

ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ПРОФЕССИОНАЛЬНОЕ
ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ АРХАНГЕЛЬСКОЙ ОБЛАСТИ
«МИРНИНСКИЙ ПРОМЫШЛЕННО-ЭКОНОМИЧЕСКИЙ ТЕХНИКУМ»

**МЕТОДИЧЕСКИЕ РЕКОМЕНДАЦИИ ДЛЯ ВЫПОЛНЕНИЯ
КОНТРОЛЬНЫХ РАБОТ ПО
ОГСЭ.03 ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ
ДЕЯТЕЛЬНОСТИ
(заочная форма обучения)**

для специальности: 38.02.01 Экономика и бухгалтерский учет

2021 г.

Методические рекомендации для ОГСЭ.03 Иностранный язык в профессиональной деятельности разработаны для выполнения контрольных работ и составлены в соответствии с рабочей программой и учебным планом по специальности 38.02.01 «Экономика и бухгалтерский учет».

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ОДОБРЕНА Цикловой комиссией социально-экономических дисциплин и дисциплин права	Составлены в соответствии с требованиями ФГОС по специальности среднего профессионального образования 38.02.01 «Экономика и бухгалтерский учет» и учебным планом
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ТРЕБОВАНИЯ К ОФОРМЛЕНИЮ И ВЫПОЛНЕНИЮ КОНТРОЛЬНЫХ РАБОТ:

1. Студенты выполняют одно контрольное задание в семестр.
2. Выполнять письменные контрольные задания следует в отдельной тетради, на обложке тетради напишите свою фамилию, инициалы.
3. Контрольные задания должны выполняться чернилами, аккуратно, четким почерком либо выполнены на компьютере (шрифт 14 пт, Times New Roman)
4. Если контрольное задание выполнено без соблюдения указаний или не полностью, оно возвращается без проверки.
5. Студенты, фамилии которых начинаются с букв от «А» по «К», должны выполнить 1 вариант контрольной работы, от «Л» по «Х» - 2 вариант, от «Ц» по «Я» - 3 вариант. Контрольная работа сдается заблаговременно (за 5-10 дней) перед сдачей зачета по английскому языку.

Для того, чтобы правильно выполнить задания, необходимо усвоить следующие разделы грамматики английского языка:

1. Видовременные формы глагола: а) активный залог – формы Indefinite (Present, Past, Future); формы Continuous (Present, Past, Future); формы Perfect (Present, Past, Future); б) пассивный залог- формы Indefinite (Present, Past, Future)
2. Модальные глаголы: а) выражающие возможность: can (could), may и эквивалент глагола can – to be able, б) выражающие долженствование: must, его эквиваленты to have to и to be to; should.
3. Простые неличные формы глагола: Participle I (Present Participle), Participle II (Past Participle)
4. Части речи в английском языке
5. Инфинитив и Герундий. Формы и употребление
6. Типы вопросов. Построение вопросительных предложений
7. Порядок слов в предложении
8. Косвенная речь. Правило согласования времен

В первом задании контрольной работы студентам необходимо прочитать и перевести текст. Во втором задании для того, чтобы правильно ответить на вопросы, нужно внимательно просмотреть или при необходимости повторно прочитать данный текст. Отвечать на вопросы рекомендуется полным предложением. В некоторых вариантах требуется заполнить пропуски по содержанию текстов. В других вариантах нужно соотнести слова из текста с их определениями. Многие задания рассчитаны на понимание текста и извлечение основной информации.

В одном из заданий необходимо построить вопросительные предложения. Для выполнения данного задания нужно повторить тему: «Типы вопросов в английском языке». Для этого можно воспользоваться учебником- Качалова К.Н., Израилевич Е.Е. Практическая грамматика английского языка с упражнениями и ключами. - СПб.: КАРО, 2014.

