh, yes, that suits me. Thank you.
- You're...

Translate the short dialogues and act them out.

1. -- Контора господина Брауна.
 - Можно мне встретиться с г — ном Брауном?
 - Да, конечно. Завтра а W утра вас устроит?
 - О, да. Мне это подходит. Спасибо.
 - Пожалуйста.
2. -- Здравствуйте, это г-н Иванов?
 - Извините, его сейчас нет. Что передать?
 - Спасибо, ничего, я перезвоню попозже.
3. -- Извините, что не смог придти на встречу. У меня были срочные переговоры с нашими заказчиками.
 - Ну, ладно. Все бывает. Но, пожалуйста, в следующий раз позвоните и отмените встречу заранее.
 - Хорошо, извините еще раз.

Making an Appointment and Setting an Agenda

Situation: David Dasher wants to make an appointment with Nancy Gordon.



Business Idioms and Common Expressions: marketing strategy = plan for selling a product (to) work out = (to) develop, (to) plan a full agenda = a lot to do
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Notes

(to) plan our marketing strategy – спланировать рыночную стратегию.
(to) set an agenda – разработать (составить) повестку дня
(to) make some decision – принять решения
schedule – график работы.

Tasks.

➤ *Circle your answer.*

- | | | | |
|--|-----|----|-------|
| 1.Does Mr. Dasher know his schedule? | Yes | No | Maybe |
| 2.Does Ms. Gordon know her schedule? | Yes | No | Maybe |
| 3.Will they meet in Ms. Gordon's office? | Yes | No | Maybe |
| 4.Will the meeting last all day? | Yes | No | Maybe |
| 5.Is the agenda full? | Yes | No | Maybe |
| 6.Is Mr. Dasher organized? | Yes | No | Maybe |
| 7.Is Ms. Gordon organized? | Yes | No | Maybe |
| 8.Are they successful? | Yes | No | Maybe |

Compare and Discuss

➤ *Compare the case studies.*

- 1.Why is Mr. Stevens not sure about his schedule?
- 2.How could Mr. Stevens become more organized?
- 3.What is the difference between Mark Stevens (Case Study 1) and Nancy Gordon (Case Study 2)?
- 4.Which person are you like—Mr. Dasher or Mr. Stevens?

 Arriving Early for an Appointment

Situation: Pam Green has a 2:00 appointment with Harry King. Mr. King arrives at Ms. Green's office at 1:50. She comes out to meet him at 2.00 p.m.



➤ *Circle your answer.*

- | | | | |
|--|-----|----|-------|
| 1. Mr. King and Ms. Green have an appointment. | Yes | No | Maybe |
| 2. Mr. King is punctual. | Yes | No | Maybe |
| 3. Ms. Green is punctual. | Yes | No | Maybe |
| 4. Ms. Green must apologize. | Yes | No | Maybe |
| 5. Ms. Green's feelings about Mr. King are positive. | Yes | No | Maybe |

Compare and Discuss

➤ *Compare the case studies.*

- Who is more successful—Mr. King or Mr. Ward?
- Who is more impressed—Mr. Minor or Ms. Green?
- Whose time is more important—Mr. Minor's or Mr. Ward's?
- What should Mr. Ward do after the meeting?
- What should Mr. Ward do before the next meeting?

Are you more like Mr. King or Mr. Ward?

Business Hint

If it takes 20 minutes to go from your office to your appointment, you should leave 30 minutes before your appointment. Add extra time in case there is some problem. It is better to wait for a client than to keep a client waiting.

Arriving Late for an Appointment

Situation: Paul Ward is making a sales call on Roy Minor the head of Purchasing Mr. Ward wants to demonstrate his new computer products to Mr. Minor



➤ *Circle your answer.*

- | | | | |
|--|-----|----|-------|
| 1. Paul Ward came to see Roy Minor. | Yes | No | Maybe |
| 2. The appointment was for 3:00 p.m. | Yes | No | Maybe |
| 3. Mr. Ward is running late. | Yes | No | Maybe |
| 4. Mr. Minor is patient. | Yes | No | Maybe |
| 5. Mr. Ward is on time. | Yes | No | Maybe |
| 6. Mr. Ward is a salesman. | Yes | No | Maybe |
| 7. Mr. Minor is a potential customer. | Yes | No | Maybe |
| 8. Mr. Ward will sell Mr. Minor his computers. | Yes | No | Maybe |
| 9. Mr. Ward is successful. | Yes | No | Maybe |
| 10. The meeting is over at 4:45. | Yes | No | Maybe |

How About You?

➤ *Use these adverbs to answer the questions.*

Always, usually, sometimes, never.

1. Are you punctual? _____

2. Are you on time for your teacher? _____
3. Are you on time for your supervisor? _____
4. Are you on time for dinner with your boss? _____
5. Are you late for a train departure? _____
6. Are you late for a meeting with your children's teacher? _____
7. Are you on time for a meeting with your boss? _____

Make up dialogues using the role cards. Act them out.

Business appointments

<p>You are an American computer expert. You are visiting the British branch of an American bank to help them set up a new computer system. This morning you have an appointment with the Branch Manager.</p>	<p>You are the Branch Manager of an American bank in London. An American computer expert is helping your bank set up a new computer system. Offer to show your guest the sights of London. Arrange a time and a meeting place with him or her.</p>
<p>You are an Italian engineer attending the Leipzig trade fair in Germany. You are very interested in a German company's stand there and hope to have a talk with the sales rep. Call in to see him.</p>	<p>You are a German Sales Representative working at your company's booth at the trade fair in Leipzig. You know an Italian engineer who is very interested in your product and expect to see him at your stand. Make a date for coffee with him.</p>
<p>You are a freelance British English teacher living on the continent. You have applied for an in-company teaching job at a large pharmaceutical company. You drop off your application at the Personnel office.</p>	<p>You are the Personnel Manager of a large European pharmaceutical company that wants to offer in-company language training to its employees. A freelance British English teacher is in the office applying for the job. Make an interview date with him or her.</p>

<p>You are a major shareholder in a California-based company which you are visiting. Now you are due to meet the Chief Executive Officer.</p>	<p>You are Chief Executive Officer of a California-based company and a major shareholder is in town. Invite him to a meal this evening in one of San Francisco's best Chinese restaurants. Offer to pick him up at his hotel and fix a time.</p>
<p>You are the European-based Sales Manager of an automobile plant in the USA. You are visiting the American plant. You want to meet your colleague, the US Sales Manager.</p>	<p>You are the US Sales Manager of an American automobile plant. Your overseas colleague, the Sales Manager for Europe, is visiting the American plant. Suggest a time for a meeting in your office.</p>
<p>-You are an R & D Manager from Germany attending an international conference in Las Vegas. You expect to see a French colleague there and would like to have a chat with him.</p>	<p>You are an R & D Manager from France attending an international conference in Las Vegas. You run into a colleague from Germany. Make a date with him for a drink at the Gold Nugget bar.</p>
<p>You want to buy some computer software for your company in Scotland. You are in the USA and want to meet the Sales Rep of an American computer software company.</p>	<p>You are the Sales Representative for an American computer software company. A prospective client from a Scottish company is in town. Invite him to a round of golf at your private club.</p>
<p>You are an American Production Manager visiting a German factory in Munich to purchase some of their equipment. You have many questions for the German Sales Rep.</p>	<p>You are the Sales Representative of a factory in Munich, Germany. A Production Manager from the USA is in town to buy some of the equipment your factory produces. It is autumn. Offer to take your visitor to the city's famous Oktoberfest beer festival.</p>
<p>You are the Managing Director of a bank that's thinking of making a major investment in a large telecommunications company. You have just arrived at the company and will be meeting the Chief Executive Officer soon.</p>	<p>You are the Managing Director of a telecommunications company. A large bank is thinking of making a major investment in your firm. The Director has just arrived for negotiations and you will be meeting him. He is an opera fan. Invite him to go with you to the</p>

UNIT 5

TOPIC 5

BUSINESS TALKS. DISCUSSING A CONTRACT.

Dialogue 1

Study and learn.

- Good morning, Mr. White, glad to see you in Moscow. Did you have a good trip?
- Oh, yes, thank you. Everything was all right.
- Well, Mr., Brown, let's discuss business now, what could I do for you?
- I'd like to discuss with you some points of the contract.
- Good. What's your problem?
- It's the terms of payment.

Dialogue 2

- Now, if you don't mind let's get down to business.
- You have received our enquiry, haven't you?
- Yes, we have studied it.
- And what's your opinion?
- As a matter of fact we're preparing an offer. I'm sure we'll settle the problem.

Dialogue 3

- Can you give us a discount for a bigger order?
- Do you mean a quantity discount? O.K. Can you tell me the number of computers you're going to buy?
- I think I can, but not now. I'll give you the exact figure tomorrow.
- Fine. See you tomorrow. Will 11 a.m. suit you?
- It suits me fine.

Dialogue 4

- This model is completely new.
- Oh, it looks very attractive.
- As a matter of fact your prices are not acceptable.
- And what's your idea of the prices then?
- Will you give us a discount for a bigger order?
- I'm afraid I cannot do it.

Dialogue 5

- They say they're interested in our computers.
- I'm very glad to hear that.
- Can the computers be delivered in June?