Чтобы выполнить упражнение с переходом прямой речи в косвенную, рекомендуется повторить правило согласования времен. Для закрепления данной темы можно использовать сборник упражнений по грамматике Голицынского Ю.Б.

При выполнении заданий по теме: «Модальные глаголы», нужно помнить и об их эквивалентах.

ВАРИАНТЫ КОНТРОЛЬНЫХ РАБОТ ДЛЯ I СЕМЕСТРА:

ВАРИАНТ 1

Text 1

1. Прочтите текст 1 и выполните задания после текста.

ENGLISH BANKNOTES AND COINS

The official currency of the Unites Kingdom is the pound sterling that is equal to one hundred pence.

English banknotes are issued by the Bank of England. As to coins they are minted also by this state bank. There are banknotes of the following denominations: £ 1, £ 5, £ 10, £ 20, £ 50 and £ 100. The following coins are in circulation: halfpenny, one penny, two pence, five pence, ten pence, fifty pence.

On the face of English banknotes one can read the denomination given both in figures and in words. Then the inscription on the face of the banknote reads: I promise to pay the bearer (предъявитель) on demand the sum of...And then there are two signatures. The first signature is that of the person authorized by the Government and the Bank of England. The second signature is that of the Chief Cashier.

The back of English banknotes, like many other banknotes, feature portraits of different famous people: William Shakespeare, Isaac Newton (1642 - 1727) a well-known English scientist who made a few very important discoveries including gravitation law, the Duke of Wellington, a famous Irish general who defeated Napoleon at Waterloo, Belgium in 1815, Florence Nightingale, founder of the nursing profession. She volunteered as a nurse to Turkey to take care of he wounded soldiers from Crimean War, war of England and France versus Russia.

Дополнительная информация о британский фунтах.

A British pound is subdivided into 100 pence. The word "A British Pound" or "Pound of Sterling" dates back to Anglo-Saxon times (12 century) when coins called sterlings were minted from silver; 240 of these sterlings weighed one pound. Before 1971 1 pound was equal to 240 pence.

Дополнительная информация о соотношении денежных единиц до 1971 года:

1 гиней (guinea) = 21 шиллинг (schillings)

1 фунт стерлингов (pound sterling) = 20 шиллингов

1 крона (crown piece) = 5 шиллингов

1 полукрона = 2,5 шиллинга

1 флорин (florin) = 2 шиллинга

1 шиллинг = 12 пенсов

1 гроут = 4 пенса

1 пенни = 2 полпенни или 4 фартинга

2. Ответьте на вопросы по тексту:

1. What is the official currency of the U.K.?

2. What is the smallest unit?

3. How many pence are there in one pound?

4. What banknotes and coins are in circulation in the U.K. now?

5. What famous people are featured on the back of various English banknotes?

Text 2

1. Прочтите текст 2 и выполните задания после текста.

AMERICAN MONEY

The American dollar is subdivided into one hundred cents.

The dollars are issued by the Federal Reserve System, established by Congress in 1913.

Here is the text on the face of an American dollar banknote:

- dollars
- Federal Reserve Note
- The United States of America
- this note is legal tender (платежное средство) for all debts public and private
- Washington, D.C.
- Treasurer of the United States
- Secretary of the Treasury.

On the face of American dollars one can also see the portraits of the following famous persons:

· George Washington (1732-1799), the first President of the United States of America, who gave his name to the capital of the country. George Washington became the first President after the successful war of 13 British colonies for independence. After they won the war, they formed 13 states and united to make the United States of America. Thus, Independence was proclaimed on July 4, 1776.

Abraham Lincoln (1809 – 1865) who was President from 1861 to 1865 after the war between the northern and southern states. It was he who proclaimed freedom of slaves of the south.

· There are also portraits of Alexander Hamilton (1755 – 1804), a famous American statesman, who fought in the Independence War together with George Washington. Later he became the first Secretary of the Treasury;

· Andrew Jackson (1767 -1845) who was President of the USA from 1829 to 1837, when Texas won independence from Mexico.

· Ulysses Grant (1822 – 1885) who was President of the USA from 1869 to 1877 when the Centennial Exposition was held in Philadelphia.

· Benjamin Franklin (1706 – 1790) a very popular public figure, writer, diplomat and scientist. It was he who invented bifocal spectacles among many other things.

On the back of banknotes various buildings are features, such as:

- Lincoln Monument, one of the monuments in Washington
- US Treasury Building, in Washington
- White House, house of every President, except George Washington, who only planned the capital of the USA
- US Capitol, which houses the Senate and the House of Representatives
- Independence Hall, in Philadelphia, where Independence of the 13 British colonies was proclaimed.

All the banknotes bear the words: In God We Trust

2. Заполните пропуски по содержанию текстов 1 и 2.

The official _____ of the United Kingdom is the _____ which is _____ to one hundred pence.

Bank of England _____ banknotes and _____ coins.

On the face of English banknotes one can read the _____

The _____ is given both in figures and in _____

The _____ on the face of the _____ reads: I
promise to pay the _____ on demand fifty Pounds.

The first _____ is that of the person authorized by the Government
and the _____.

The second signature is that of the _____.

Isaac Newton is a well-know English _____.

Florence Nightingale is the founder of the _____ profession. She
_____ as a nurse to Turkey to take care of the wounded soldiers.

Alexander Hamilton was a famous American _____ who fought
in the Independence War.

The _____ issues dollars.

ВАРИАНТ 2

1. Прочтите текст и выполните задания после текста.

PANASONIC

The Panasonic Corporation is a Japanese multinational consumer electronics corporation. It is based in Osaka, Japan. It specializes in electronics manufacturing and produces goods under a variety of names including Panasonic and Technics.

Panasonic started in 1918 first selling duplex lamp sockets. It operated factories in Japan and other parts of Asia through the end of World War II. Today it is one of the largest electronics manufacturers in the world, along with its main competitors Sony and Toshiba, with annual sales of about \$ 114 billion. There are currently more than 630 companies including the parent company and its subsidiaries. 366,937 employees work for the corporation worldwide.

Panasonic consists of 14 business domain companies. Each company has its own production and sales divisions that respond to its own business segment, such as home appliances, office equipment, healthcare products, industrial equipment, original equipment for automobile brands such as Toyota, Honda and Subaru, and other electronic and consumer products. The photographic cameras launched by Panasonic are still on top along with other giants like Sony, and their professional cameras are the best.

In addition to electronics, Panasonic offers non-electronic products and services such as home renovation services.

2. Соотнесите слова из текста и их определения:

- | | |
|-------------------|--|
| 1.consumer | a) the necessary tools, clothing etc. for a particular purpose |
| 2.variety | b) repair and improvement of a building |
| 3.worldwide | c) a separate part of a large organization |
| 4. domain | d) in all parts of the world |
| 5. division | e) an electrical machine that is used in the house |
| 6. segment | f) a person who buys goods or services |
| 7. home appliance | g) an area of interest |
| 8. equipment | h) introduce something new e.g. a product |
| 10. launch | i) a part of something |
| 11. renovation | j) difference in quality, type or difference |

3. Заполните пропуски подходящими словами из рамки:

Consists of; extensive renovations; goods; business segment; multinational; equipment; division, variety; business domains; provide services; launched; home appliances; respond to.

1. The shop sells a large.....of.....from TV-sets to washing machines to electronic clocks.

2. Having 30 % of the market, the company is the leader in its.....

3. Panasonic is a large.....corporation operating all over the world.

4. The corporation..... 630 companies which a number of..... according to their main activities.

5. The advertising has..... a new brand of breakfast cereals onto the market. The brand is a big success.

6. The company's head office is located in an old historical building which needs extensive

7. We produce industrial.....for car manufacturers and.....after-sale

8. The retailer offers a 25% discount on all electrical.....until the end of the week.

4. Ответьте на вопросы по тексту:

1. What kind of company is the Panasonic Corporation?

2. What does it produce?

3. Where is its head office?

4. Where does Panasonic operate?

5. What is the company's structure? Which business domains is it active in?

6. What are the company's main competitors?

ВАРИАНТ 3

1. Прочтите текст и выполните задания после текста.