- Yes, I think we can meet these delivery dates.
- Fine. What about the quantity discount?
- We can give you a 10% discount if you have, say, 50 computers.
- O.K. So, all problems have been settled and we can sign the contract now.
- We'll do it as soon as the secretary types it. You'll have to wait a little.
- Would you like to go to the theatre tonight?
- That's a wonderful idea. Thank you very much. You're very kind.

Dialogue 6

- First comes the problem of delivery terms.
- Yes, that's right. It is the most important problem.
- When will the goods be shipped?
- The first lot will be dispatched in May.
- And what about the other lots?
- In August as we promised.

Words and conversational formulas

- | | |
|---|---|
| 1. To discuss business | обсуждать сделку. |
| 2. to discuss some points of the contract | обсуждать некоторые пункты контракта. |
| 3. The terms of payment | сроки оплаты (условия). |
| 4. Let's get down to business | давайте перейдём к делу. |
| 5. To receive an inquiry | получить запрос. |
| 6. To prepare an offer | подготовить предложение. |
| 7. To settle the problem | решить проблему. |
| 8. To give a discount | предоставлять скидку. |
| 9. Order | заказ. |
| 10. To deliver | доставлять. |
| 11. Delivery | доставка, поставка. |
| 12. To meet delivery dates | отвечать срокам поставки, принять сроки поставки. |
| 13. To sign the contract | подписать контракт. |
| 14. Delivery terms | сроки доставки. |
| 15. To ship the goods | отправлять товар. |
| 16. Lot | партия. |
| 17. To dispatch | отправлять. |
| 18. What could I do for you? | Чем могу помочь? |
| 19. What's your problem? | Какая проблема? |
| 20. Now, if you don't mind | теперь, если Вы не возражаете... |
| 21. As a matter of fact | на самом деле, по сути дела. |
| 22. Do you mean | Вы имеете в виду...? |
| 23. They say | говорят. |
| 24. Actually | фактически, на самом деле. |

Tasks.

Complete the following: expressions:

1. Good morning. Glad to...
2. Did you have a good...?
3. Everything was all...
4. I'm for the first ... in Moscow.
5. I'm sure Moscow will...
6. If you don't mind let's get down...
7. I'd like to discuss some ... of the contract.
8. What's your...?
9. What can I...?
10. I'm sure we'll ... the problem.
11. Can you give us ... for a bigger order?
12. This model is ... new.
13. As a matter of fact your prices are not...
14. What's your... of the prices?
15. I think we can ... these delivery dates.
16. So, all problems have been ...
17. We'll sign the contract as soon as the secretary...
18. You'll have to ... a little.
19. First ... the problem of delivery dates.
20. We ... a discount for a bigger order.
21. Can you ... a better price?
22. These documents can be sent by ... mail.
23. Are you going to ... in Moscow long?

Dialogue

Read the following conversation, in which two executives discuss the risks involved in signing a contract with an American company. Compose your own dialogues on analogy with the given one.

KEN: What about this contract with the Americans, Jan? Don't you think its great news?

JAN: You seem to be forgetting, we haven't even started negotiating it yet.

KEN: That's true. But surely you'd agree it's a great opportunity for us.

JAN: That may be so Ken, but what if we can't supply them with everything they want?

KEN: What do you mean?

JAN: Supposing we got the contract and... let's say we tied ourselves down to delivery dates. Right? Are you with me?

KEN: Uh huh.

JAN: Well, if we had a strike here, like last year...

KEN: You've got a point there. We'd never be able to meet the orders coming in from the States.

JAN: Exactly, if that happened, we'd be in trouble. It's no use signing a contract if...

KEN: Hold on a second, Jan. Surely the American deal could be very profitable for us. We shouldn't miss it just because we might have layout problems.

JAN: H'm... I don't know.

Practise reading the dialogues then act it out with your partner.

Dialogue

Meeting a Businessman

(It's the 21st of October, 10 o'clock in the morning.
Mr. Blake has come to the Russian Trade Delegation)

A

Blake: Good morning! My name is Blake. I'm from Blake and Co. I've got an appointment with Mr. Belov 10.15.

Receptionist: Good morning, Mr. Blake. Mr. Belov is expecting you. Will you take a seat, please?

Blake: I'm a bit early, ah?

Receptionist: That's all right. (In a few minutes Belov appears)

Belov: Oh, Mr. Blake, it's nice to see you here. How are you?

Blake: Fine. Thanks. And you?

Belov: Pretty well too, thank you. This way, please. (They enter the conference room and take their seats)

Belov: Would you like a cup of coffee?

Blake: With pleasure. It's very cold and wet outside today.

Belov: Yes, the weather hasn't been very good lately.

Доброе утро. Моя фамилия Блейк. Я представитель «Блейк и Компания». У меня назначена встреча с г-ном Беловым в 10.15. Дежурный (в приемной): Доброе утро, г-н Блейк. Г-н Белов ожидает вас. Садитесь, пожалуйста.

Я пришел рановато, да? Неважно (через несколько минут появляется Белов).

О. г-н Блейк, рад вас видеть здесь. Как себя чувствуете? Прекрасно. Спасибо. А как вы? Очень хорошо тоже. Спасибо.

Сюда, пожалуйста, (они входят в зал заседаний и садятся)

Не хотите ли чашечку кофе?

С удовольствием. На улице очень холодно и сыро сегодня.

Да, за последнее время погода нас не балует.

Blake: But it's usually warm here in October. Now. Mr. Belov, how about our catalogues? Have you looked them through?

Belov: Sure. I've studied them closely. The new model is certainly very good.

Blake: Yes, it's of high quality. We've just started producing the model and we've already received a lot of orders.

Belov: I must say your machines meet our requirements and we are interested in buying them. Mr. Blake, have you seen our contract form?

Blake: Not yet.

Belov: Would you like to look it through?

Blake: Certainly.

Belov: Here you are, Mr. Blake. Please study our terms, and let's meet again next Tuesday.

Blake: All right. (That's settled. Agreed.) Good-bye.

Belov: Good-bye. Have a good time.

В

Но в октябре здесь обычно тепло. Кстати, г-н Белов, как насчет наших каталогов? Вы их просмотрели?

Конечно. Я тщательно их изучил. Новая модель, разумеется, весьма неплохая. Да, она высокого качества.

Мы как раз начали производить эту модель и получили массу заказов.

Я должен сказать, что ваши машины отвечают нашим требованиям, и мы заинтересованы в закупке их.

Г-н Блейк, вы видели наш контракт?

Еще нет.

Посмотрите его, пожалуйста.

Разумеется./Конечно.

Вот, пожалуйста, г-н Блейк.

Изучите наши условия, и давайте снова встретимся во вторник на следующей неделе.

Хорошо./Решено.

Договорились./До свидания.

До свидания. Желаю хорошо провести время.

Tasks

1. Read the dialogue and learn unfamiliar words.
2. Learn by heart Part B and act it out with a partner.
3. Read the story and ask your partner the following questions:
 - Did you have an appointment with Mr. Belov the other day?
 - How did Mr. Belov receive you?
 - What were you mostly talking about?
 - What assessment did he give to your product?
 - How did he characterize the model?
 - Is he interested in buying the model?
 - What did he ask you to do? Was the deal settled?

Dialogue

Talking Business

The other day Belov, the General Director of Rosimport, and Mr. Turner, a representative of Lindon Tools Co. met at the Ministry of Foreign Trade to negotiate the purchase of a Flight Information Display System for a new Airport.

Belov: Good morning, Mr. Turner. Happy to see you again.

Turner: I'm also pleased to see you.

B.: Will you take a seat, please. Did you have a nice journey?

T.: Yes, thank you. I enjoyed the trip. It was very pleasant indeed.

B.: I'm glad to hear it. Now I'd like to discuss with you some particulars of our transaction. Our customers have studied all the technical characteristics of your system and give a high assessment to it. They meet their requirements.

T.: I'm happy to hear it. We have been selling our equipment to many western countries. It's up to world standards and is in great demand on the world market.

B.: Now we can get down to discussing the commercial side of our deal (transaction), can't we? The first thing I'd like to clarify is the price.

T.: Don't you find them attractive?

B: On the whole we do, but the prices for some items are a bit high.

На днях Белов, Генеральный директор "Росимпорта" и г-н Тэрнер, представитель компании "Линдон Тулз", встретились в Министерстве внешней торговли для проведения переговоров по закупке систем информации для авиапассажиров нового аэропорта. Доброе утро, г-н Тэрнер. Очень рад снова встретить вас.

Мне тоже приятно видеть вас.

Садитесь, пожалуйста. Вы хорошо доехали?

Да, благодарю вас. Я получил удовольствие от поездки. Она оказалась очень приятной.

Рад это слышать. Я хотел бы обсудить с вами некоторые особенности нашей сделки. Наши заказчики (покупатели) изучили все технические характеристики вашей системы и дают ей высокую оценку. Они удовлетворяют их требованиям.

Рад слышать это. Мы продаем наше оборудование многим западным странам. Оно отвечает мировым стандартам и пользуется большим спросом на мировом рынке.

Теперь мы можем приступить к обсуждению коммерческой стороны нашей сделки, не так ли? Первое, что мне хотелось бы уточнить (выяснить), это цены.

Они не кажутся вам заманчивыми?

В целом да, но цены на некоторые изделия немного высоки.

T.: I'm afraid I can't agree with you here. These items are completely new in design and they are the best on the world market.

B.: Nevertheless, could you find it possible to reduce the prices for articles (items) 3 and 9?

T.: I'm afraid I must get in touch with my company and I'll give you the answer tomorrow.

B.: Good. Now comes the question of payment.

T.: I hope payment for collection suits you.

B.: Yes. It does. Nina Chane Nina Chane Nina Chane Could you come here at 10.30 tomorrow to sign the contract?

T.: No problem, Mr. Belov. Good-bye.

B.: Good-bye, Mr. Turner. See you tomorrow.

Боюсь, я не могу здесь с вами согласиться. Эти детали (части) совершенно новые по конструкции, и они считаются наилучшими на мировом рынке. Тем не менее, могли бы вы, посчитать возможным, снизить цены на детали 3 и 9?

Боюсь, мне нужно связаться с моей компанией, и я дам вам ответ завтра.

Хорошо. Теперь вопрос об оплате.

Надеюсь, вас устраивает оплата за весь комплект (набор).

Да. И поскольку ваши условия доставки и время доставки вполне приемлемы, нам хотелось бы предложить вам изучить наш контракт (текст контракта). Не смогли бы вы прийти сюда в 10.30 завтра для подписания контракта? Нет проблем, г-н Белов. До свидания.

До свидания, г-н Тэрнер. До завтра.

Read the dialogue, learn unfamiliar words and act it out with your partner.

Dialogue

Mr. Petrov, engineer of Ross export, is having talks in Moscow with Mr. Brown of British Asbestos Ltd. The British company is a regular importer of asbestos from Russia and has often dealt with the Russian trading organization. Mr. Brown has been instructed by his firm to sign another contract for asbestos.

Brown: Good afternoon! Nice to see you again, Mr. Petrov! You are looking well, I must say. How are things with you?

Petrov: Not bad, thank you. And how are you?

Brown: Fine, just fine. I always feel well in beautiful weather like this.

We're having such a lot of rain in England now I am happy to be away.

Well, I suppose we had better get down to business.

Petrov: Yes, certainly. You've come to sign another contract, haven't you?

Brown: That's right. For next year, actually.

Petrov: Are you happy with our usual terms – of delivery and payment?

Brown: Yes, quite. As a matter of fact, I've come here to talk about the price. I'd like to say that the volume of business in the building industry in our country has dropped considerably. This affected the prices of a number of building materials. In this situation it's quite natural we expect you to revise your prices for asbestos.

Petrov: I'm afraid this is not sufficient reason for us to lower the price.

Brown: But may I draw your attention to the fact that we wish to increase the purchases by a few thousand tons if you could offer us reduction in the price.

Petrov: I'm sorry to say, Mr. Brown, but we would not be able to make extra supplies available to you. We're planning to develop more industrial and housing projects. Besides, we're already tied up¹ to contracts with other partners. Taking these factors into account we could offer you the same amount as last year.

Brown: Mr. Petrov, we've been in business with you for a long time. Also we've doubled our purchases over the past two years. Therefore we would be grateful to you if in view of all this you could reduce the price.

Petrov: All right. I think we could reduce it by 2%. But only on condition I that the price is subject to further negotiations for the second half of the year. Brown: That's fine. I suppose that's the best we can do today.

Note: 1. to tie up — СВЯЗЫВАТЬ

Dialogue

Mr. Carlson is at the office of Bridges and Co. Bank. He is having an appointment with Mr. Bridges. He is trying to get him interested in the new plant. He is holding a colorful brochure in his hand. He is showing it to Mr. Bridges.

- So this is the design for the main plant. We are waiting for the chief engineer to give his approval.
- I see. What are you doing at present?
- We are improving the roads, and building a short railway line to the site.
- What else are you building?
- We are negotiating a contract with Manners Ltd. about providing bungalows for our engineers and workers.
- What conditions are you offering?

- We haven't yet settled the deal. We are still discussing it.
- And machinery? Have you bought it yet?
- We have placed some orders, but we are on the market for some more equipment. We are looking for some new specimens. We'd like to buy some grumble, reliable, cheap in maintenance, up-to-date lathes.
- Yes, I see your point.

Practise reading the dialogues and act it out with your partner.

Words

To negotiate a contract – обсудить условие контракта,
brochure [brə'fʊə] – брошюра,
to settle a deal – заключить сделку,
design – проект, конструкция,
to place orders – разместить заказы,
approval – одобрение; approve – одобрять, утверждать.

Dialogue

- S.** Mr. Brown, have you any questions as regards the contract?
B. No, I think we have settled all the points under dispute.
S. Good. If some problems arise in the processor work we shall deal with them there and then.

Some principal points can be included into a supplement to the contract upon mutual agreement.

- B.** Agreed.
S. Fine. In that case we'll tell our experts and lawyers to prepare the contract for signing.

- З.** Г-н Браун, есть ли у вас какие-либо вопросы по контракту?
Б. Нет, я считаю, что мы с вами разрешили все спорные вопросы.
З. Хорошо. Если в процессе работы возникнут вопросы, мы будем их решать оперативно в рабочем порядке.

Принципиальные вопросы по взаимной договоренности могут быть включены в дополнение к контракту.

- Б.** Согласен.
З. В таком случае мы поручим нашим экспертам и юристам подготовить контракт к подписанию.

I don't think, this purely technical work will take much time and we can sign the contract at... o'clock in the evening (morning).

B. I believe that time will be convenient for signing the contract. Mr. Serov, we've worked hard and fruitfully, so I think we deserve a good rest. I'd like to invite you to have dinner in a restaurant and make a tour of our city.

S. I'm very happy to accept your invitation, Mr. Brown. Let me once more thank you for the constructive way you helped to settle all the problems that were in the way of signing the contract.

Я думаю, что эта чисто техническая работа не займет много времени, и мы можем назначить подписание на ... вечера (утра).

Б. Думаю, что это удобное время для подписания контракта. Г-н. Серов, мы с вами хорошо и Плодотворно поработали, и думаю, заслужили хороший отдых, Я приглашаю вас пообедать в ресторане и совершить небольшую поездку по городу.

З. Я с благодарностью принимаю ваше предложение, г-н. Браун, позвольте еще раз поблагодарить Вас за конструктивный деловой подход к решению вопросов, которые сдерживали подписание контракта.

Role play

Make up dialogues using the role cards. Act them out with your partner.

Customers

Suppliers

You are a customer negotiating a sales contract. You work for a company that produces yoghurt and want to buy 8 yoghurt-packaging machines from a supplier. Role-play the contract negotiations and remember to cover the following points:

- price and form of payment
- delivery time

You are a supplier negotiating a sales contract. Your company produces packaging machines and you are selling some of them to a company that produces yoghurt. You hope to sell at least 10 machines. Role-play the contract negotiations and remember to cover the following points:

- price and form of payment
- delivery time
- credit period

**МОСКОВСКИЙ ГОСУДАРСТВЕННЫЙ
ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ
ГРАЖДАНСКОЙ АВИАЦИИ**

Н. Н. Ковалёва

ENGLISH FOR BEGINNERS
АНГЛИЙСКИЙ ДЛЯ НАЧИНАЮЩИХ

Пособие
для студентов I курса
всех специальностей
дневного обучения

Москва-2006

ФЕДЕРАЛЬНОЕ АГЕНСТВО ВОЗДУШНОГО ТРАНСПОРТА
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ
ВЫСШЕГО ПРОФЕССИОНАЛЬНОГО ОБРАЗОВАНИЯ
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Под общей редакцией канд. филол. наук З. В. Русляковой

АНГЛИЙСКИЙ АЛФАВИТ

Печатный шрифт	Рукописный шрифт	Название букв	Печатный шрифт	Рукописный шрифт	Название букв
A a	<i>A a</i>	ei	N n	<i>N n</i>	en
B b	<i>B b</i>	bi:	O o	<i>O o</i>	ou
C c	<i>C c</i>	si:	P p	<i>P p</i>	pi:
D d	<i>D d</i>	di:	Q q	<i>Q q</i>	kju:
E e	<i>E e</i>	i:	R r	<i>R r</i>	a:
F f	<i>F f</i>	ef	S s	<i>S s</i>	es
G g	<i>G g</i>	dzi:	T t	<i>T t</i>	ti:
H h	<i>H h</i>	eiʃ	U u	<i>U u</i>	ju:
I i	<i>I i</i>	ai	V v	<i>V v</i>	vi:
J j	<i>J j</i>	dzei	W w	<i>W w</i>	'dʌblju:
K k	<i>K k</i>	kei	X x	<i>X x</i>	eks
L l	<i>L l</i>	el	Y y	<i>Y y</i>	wai
M m	<i>M m</i>	em	Z z	<i>Z z</i>	zed

Расхождение между произношением и написанием слов в английском языке объясняется тем, что в английском языке 44 звука, а латинский алфавит, который используется в языке, имеет лишь 26 букв. Поэтому одна и та же буква в разных положениях может читаться как несколько разных звуков. Для того чтобы облегчить овладение произношением иностранного языка, пользуются так называемой фонетической транскрипцией, т.е. такой системой условных графических обозначений, в которой каждому звуку соответствует один определенный значок.