MARKETING AND ADVERTISING

Marketing concept includes various elements such as planning, research, new product development, sales, communications, advertising, etc. Marketing starts with production and later studies all its stages before, during and after production. In the sales area, marketing provides information about forward demand for products and services.

Advertising is an important element of the marketing plan. It is used to increase sales by making the product or service known to a wider audience, and by stressing its superior qualities. A company can advertise in many ways, depending on how much it can spend on advertising. The different media for advertising include television, radio, newspapers, magazines and direct mail, by which advertisers send letters, brochures and leaflets directly to potential customers advertising is a highly developed business a lot of money is spent on advertising in every country.

Marketing planning is an integral part of the marketing mix and it depends on a thorough situation analysis.

2. Ответьте на вопросы по тексту:

1. What does marketing concept include?
2. What does marketing start with?
3. What information does marketing provide in the sales area?
4. What is an important element of the marketing plan?
5. What do the different media for advertising include?
6. What kind of business is advertising?
7. How much money is spent on advertising in every country?
8. What does marketing planning depend on?

3. Переведите следующие предложения на английский язык:

1. Понятие маркетинга включает различные элементы, такие как планирование, исследование, разработка новой продукции, продажа, переговоры, реклама и т.д.

2. Маркетинг обеспечивает информацией о перспективе спроса на продукцию компании или обслуживания.

3. Реклама – высокоразвитый бизнес.

4. Маркетинг начинается с производства и изучает все его стадии до, во время и после производства.

5. Рекламодатели отправляют письма, брошюры, листовки непосредственно потенциальным покупателям.

6. Много денег тратится на рекламу в каждой стране.

7. Маркетинговое планирование – неотъемлемая часть системы маркетинговых мероприятий и зависит от анализа ситуации.

4. Поставьте глаголы-сказуемые в соответствующей видовременной форме: 1. We (to thank) you for your letter of March 5-th.

2. Last week our clients (to write) to us that they (to need) the machine tools urgently.

3. For some reason of other they (to stop) the construction work for sometime, but they will resume it very soon.

4. Exhibitions and fairs (to hold) every year in many countries of the world.

5. Mr. Johnson (to give) all the necessary information on the model during his visit to our office.

6. They (to be) our regular buyers of the mining equipment from Russia for the last years.

7. We (to consider) your price competitive.

5. Выпишите из текста “Marketing and advertising” предложения, в которых глаголы-сказуемые употреблены в страдательном залоге.

6. Сделайте следующие предложения вопросительными:

1. Advertising is an important element of the marketing plan. (What?)

2. All the necessary information was sent to the firm last week. (When?)

3. The accommodation was reserved by cable. (How?)

4. A new contract has just been signed. (What?)

5. Our president is satisfied with the results of the talks. (Who?)

ВАРИАНТЫ КОНТРОЛЬНЫХ РАБОТ ДЛЯ II СЕМЕСТРА:

ВАРИАНТ 1

1. Прочтите текст и выполните задания после текста.

VARIOUS SERVICES OF BANKS

Banker's services cover an enormous range of activities today.

A full list would include:

1. Current account services

They are extended to anyone whom banks regard as reliable. A new depositor should be recommended by his employer or should present a reference. If this proves satisfactory the bank will accept a deposit from him which will be entered in his current account.

A cheque book will then be issued free of charge. Once the customer has received his cheque book he may use the cheques to order the banker to pay out sums of money from his current account. Money is being paid into and paid out of the account as often as the customer finds convenient.