Unit 1

Фонетика. Правила чтения

1. Каждая гласная буква может передавать несколько звуков.

I тип чтения гласных букв в ударном слоге. Гласная буква читается так, как она называется в алфавите.

II тип чтения гласных букв в ударном слоге. Гласная буква читается как краткий звук.

A	[ei]	E	[i:]	I	[ai]	O	[ou]	U	[ju:]	Y	[wai]
<u>I тип</u>	[ei]		[i:]		[ai]		[ou]		[ju:]		[ai]
name		be		fine		note		tune		my	
<u>II тип</u>	[æ]		[e]		[i]		[o]		[ʌ]		[i]
flat		pen		sit		not		cup		myth	

[ei]	bake, date, dame, fade, fame, lake, late, made, make, name, pale, take, tape
[i:]	be, mete, Pete, me
[ai]	Bite, fine, five, life, like, mile, mine, nine, pine, pipe, time, vine, by, bye, my, fly
[ou]	bode, bone, dole, dome, lone, mode, no, note, poke, pope
[ju:]	duke, dupe, fume, mule, mute, nude, tube, tune
[æ]	bad, band, dad, damp, flat, lab, lad, land, man, map, plan
[e]	bed, belt, fell, fen, left, lend, let, melt, mend, net, tell, tent, vet
[i]	bit, fill, lift, link, mid, mill, mint, pink, pip, till, victim
[o]	flop, fond, lob, loll, mob, plod, pot, top, not
[ʌ]	bunt, blunt, bump, bun, dull, dump, fun, fund, lull, lump, mud, nut

2. Буква Ss [es] читается как [s] и [z].

Читается как [s]:

- a) перед согласными: test [test] – контрольная работа
- b) в начале слова: sun [sʌn] – солнце, so [sou] – так
spell [spel] – говорить слово по буквам
- c) в конце слова после глухой согласной: books [buks] – книги, lists [lists] – списки.

Читается как [z]:

- a) в конце слова после звонкого согласного и гласного: beds [bedz] – кровати, days [deiz] – дни.
- b) между двумя гласными: visit [vizit] – посещение, визит; rose [rouz] – роза.

3. Буква Zz [zed] всегда читается как [z]: size [saiz] – размер.

4. Буква Cc [si:] имеет два чтения [s] и [k].

а) Перед гласными а, о, у, согласными и на конце слова она читается как звук [к]: cap [kæp] – кепка, close [klaʊz] – закрывать, crime [kraim] – преступление;

б) Перед гласными буквами е, і, у она читается как звук [s]: cycle [saikl] – цикл, city [siti] – большой город, cent [sent] – цент, cinema [sinimə] – кино;

5. Сочетание ck читается как звук [k]: black [blæk] – черный, luck [lʌk] – удача [k]; back, block, duck, clock, click, cock, deck, dock, luck, mock.

6. Буквосочетания ee, ea читаются как звук [i:]: meet [mi:t] – встречать, see [si:] – видеть, tea [ti:] – чай, read [ri:d] – читать, please [pli:z] – пожалуйста, [i:]: bead, beak, bee, beef, dean, deep, feel, feat, feast, fee, plea, lee lean, leap, leek, mean meat, meet, keep, keen, lea, neat, need.

7. Буквосочетания ai, au читаются как [ei]: main [mein] – главный, May [mei] – май, Spain [spein] – Испания, day [dei] – день, [ei]: paint, paid, May, mail, main, lay, lain, faint, fail, day, sail, saint.

8. Буква Gg [gʒi:] имеет два чтения [dʒ] и [g]:

а) Перед гласными буквами е, і, у она читается как звук [dʒ]: page [peidʒ] – страница, gin [dʒin] – джин, age [eidʒ] – возраст, gyp [dʒip] – мошенник, плут; [dʒ] legislate, magic, page, vigil, rage, logic, gin, origin.

б) Перед остальными гласными, перед согласными и на конце слов буква g читается как звук [g]: bag [bæg] – портфель, game [geim] – игра, go [gou] – идти, ехать; [g] leg, mug, negro, pig, prognostic, sag, big, globe, brigade.

Запомните: give [giv] – давать; girl [gɜ:l] – девочка; begin [bigin] – начинать; get [get] – получать, gift [gift] – подарок;

9. Буква Jj [dʒei] всегда читается как звук [dʒ]: Jane [dʒein] – Джейн, job [dʒob] – работа, joke [dʒəuk] – шутка, jeep [dʒi:p] – джип, jam [dʒæm] – повидло, jazz [dʒæz] – джаз, juice [dʒu:s] – сок, judge [dʒʌdʒ] – судья, justice [dʒʌstis] – правосудие, just [dʒʌst] – точно, как раз.

10. Буква Hh [eit] в начале слова перед гласной читается как звук [h]: he [hi:] – он, hat [hæt] – шляпа, hello [he'ləu] – привет, help [help] – помощь, home [həum] – дом.

Буква Hh часто встречается в сочетаниях с другими согласными буквами:

а) буквосочетание sh читается как звук [ʃ]: she [ʃi:] – она, ship [ʃip] – корабль.

б) буквосочетания ch и tch читаются как звук [tʃ]: chess [tʃes] – шахматы, teach [ti:tʃ] – учить, match [mætʃ] – спичка, [ʃ] blush, cash, dash, shock, shop, shut, sheet, shame, banish, finish. [tʃ] lunch, beach, bleach, belch, latch, check, cherry, rich.

11. Буквосочетание th может читаться как звуки [ð] и [θ]:

а) в начале слов и между гласными буквами [ð]: bathe [beið] – купаться, this [ðis] – этот, that [ðæt] – тот.

б) буквосочетание th читается как звук [θ] в начале и в конце слов: thick [θik] – толстый, faith [feiθ] – вера; [ð]: that, those, this, these, the, thee, them, then, they; [θ]: pith, thatch, thin, thud, three, threat, thunder.

Грамматический комментарий

1. Порядок слов в повествовательном предложении.

Для английского предложения характерен твёрдый порядок слов: подлежащее, сказуемое, дополнение, обстоятельство (обстоятельство времени может стоять также и перед подлежащим).

0	1	2	3	4
Обстоятельство времени	Подлежащее	Сказуемое	Дополнение	Обстоятельство места/ времени

1) We study English every day. Мы изучаем английский язык ежедневно.
подл. сказ. доп. обст. врем.

2) The students lived in Moscow last summer.
подл. сказ. обст. места обст. врем.
Студенты жили в Москве прошлым летом.

3) Now I tell you the truth.
обст. врем. подл. сказ. доп. доп.
Сейчас я говорю тебе правду.

2. Множественное число имён существительных

а) Исчисляемые существительные в английском языке образуют форму множественного числа с помощью окончания – s, которое читается по-разному.

-s		
[z]	[s]	[iz]
После гласных и звонких согласных	После глухих согласных	После шипящих и свистящих звуков
film – films	desk – desks	page – pages
name – names	sport – sports	age – ages
friend – friends	pilot – pilots	match – matches

б) Запомните особые формы образования множественного числа:

Мужчина	man – men
Джентльмен	gentleman – gentlemen
Женщина	woman – women [wimən]
Спортсменка	sportswoman – sportswomen
Ребёнок	child – children
Ступня	foot – feet
Зуб	tooth – teeth

в) Множественное число некоторых существительных образуется с помощью изменения согласной.

Жена	wife – wives
Нож	knife – knives
Полка	shelf – shelves
Лист	leaf – leaves

г) Множественное число некоторых существительных совпадает с формой единственного числа

Овца	sheep – sheep
Олень	deer – deer

д) Множественное число существительных, оканчивающихся на “y” после согласной, образуется с помощью окончания “s”, причём буква “y” меняется на “ie”.

Город	city – cities
Ребёнок	baby – babies

3. Артикль

Артикль – это грамматический определитель существительного:

а) неопределённый артикль a/an произошёл от числительного one и употребляется с исчисляемыми существительными в единственном числе. Употребление неопределённого артикля относит существительное к классу подобных, не выделяя его из этого класса (один, некий, какой-то).

It is a dog.	I am a student.
It is a table.	You are a manager.

Если существительное начинается с гласной, то неопределённый артикль имеет форму an.

It is an office. I am an accountant.

б) определённый артикль the произошёл от указательного местоимения this (этот) и указывает на то, что существительное известно как говорящему, так и слушающему.

The hotel is not far from the station. The book is on the table.

Определённый артикль может употребляться с исчисляемыми и с неисчисляемыми существительными в единственном и множественном числе. Он может также употребляться с названиями: рек – the Thames; морей – the Black Sea; океанов – the Atlantic Ocean; горных цепей – the Alps; некоторых стран – the USA; газет – The Moscow News, The Times; целой семьи – the Browns.

в) Имена людей, клички животных, названия городов, стран пишутся с большой буквы, и, как правило, употребляются без артикля: America, Rome, Paris, China, John, Japan, England, London.

4. Местоимения

а) *Личные местоимения*

Лицо	Число	
	Единственное	Множественное
1-е	I [ai] – я	we [wi:] – мы
2-е	you [ju:] – (ты), вы	you [ju:] – вы
3-е	he [hi:] – он she [ʃi:] – она it [it] – он, она, оно	they [ðei] – они

Падежи личных местоимений

Лицо	Именительны й падеж	Объектный падеж
1 ед. ч.	I	Me
1 мн. ч.	We	Us
2	You	You
3 ед. ч.	He She	Him Her
3 мн. ч.	They	Them

Give me a pen, please	Дай мне, пожалуйста, ручку
I want to talk to her	Я хочу поговорить с ней
I can help him	Я могу помочь ему
He writes letters to us every week	Он пишет нам письма каждую неделю

б) *Притяжательные местоимения отвечают на вопрос “чей?” и обозначают принадлежность.*

Личные местоимения	Притяжательные местоимения	
I	My [maɪ]	– мой
You	Your [jɔ:]	– ваш, твой
He	His [hɪz]	– его
She	Her [hɜ:]	– её
It	Its [ɪts]	– его, её
We	Our [aʊə]	– наш
They	Their [ðeə]	– их
My name is Nick. Your name is Pete. His name is Victor. Her name is Helen. It is a dog. Its name is Spot.	Меня зовут Николай. Тебя зовут Пётр. Его зовут Виктор. Её зовут Елена. Это – собака. Её зовут Спот.	

в) *Указательные местоимения.*

this – этот that – тот
these – эти those – те

This is a table.	Это – стол.
These are students.	Это – студенты.
That is a desk.	Это – парта.
Those are pupils.	То – ученики.
These are our books.	Это – наши книги.
Those are their friends.	Те – их друзья.

5. Количественные числительные

1 – one	15 – fifteen
2 – two	16 – sixteen
3 – three	17 – seventeen
4 – four	18 – eighteen
5 – five	19 – nineteen
6 – six	20 – twenty
7 – seven	30 – thirty
8 – eight	40 – forty
9 – nine	50 – fifty
10 – ten	60 – sixty
11 – eleven	70 – seventy
12 – twelve	80 – eighty
13 – thirteen	90 – ninety
14 – fourteen	100 – one hundred
	1000 – one thousand

6. Глагол TO BE

Глагол to be – быть, находиться, являться – единственный глагол в английском языке, который изменяется не только по временам, но и по лицам и числам.

+ Утвердительная форма

Единственное число	Множественное число
I am a student	We are students
You are a student	You are students
He is a student	They are students
She is a student	

- Отрицательная форма

Единственное число	Множественное число
I am not a student	We are not students
You are not a student	You are not students
He (she) is not a student	They are not students

? Вопросительная форма

В вопросительном предложении глагол *to be* ставится перед подлежащим.

Are you Mr. Smith? - No, I am not.

Is she married? - Yes, she is.

Are they students? - Yes, they are.

Специальный вопрос начинается с вопросительных слов: *what* – что; *why* – почему; *where* – где, куда, откуда; *how* – как; *when* – когда и требует конкретной информации. Глагол *to be* в соответствующей форме ставится после вопросительного слова.

What <u>is</u> your name?	Как тебя зовут?
How old <u>are</u> you?	Сколько тебе лет?
Where <u>is</u> he from?	Откуда он?
Why <u>are</u> you late?	Почему вы опаздываете

7. Повелительное наклонение.

Повелительное наклонение глагола в английском языке обозначает приказание, просьбу, совет, рекомендацию, побуждение к действию и может иметь, соответственно, утвердительную и отрицательную формы

Meet my friend, please. Познакомьтесь с моим другом.

Come to the blackboard. Идите к доске.

Say it again. Скажите снова.

Don't take it. Не берите это.

Repeat it, please. Повторите, пожалуйста.

Let me introduce myself. Разрешите представиться.

Let me introduce you to my chief.	Разрешите представить вам моего шефа.
Let me introduce my colleague to you.	Разрешите представить моего коллегу.
Let us do it together.	Давайте сделаем это вместе.
Let us go home.	Давайте пойдем домой.
Let them do it.	Пусть они сделают это.

Задание

1. Прочитайте и запомните:

name, surname, address, phone number, thank, to be glad, meet, go, come, say, take, repeat, give, table, chair, friend, student, economist, programmer, mechanic, fitter, live, study, teacher, manager, worker, to be married, to be single, Russia, Russian, French, France, German, Germany, China, Chinese, Japan, Japanese, nice, interesting, the United States of America, Americans, England, London, Great Britain, English, country, capital.

2. Подберите русские эквиваленты этим профессиям:

1. a doctor	1. менеджер
2. a programmer	2. слесарь
3. a manager	3. программист
4. a mechanic	4. врач
5. a teacher	5. рабочий
6. a worker	6. механик
7. an operator	7. преподаватель
8. an economist	8. экономист
9. a driver	9. актёр
10. an actor	10. художник
11. an artist	11. шофёр
12. a fitter	12. оператор

Выберите 5 наименований профессий и составьте с ними предложения по модели, изменяя лицо:

Models: I am an economist. He is a worker. They are mechanics.

3. Подберите ответы на вопросы:

Are you Russian?	Fine, thank you.
What's your name?	No, I'm single.
How are you?	Yes, I am. I am Russian.
Who is that girl?	My name is Alex.

What do you do?	She is Helen.
Are you married?	I'm an economist.
What does she do?	I'm twenty.
Where is she from?	That's a pen.
How old are you?	She's a doctor.
What's that?	She is from Minsk.

4. Прочитайте и запомните:

а) *Дни недели*: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday.

б) *Названия месяцев*: January, February, March, April, May, June, July, August, September, October, November, December.

5. Вставьте, где нужно, артикли.

а) She is ... teacher. My name is ... Nick. He is ... doctor. This is my ... friend. He is ... doctor. He is ... good doctor.

б) It is ... English car. It is ... Russian car. It is ... Italian car. It is ... French car.

6. Вставьте нужную форму глагола to be.

а)	I ... a student.	You ... a worker.
	He ... an economist.	She ... a student.
	We ... students.	You ... managers.
	They ... doctors.	

б) Helen ... Russian. She ... 20. She ... a good student. She ... not married. She ... single.

в) расскажите о себе, используя модели.

Диалоги и тексты

Прочитайте диалоги и выучите их наизусть

1.

- What's your name?
- My name's John
- How old are you?
- I'm twenty
- Where are you from?
- I'm from London

- What's your address?
- My address is 46 Oxford Street
- And your phone number?
- It's 251-8347
- Thank you
- You're welcome

2.

- How do you do, Mr. Fox.
- How do you do, Mr.
- Zotov is my name.
- Glad to meet you.
- I'm glad to meet you, too.

3.

- This is Mr. A. He is from Great Britain
- How do you do Mr. A
- Happy to meet you

4.

- Excuse me, who is that man?
- He is Mr. Fox, my chief
- I see

5.

- Hello, Nick!
- Hello, Bob! How are you?
- I'm fine! And You?
- I'm fine too, thank you.

Text 1

Прочитайте текст и расскажите о себе, следуя образцу.

My name is Boris. I am 18 years old. My surname is Ivanov. I am a student. I am from Moscow. I am Russian.

Text 2

Прочитайте и перескажите текст. Расскажите о своем друге (друзьях).

This is Peter. His surname is Smirnov. He is an economist. He is a good economist. He is from Omsk. That is Victor Polikov. He is a programmer. Those are Helen and Mary. They are programmers, too.

Text 3

Прочитайте и переведите текст. Ответьте на вопросы.

My Class

The students in my class are very nice and interesting. Nicole is French. She's from Paris, France. Hans is German. He's from Berlin, Germany. Mr. Den is Chinese. He is from Beijing, China. Mr and Mrs. Osaka are Japanese. They're from Tokyo, Japan. Our teachers are Americans. They're from the United States. I'm Russian. I'm from Moscow, Russia. We are all from different countries, but we are friends.

Запомните:

nice – приятный, хороший
capital – столица
Paris [ˈpæris] – Париж
country – страна
German [ˈdʒɜ:mən] – немецкий
China [tʃaɪnə] – Китай
Chinese [tʃaɪni:z] – китайский
Beijing [beiˈdʒiŋ] – Пекин
Japan [dʒəˈpæn] – Япония
Japanese [dʒərəˈni:z] – японский

1. What country is Nicole from?
2. Is she from Paris?
3. Is Hans from China?
4. What is the capital of Germany?
5. Are Mr. and Mrs. Osaka Japanese?
6. What is the capital of Japan?
7. Are the teachers Russian?

Unit II

Фонетика. Правила чтения.

1. Буква Уу [wai]:

а) на конце слога в безударном положении читается как [i]: baby [beibi] -

ребенок.

b) в начале слова перед гласной читается как [j]: yes [jes] - да, you [ju:] - вы, ты.

[i] duty, funny, bandy, fatty, lady, misty.

[j] yak, yap, yell, yet, yoke, yule, beyond, yard, you.

2. III тип чтения гласных букв в ударном слоге.

гласная + r

Буква	a[eɪ]	o [ou]	e[i:]	i [ai]	u [ju:]
Тип чтения	[a:]	[o:]	[ə:]	[ə:]	[ə:]
III	large	Fork	Term	Firm	fur

Ar barb, bark, dark, lark, mark, part, sharp.

Or cork, corn, for, ford, fork, form, short.

Er berth, fern, fertile, person/ serve, term. her.

Ir bird, dirt, dirk, twirl, circle, firm, skirt, first, girl.