2. Deposit account services

Companies and individuals can deposit cash funds that are not needed at present. They need it or after a certain period in case of time deposit.

3. Savings account services

It enables small savers to put money away for particular purposes, for example, for holidays.

4. Other services:

- foreign exchange;
- foreign exchange transactions;
- services in foreign trade payments;
- granting loans;
- services in investment management;
- safe custody;
- economic information;

2. Ответьте на вопросы по тексту:

1. Whom are current account services extended to?
2. When is a cheque book issued?
3. What cash funds are deposited by companies and individuals?
4. What taxes are paid by employees?
5. What is P.45?

3. Найдите в тексте эквиваленты слов и выражений профессионально-ориентированной лексики:

Банковские услуги, услуги по расчетным счетам, надежный, новый вкладчик, предоставить рекомендацию, принять вклад, чековая книга, выдается бесплатно, оплатить со счета, услуги по депозитным счетам, денежные средства, откладывать деньги на конкретные цели, обмен иностранной валюты, сделки в иностранной валюте, выдача ссуд, ответственное хранение.

4. Вставьте необходимые модальные глаголы.

1. I ...not go to the theatre with them last night, I...revise the grammar rules and the words for the test.
2. My friend lives a long way from his office and...get up early.
3. All of us...be in time for classes.
4. When my friend has his English, he...stay at the office after work. He (not)...stay at the office on Tuesday, Thursday and Saturday and...get home early.
5.you...work hard to do well in your English?
6. «...we discuss this question now?» «No, weWe...do it tomorrow afternoon».
7. I'm glad you...come.
8. «...you...come and have dinner with us tomorrow?» «I'd love to»
9. «Please send them this article». «Oh,... I do it now?»

ВАРИАНТ 2

1. Прочтите текст и выполните задания после текста.

SBERBANK TODAY

Sberbank of Russia is the largest bank in Russia and CIS. Sberbank dominates the Russian banking sector in terms of total assets. It is the key lender to the national economy. Sberbank's equity totals RUB1.7 trln, which corresponds to 27.4% of aggregate capital of Russian banks. The founder and principal shareholder is the Central Bank of Russia, which owns 50% of the Bank's authorized capital plus 1 voting share. The rest of the shares are held by international and domestic investors.

Established in 1841, during Sberbank's 170-year history, it has grown into a universal commercial bank with diversified businesses. Sberbank provides banking services to individuals and all types of corporate clients including big corporates, small and medium-sized businesses as well as state-owned, sub-federal units and municipalities.

Sberbank provides a broad range of banking services to clients, including deposits, various types of loans (consumer, car loans and mortgages) as well as bank cards, money transfers, bank insurance and brokerage.

Sberbank provides banking services in all of the 83 sub-federal units of Russia and operates a unique branch network of 17 Regional Banks and more than 18,400 branches. The Bank also offers services through a new distribution channel - one of the world's largest network of ATM machines and self-service terminals (~68,000). Sberbank is also actively developing its Mobile Bank and Sberbank Online applications with a massive client base totaling over 5.4 mln of active users.

Sberbank has always been one of the best brands in Russia and universally recognizable household name standing for stability and reliability. In recent years, however, Sberbank has focused on innovation and modernization of its infrastructure and technology.

2. Ответьте на вопросы по тексту:

1. What is the status of Sberbank in Russia and CIS?
2. What is Sberbank's equity?

3. What is the founder and principal shareholder? What does it own?
4. Whom does Sberbank provide its banking services to?
5. What does the broad range of Sberbank's services include?
6. What branches does Sberbank have?

3. Найдите в тексте эквиваленты слов и выражений профессионально-ориентированной лексики:

общие активы, акционерный капитал, суммарный капитал, учредитель, голосующая акция, физические лица, корпоративные клиенты, средний бизнес, банковские услуги, вклады, ссуды, ипотека, денежные переводы, страховка, сеть филиалов, банкомат, клиентская база, надежность.