Ur curt, durst, fur, furbish, furl, turn, purple, and curl.

3. Буква Rr [a:] перед любой гласной, кроме немой “e”, читается как звук [r]: red [red] – красный.

[r] strand, street, credit, brush, detract, free, read.

4. Буква Xx [eks] имеет два чтения [ks] и [gz]:

перед согласными и на конце слов [ks]: text [tekst] – текст.

перед ударной гласной [gz]: exam [ig'zæm] – экзамен, [ks] expel, expand, exercise, explain, express.

[gz] exhibit, exert, exotic, exam, example, exact.

5. Буквосочетание ng в конце слова читается как звук [ŋ]: ring [rɪŋ] – кольцо, круг;

[ŋ] ping-pong, along, king, liking, long, sing, song.

6. Буквосочетание nk читается как [ŋk]: ink [ɪŋk] – чернила.

[ŋk] pink, punk, blink, bunk, bank, link.

7. Буквосочетание oo читается как звуки:

a) [u:] bloom, loop, loom, pool, roost, roof, soon, moon;

б) [u] cook, shook, hook, book.

8. Буква Ww [ˈdʌblju:] в начале слова читается как [w]: we [wi:] – мы, week [wi:k] – неделя; wage, wake, weak, will, win, wish, witch.

9. Буква w в начале слова перед буквой r не читается: write [rait] – писать, [r] wrap, wreck, wrinkle, wrong, writer.

10. Буквосочетание wa читается как [wɔ]: was, wash, watch, want, wad.

11. Буквосочетание ow часто читается как звук [ou]: yellow ['jelou] – желтый,
[ou] shadow, swallow, follow, fellow, low, yellow, show, snow.

12. В буквосочетании wh буква h не читается: what [wɒt] – что.
[w] whale, wheat, wheel, when, why, which, while, whisky, white.

Запомните: new [nju:] – новый, few [fju:] – мало, how [hau] – как, now [nau] – сейчас, who [hu:] – кто.

13. Буквосочетания oi и ou читаются как [oi]: point [point] – точка, boy [boi] – мальчик
[oi] – boil, coin, point, soil, toil, join, noisy, voice.

14. Буквосочетание ou читается как звук [au]: out [aut] – вне
[au] bound, bounty, bout, count, found, ground, house, loud

15. Буквосочетания er, or в конце слова читаются как звук [ə]: teacher [ti:tʃə] – учитель, doctor [dɒktə] – врач.
[ə] decorator, driver, worker, sister, water, after, summer, dinner, director.

16. Буквосочетание igh читается как звук [ai]: light [lait] – светлый.
[ai] might, night, bright, slightly, fight, plight, sight, right.

17. Буква Qq [kju:] всегда встречается в буквосочетании qu, которое перед гласной читается как [kw]: quick [kwɪk] – быстрый.
[kw] quack, quail, queen, quest, quick, quid.

18. IV тип чтения гласных букв в ударном слоге: гласная + r + гласная

a	o	e	i	y	u
[eə]	[o:]	[iə]	[aiə]	[aiə]	[juə]
Mary	more	here	fire	tyre	during

[eə] dare, fare, hare, mare, pare, rare, bare, care.

[o:] bore, core, more, pore, sore, tore, foreman,

[iə] here.

[aɪə] fire, tired, mire, tyre, wire, lyre, hire, retire.

[juə] cure, pure, secure

Грамматический комментарий.

1. Глагол *to have*

Глагол *to have* означает "иметь", "владеть", "обладать".

I have a sister. – У меня есть сестра.

Спряжение глагола *to have*

Число	Утвердительная форма	Вопросительная форма	Отрицательная форма
ед. ч.	I have a daughter. You have a son. He has a brother. She has a sister. It has a tail.	Have I a daughter? Have you a son? Has he a brother? Has she a sister? Has it a tail?	I have not a daughter. You have not a son. He has not a brother. She has not a sister. It has not a tail.
мн. ч.	We have children. You have friends. They have brothers.	Have we children? Have you friends? Have they brothers?	We have not children. You have not friends. They have not brothers.

Примечание. В разговорной речи вместо *have* часто употребляется сочетание *have got*:

I *have* a pen. = I *have got* a pen.

Has he a sister? = *Has* he *got* a sister?

They *have not* children. = They *have not got* children.

2. Неопределённые местоимения *some, any*.

Some, any употребляются для обозначения небольшого количества предметов или вещества.

Some употребляется в утвердительных предложениях, *any* – в вопросительных и отрицательных:

I've got *some* English newspapers in my bag – У меня есть несколько английских газет в портфеле.

Have you got *any* French books? – У вас есть французские книги?

No, I haven't *any* – Нет.

3. Неопределённые местоимения *many, much* – много; *few, little* – мало.

Many, few употребляется с исчисляемыми существительными, *much, little*

– с неисчисляемыми:

She has got much money – У неё много денег.

He has got little time to do the work – у него мало времени, чтобы выполнить эту работу.

My brother has got many friends – У моего брата много друзей.

We have few classes today – У нас сегодня мало уроков.

В английском языке вместо many и much может употребляться a lot of: a lot of time, a lot of work, a lot of days, a lot of students.

4. Порядковые числительные

One - first	seven - seventh
Two - second	eight - eighth
Three - third	nine- ninth
Four - fourth	ten - tenth
Five - fifth	eleven - eleventh
Six - sixth	twelve - twelfth

Запомните: Today is the first of October.

В предложении порядковые числительные употребляются с определённым артиклем.

5. Притяжательный падеж существительных.

В английском языке существительные имеют два падежа: общий и притяжательный. Существительные в общем падеже не принимают никаких окончаний. Существительное в притяжательном падеже принимает окончание 's и стоит перед определяемым существительным. Существительные в притяжательном падеже являются определением к другому существительному, обозначают принадлежность и отвечают на вопрос **whose?** – чей, чья. My son's friends – Друзья моего сына.

My daughter's favorite books.	Любимые книги моей дочери.
His friend's wife.	Жена его друга.
My wife's sisters.	Сестры моей жены.
My children's books.	Книги моих детей.
Peter's test.	Контрольная работа Петра.

6. The Present Indefinite Tense / Present Simple Настоящее неопределенное / простое время

Употребляется для обозначения обычно повторяющихся действий,

совершающихся постоянно, регулярно. Present Simple образуется с помощью инфинитива, то есть, так называемой первой, словарной формы глагола (to get, to walk, to go) без частицы to.

I get up at 7 o'clock.	Я встаю в 7 часов.
You get up at 7 o'clock.	Ты встаешь в 7 часов.
We get up at 7 o'clock.	Мы встаем в 7 часов.
They go to the University every day.	Они ходят в университет каждый день.

В 3-м лице ед. числа к глаголу добавляется окончание – s, es:

He / she gets up at 7 o'clock.	Он / она встает в 7 часов.
She goes to the University every day.	Она ходит в университет каждый день.

Чтобы задать общий вопрос в Present Indefinite надо вспомогательный глагол *do* или *does* для 3-го лица ед. числа поставить перед подлежащим.

Do I get up at 7 o'clock?-	Я встаю в 7 часов?	Yes, I do No, I do not	Да Нет
Do you get up at 7 o'clock?	Ты (вы) встаёшь в 7 часов?	Yes, I you do No, I you do not	Да Нет

В отрицательных предложениях вспомогательный глагол *do+not* или *does+not* ставится после подлежащего.

I do not get up at 7 o'clock.	Я не встаю в 7 часов.
You do not get up at 7 o'clock.	Ты (вы) не встаешь в 7 часов.
He does not get up at 7 o'clock.	Он не встает в 7 часов.
She does not get up at 7 o'clock.	Она не встает в 7 часов.
We do not get up at 7 o'clock.	Мы не встаем в 7 часов.
They do not get up at 7 o'clock.	Они не встают в 7 часов.

Запомните: do not = don't, does not = doesn't

7. *Special questions. Специальные вопросы.*

Специальные вопросы начинаются с вопросительных слов: what, when, where, why, how, how many и требуют подробного ответа.

Where do you live? – I live in Moscow.

What is your name? – My name is Olga.

How many children have you got? – I've got two children.

What does he do? – He is an economist.

When do you get up? – I get up at 6 o'clock.

8. Наречия неопределенного времени *usually-обычно, sometimes-иногда, often-часто, seldom-редко, always-всегда.*

В предложении такие наречия, как правило, стоят перед смысловым глаголом: They often read English books. I seldom watch TV in the morning. He usually comes home at 6 o'clock in the evening. She always helps her mother.

В повествовательном предложении с глаголом to be указанные наречия ставятся после глагола: His tests are always good. Наречие sometimes может ставиться в начале предложения: Sometimes I come home at 10 o'clock in the evening.

Задание

1. Прочитайте, переведите и запомните:

а) существительные: father, mother, son, daughter, sister, brother, aunt, uncle, cousin, child, children, parents, grandmother, grandfather, relatives, wife, husband, family, house, hostel, room, desk, chair, wall, test, lamp, picture, shelf, office, letter, newspaper.

б) глаголы : work, learn, read, write, get, watch, pay, want, like, love, get up.

в) прилагательные: new, old, large, small, nice, favorite, interesting.

2. Сделайте предложения вопросительными и отрицательными:

1) I work at a plant. 2) She has got some friends. 3) They are economists. 4) We live in Moscow. 5) He learns English. 6) Her husband teaches at the University. 7) Your brother has got some nice pictures. 8) My sister's friend is a programmer.

3. Расположите слова так, чтобы получились словосочетания, запишите их и переведите на русский язык:

1) Name, my wife. 2) Brother, my friend. 3) Name, his mother. 4) Best test, Peter. 5) Eleven tests, Sveta. 6) Favorite books, my son. 7) Wife, my friend.

4. Используйте to be, to have/to have got. в Present Indefinite:

1) How ... you? 2) What ... her name? 3) How old ... you? 4) They ... many friends. 5) My sister ... a student. 6) Sam and John ... brothers. 7) She ... a little child. 8) They ... a new, flat. 9) Who ... at home? 10) What country ... you from? 11) He ... a big car. 12) My father ... a modern computer.

5) Заполните пропуски наречиями usually, often, seldom, sometimes, always:

1) He is ... at his office in the morning. 2) They ... come to see me on Sunday. 3) Do you ... read English books in the original? 4) ... we go to the country in summer. 5) I don't ... meet them now. 6) We very ... write letters to our parents.

б) Напишите вопросы к выделенным словам:

1) Peter lives in Moscow. 2) I study at the University. 3) My sister usually gets up at 6 o'clock in the morning. 4) My brother likes to play football. 5) His aunt works at the library.

7. *Вставьте many, much, little, few:*

1) My sister has got ... free time. 2) My mother works 3) They read ... English books. 4) Does she get ... telegrams every day? 5) Do you read ... ? – No, I read 6) I have got ... Russian, but ... English books at home. 7) My son doesn't go to school. He is very 8) Our English teacher gives us ... home work to do every day.

Dialogues

Прочитайте диалоги. Поработайте в парах.

A: Have you got a wife?

B: No, I haven't got a wife, and I haven't got any children.

A: Have you got a big flat?

B: Yes, I've got a big flat and a house in the country.

A: He has got an English-Russian dictionary.

B: Has he got a Russian-English dictionary?

A: Yes, he has.

B: Has he got an English-French dictionary?

A: No, he hasn't.

A: Do you speak English?

B: Yes, I do. I speak English a little.

A: And do you speak German?

B: No, I don't.

At the Customs

Customs Officer - C.O.; Man - M.

C.O.: Good morning. Can I see your passport?

M.: Certainly. Here it is.

C.O.: Yes, that's all right. Have you got anything to declare?

M.: Yes, I have.

C.O.: What have you got?

M.: I've got some whisky and some cigarettes.

C.O.: How much whisky have you got?

M.: A liter.

C.O.: That's all right. And how many cigarettes have you got?

M.: Two hundred.

C.O.: Good. Open your case, please.

M.: Pardon?

C.O.: Open your case, please. Open it now!

Oh, dear! Look at this!

You've got three bottles of whisky and four hundred cigarettes?

ТЕХТ 1

1. Прочитайте, переведите и перескажите текст:

Mary's family

Mary is a student. She is 18 years old. She studies at the University. She does not live at the hostel. She lives with her family. Her family is large. She has a father, a mother and two brothers. She hasn't got a sister.

Her father is an engineer. He works in an office. Her mother is an economist. Her brother William is a worker. He works in a factory. Jack is a student. Her brothers are not here now. They live in Moscow. They study and work there. Mary gets letters from them every week.

Mary's family has two rooms in a new house. Mary has not a large room. Her room is small but very nice. In her room Mary has a desk, two chairs and a bed. Her note-books, pens and pencils are on the desk. She has a lamp on the desk, too. The clock is not on the desk. It is on the wall. Mary has got many Russian, English and French books. All her books are on the shelves. On the wall she has two pictures.

2. Ответьте на вопросы:

- a) 1. What is Mary?
2. How old is she?
3. Where does she study?
4. Is her father a worker?
5. How many brothers has she got?
6. Where do Mary's brothers live?
7. How often does Mary get letters from her brothers?
8. Do you like Mary's room?
- b) 1. Where do you study?
2. How old are you?
3. Are you married or single?
4. Where do your parents live?
5. Where are you from?

3. Расскажите о себе и своей семье.

Text 2

Прочитайте и переведите текст

Personal Computer

At last we have our own personal computer, PC at home. We have Internet too and E-mail. My father's firm pays for it every month. Now I want to do all my work on the PC. My sister also loves our PC and wants to do all her homework on it. She doesn't want to write her home tasks in her exercise-books. She wants to write them on the computer and to print them on the printer. But best of all she likes to play computer games. It's her hobby. And they help her

English too. All her friends at school like computer games very much too. They don't play football in the streets now; they sit at home in front of their PCs and "live" in virtual reality!

Our father doesn't want to use our computer at home. He sits in front of the computer all day in his office. At home he likes to watch TV or video or read his newspapers and journals.

Unit III

Фонетика. Обзорные таблицы чтения букв английского алфавита

Четыре типа чтения английских гласных букв в ударных слогах.

	Буквы					
Тип чтения	a [ei]	o[ou]	e[i:]	i [ai]	y [wail]	u, [ju:]
I	[ei]	[ou]	[i:]	[ai]	[ai]	[ju:]
	name	note	be	fine	my	tune
II	[æ]	[o]	[e]	[i]	[i]	[ʌ]
	flat	not	Pen	sit	myth	cup
III	[a:]	[o:]	[ə:]			
	large	fork	term	firm	Byrd	fur
IV	[eə]	[o:]	[iə]	[aia]		[juə]
	Mary	more	here	fire	tyre	during

Чтение ударных сочетаний гласных букв

Буквосочетания	Чтение	Примеры	Буквосочетания	Чтение	Примеры
ai ay	[ei]	Spain day	ou ow	[au]	out brown
ea ee	[i:]	sea meet	ai+r	[eə]	chair
ew	[ju:]	new	ee+r	[iə]	engineer

oi oy	[oi]	poit boy	ou+r	[auə]	our
oo+k	[u]	book	oo+r	[o:]	door
oo	[u:]	too			

Consonants Согласные

Bb	[b]	be, bad, table, begin, bye-bye
Cc	[s] [k]	city, cent, cycle, device, cinema, civil, cat, cot, micro, club, case, capital, country
Dd	[d]	day, driver, desk, deep
Ff	[f]	friend, fine, fly, four
Gg	[dʒ] [g]	engineer, general, origin, page, legislate glad, go, bag, big, girl, get, pig, good
Hh	[h]	home, he, him, hat
Jj	[dʒei]	joke, juice, judge, just, jam
Kk	[k]	take, speak, desk, kind
Ll	[l]	list, love, lost, loss, ill
Mm	[m]	meet, mode, dim, model, Mister (Mr.)
Nn	[n]	name, need, animal, note, snow, tune
Pp	[p]	Pete, pipe, pen, pencil
Rr	[r]	red, rod, risk, Russian, right, rose
Qq	[kju:]	quick, queen, quote
Ss	[s] [z]	sit, student, so, secretary, sad, small pens, tables, seems, sees, please
Tt	[t]	Tim, teach, city, delighted, minute
Vv	[v]	vote, valve, Steve, love
Ww	[w]	we, wit, wine, wise, window, weapon, when
Xx	[ks] [gz]	fox, box, xerox, six exam, example
Zz	[zed]	zip, zone, Zoo, zero, zebra

Чтение сочетаний гласных с согласными

Буквы	Позиция	Чтение	Примеры
al	1. Перед k в ударном слоге. 2. Перед остальными согласными в ударном слоге	[o:] [o:l]	chalk wall, also
wor	Перед согласными в ударном слоге	[wə:]	work, word
wa	1. Перед конечными согласными (кроме r) или сочетанием согласных. 2. Перед r	[wo] [wo:m]	want warm
igh	Любая	[ai]	light

Чтение сочетаний согласных

Буквы	Позиция	Чтение	Примеры
Sh	Любая	[ʃ]	she
ch	Любая	[tʃ]	chess
tch	После кратких гласных	[mætʃ]	match
ck	1 После кратких гласных	[k]	black
th	1. В начале знаменательных слов и в конце слова. 2. В начале местоимений, служебных слов и между гласными	[θ] [ð]	thick, myth this, bathe
wh	1. В начале слова перед всеми гласными, кроме O ... 2. Перед буквой O	[w] [h]	what who
qu	Перед гласными	[kw]	question
ng	В конце слова	[ŋ]	long
nk	Любая	[ŋk]	thank
wr	В начале слова перед гласными	[r]	write

Грамматический комментарий

Оборот there is / are

1. **Оборот there is / are** употребляется для выражения наличия или отсутствия лица, предмета или явления. Слово there в данном обороте на русский язык не переводится.

Утвердительная форма (+)

There is a desk in the room. В классе есть парта.

There are three books on the desk. На парте три книги.

Вопросительная форма (?)

Is there a desk in the room? - Yes, there is. No, there isn't. Are there chairs at the desk? - Yes, there are. No, there aren't.

Отрицательная форма (-)

There is no TV-set in the hall.

There are no students in the classroom.

Соответствующие русские предложения начинаются обстоятельствами места: В углу стол. - There is a table in the corner. На нем книги. - There are books on it.

2. Специальный вопрос с «Who».

Специальный вопрос с who ставится к подлежащему и по своей структуре отличается от других специальных вопросов:

Who studies at the University? – My brother does.

Who works at a plant? – My father does.

Who lives in Minks? – My relatives do.

Сравните:

Where do you go every morning?

Who goes to school every day?

When do you usually come home?

Who comes home very late?

3. Alternative questions. Альтернативные вопросы.

Альтернативные вопросы предлагают выбор между двумя или более предметами, действиями, качествами:

Is it a school or a college? – It's a school.

Is your friend a student or a teacher? – She is a teacher.

Do you live in Moscow or in Oral? – I live in Moscow.

Is your flat large or small? – It's small.

Have you got a dog or a cat? – I've got a dog.

Сравните:

Общий вопрос: Are you a student?

Альтернативный вопрос: Are you a student or a teacher?

4. Disjunctive questions. Разделительные вопросы.

Кроме специальных, альтернативных и общих вопросов, в английском языке существуют разделительные или расчленённые вопросы. Эти вопросы, также как и общие вопросы, требуют утвердительного или отрицательного ответа т.е. подтверждения или отрицания мысли, выраженной в вопросе. Они состоят из двух частей. Первая представляет собой повествовательное предложение, а вторая – краткий общий вопрос. В русском языке таким вопросам соответствуют

вопросительные обороты «не правда ли?», «не так ли?» или усилительные слова «неужели», «ведь»:

It is Sunday to-day, isn't it? – Yes, it is.

It isn't Sunday to-day, is it? – No, it isn't.

Your brothers are in Moscow, aren't they? – Yes, they are.

You can speak English, can't you? – Yes, I can.

They always have six classes, don't they. – Yes, they do.

He doesn't go by bus, does he? – No, he doesn't.

5. Модальные глаголы can, must.

Модальные глаголы не обозначают действия, а выражают отношения к ним, то есть возможность, вероятность, необходимость совершения действия. Само же действие выражается инфинитивом смыслового глагола, следующего за модальным глаголом.

Модальные глаголы не изменяются по лицам и числам. У них единая форма для всех лиц единственного и множественного числа. Инфинитив смыслового глагола следует за ними без частицы to.

Глагол **can** обозначает возможность, умение, способность и переводится, могу, умею, можно.

Глагол **must** обозначает необходимость, обязательность действия и переводится должен, нужно, надо.

The Verb can

I	can cannot (can't)	speak English very well			
He		play football			
She		write English letters			
We		tell you the time			
You		see a very nice picture			
They		give me a book			
Can	I	speak French	yes, no,	I	can cannot (can't)
	he	take a bus		he	
	she	play tennis		she	
	we	phone you		we	
	you	meet you		you	
	they	help me		they	

Для выражения разрешения может также употребляться модальный глагол may: You may take my books. = You can take my books.

The Verb must

I		do this work at once
He		go and see it to – day
She	must	understand us
We	mustn't	smoke so much
You		forget about it
They		work hard at your English

Структура вопроса с must та же, что и глагола can:

Must I do it to-day? – Я обязательно должен сделать это сегодня?

Yes, I'm afraid you must – Да, к сожалению обязательно

Must I come in the evening? – Мне обязательно прийти вечером?

No. You needn't. You can do – Нет, не обязательно. Вы сможете сделать это на следующей неделе.

Задание

Упр.1 Прочитайте и запомните:

- a. существительные: block of flats, district, floor, building, living room, bedroom, kitchen, hall, hat, coat, umbrella, conveniences, carpet, armchair, corner, cupboard, view, story, bank, river, century, Europe, foreign languages, tree, flower, colour, season, summer, autumn, winter, spring, monument, centre.
- b. прилагательные: foreign, political, economic, cultural, famous, popular, industrial, business, financial, comfortable, wonderful, various, red, yellow, green, white, right, left, useful, hot, lucky, beautiful, lovely.
- c. глаголы: to be situated, speak, teach, leave, see, finish, use, cook, smoke, forget, understand, need, tell, help.

Упр.2 Прочитайте и переведите:

1. There is a computer in my office.
2. There are some telegrams on the desk.
3. Is there a picture on the wall?
4. Are there any students in room twenty-two?
5. There are no children in the park.

Упр.3 Составьте как можно больше предложений, используя оборот *there is / are*. Используйте названия предметов классной комнаты / профессии людей.

There is	a table, a desk, a blackboard, a chair, an armchair,
There are	a vase,
There is	a picture, a map, a piece of chalk, a bookcase,
There are	a pen,
	a pencil, a note-book,
	a teacher, an economist, an engineer, a student,
	a driver, an actor, a pilot

Скажите, каких предметов нет в аудитории. Задайте вопросы друг другу, выясняя, есть ли люди упомянутых профессий в вашем учреждении.

Упр.4 Напишите альтернативные вопросы, используя модель: *It is a map (a picture). Is it a map or a picture?*

This is a book (note-book).

He has got a son (a daughter).

She goes to school (College).

There is an Italian café in our district (French).

Your cousin lives in London (Paris).

Упр.5 Допишите «хвостик» разделительного вопроса:

You live in Moscow. You are a student. It is a fine day to-day. There are many monuments in Moscow. They have got a large flat in the centre of the city. She is right.

Упр.6 Поставьте вопросы к подлежащему.

My father works at an office. My brother likes to play chess. We work hard at our English. They usually go the country in summer. I often visit my aunt on Sunday.

Упр.7 Вставьте *can, must, can't, mustn't, may*.

1)... you speak English a little? 2) ... I take your text-book? 3) You ... help your parents. 4) Peter ... read English books in the original. 5) It is late. I... take you in my car. 6) The boy is 7, but he ... play tennis. 7) Mary... ski, but she ... skate. 8) ... I do it to-day? 9) You ... work so mush. 10) ... you really

go now?

Упр.8 Поставьте вопросы к дополнению и определению.

Модель: She finishes her work at six in the evening.

What does she finish at six in the evening?

They like to read detective stories.

What stories do they like to read?

1. My uncle teaches English at the University.
2. We learn foreign languages at school.
3. There is a metro station near my house.
4. My brother is a programmer. He has got a fax machine, some files, bills, faxes and telexes in his office.
5. There is a large park in our district.
6. I like to read and translate English texts.
7. My sister can do her homework very quickly.
8. They like to see new films.

Упр.9 Заполните пропуски артиклями, где это необходимо.

Ann is ... economist. She works at ... construction company. ... company is ... long way, from ...Moscow. She finishes... work at seven in the evening.

Dialogues

Прочитайте диалоги вслух и инсценируйте их.

1.
A It's a useful book full of new facts. You can take it and use it.
B Oh, good!
2.
A Can you cook?
B No, I can't. My husband can. He's a good cook. It's his hobby.
A A useful hobby, isn't it?
B Oh, yes, it is!
3.
A It's hot to-day, isn't it!
B Yes, it is. Shall I get you some cold juice?
A Oh, yes, please!
4.
A Hello! It's Mr. Brown speaking!
B Hello Mr. Brown! What can I do for you?
A Could I speak to Mr. Bentley, please?
B Sorry, but Mr. Bentley isn't in at the moment.
A Oh, I am not lucky! But may I leave a message, please?

B Certainly! Just a minute ... Yes?

Text 1

Прочитайте, переведите и перескажите текст. Расскажите о своей квартире.

1. We live in a block of flats in a new district of Moscow. It is not far from the centre. It takes me twenty minute to get to the Moscow State University of Civil Aviation where I study. I usually go to the University by metro.
2. Our flat is on the third floor of a nine-storied building. We are four in the family and we have a three-room flat - a living-room, two bedrooms and a kitchen. In the hall there is a stand for hats, coats and umbrellas. There is also a bathroom and a toilet. Our flat has modern conveniences: running water (cold and hot), electricity, gas and central heating. There is a lift and a rubbish chute, too. We like our flat because it is large and comfortable.
3. Look! This is my living room. There is a carpet in the middle of the room. There is a large window. There is a table at the window. There is a telephone and a computer on the table. There are two armchairs on the left of the table. There is a TV set in the right corner of the room. There is a cupboard and a sofa on the right of the door.
4. There is a beautiful park nearby. The view out of the window is lovely. We can see wonderful trees and flowers of various colors: red, yellow, green and white. The park is nice in each season: in summer, in autumn, in winter and spring.

Ответьте на вопросы:

1. Where do you live?
2. Is it far from the centre?
3. How long does it take you to get to centre?
4. Where do you study?
5. How do you usually get to the University?
6. How many are you in the family?
7. What flat have you got?
8. What modern conveniences are there in you flat?
9. Is your flat comfortable?
10. Is there a forest or a park nearby?

Text 2

Прочитайте и переведите текст. Расскажите о своём родном городе. London.

London is the capital of Great Britain, its political, economic and cultural centre. It is a very old city. It is more than twenty centuries old. London is one

of the biggest cities in the world and the largest city in Europe.

It is situated on the banks of the river Thames. There are a lot of historical buildings, monuments and museums there. They are in the centre of the city.

London is a green city. There are many beautiful parks, squares and wide streets in the city. The famous and the most popular park is Hyde Park where many people come to have a rest.

London is a big industrial city; it is a financial and business centre of the country. There are many plants, banks and foreign offices there.