4. Переделайте следующие повествовательные предложения в косвенной речи.

1. Oleg said, «My room is on the second floor».
2. He said, «I am sure she will ring me up when she is back in St Petersburg».
3. Misha said, «I saw them at my parents' house last year».
4. He said, «I haven't seen my cousin today».
5. « I don't go to this shop very often», she said.
6. Tom said, «I have already had breakfast, so I am not hungry».
7. He said, «I have just received a letter from my uncle».
8. «I am going to the theatre tonight», he said to me.
9. Mike said, «I spoke to Mr Brown this morning».
10. He said to her, «I shall do it today if I have time».
11. I said to them, «I can give you my uncle's address».

ВАРИАНТ 3

1. Прочтите текст и выполните задания после текста.

BANKS

Bank generally, a corporation formed for the purpose of maintaining savings accounts and checking accounts, issuing loans and credit, and dealing in negotiable securities issued by governmental entities and corporations.

By law, banks are usually permitted to engage in activities and offer numerous services incidental to and beyond those listed above, e.g., buying and selling gold and silver. Banks earn money by investing their customers' deposits. Banks protect the customers against loss and are strictly regulated.

Commercial bank by far, the most common and most unrestricted type of bank. It is allowed the widest range of services it offers and the investment it makes. Its major limitation is that it must keep on reserve a larger percentage of its deposit. This reserve is used to cover the bank's daily needs, to guard against a money shortage at the bank and a resulting panic, and to shield the customers against the bank's failure and the consequent loss of deposits.

Savings bank's major service was the "time" savings account, or deposit, from which money, once deposited, could be withdrawn only after a set period elapsed or 30 days' notice was given. By law a savings bank's investments are usually limited to certain corporate and government bonds and securities. Its advantages are that it can pay higher interest rates than commercial bank, has certain tax benefits, and can keep a smaller percentage of its deposits on reserve. Usually, the bank is owned by its depositors as creditors whose dividends are paid in form of interest on their accounts.

2. Ответьте на вопросы по тексту:

1. What is bank in general?
2. What are bank's objectives?
3. How do banks earn money?
4. What is the "time" savings account?
5. What are advantages of savings banks?

3. Найдите в тексте эквиваленты слов и выражений профессионально-ориентированной лексики:

Хранить сберегательные счета, выдавать ссуды и кредиты, оборотные ценные бумаги, государственные юридические лица, заниматься деятельностью, предлагать услуги, зарабатывать деньги, вклады клиентов, защищать клиентов от банкротства банка, потеря вкладов, сберегательный банк, процентная ставка.

4. Раскройте скобки, употребляя требуемую форму инфинитива.

1. I hate (to bother) you, but the students are still waiting (to give) books for their work.

2. He seized every opportunity (to appear) in public: he was so anxious (to talk) about.

3. Is there anything else (to tell) her? I believe she deserves (to know) the state of her sick brother.

4. He began writing books not because he wanted (to earn) a living. He wanted (to read) and not (to forget).

5. I consider myself lucky (to be) to that famous exhibition and (to see) so many wonderful paintings.

6. He seems (to know) French very well: he is said (to spend) his youth in Paris.

7. The enemy army was reported (to overthrow) the defence lines and (to advance) towards the suburbs of the city.

8. The woman pretended (to read) and (not to hear) the bell.

9. You seem (to look) for trouble.

10. It seemed (to snow) heavily since early morning: the ground was covered with a deep layer of snow.

11. They seemed (to quarrel): I could hear angry voices from behind the door.

12. They are supposed (to work) on the problem for the last two months.

13. The only sound (to hear) was the snoring of grandfather in the bedroom.

14. Her ring was believed (to lose) until she happened (to find) it during the general cleaning. It turning out (to drop) between the sofa and the wall.

15. They seemed (to wait) for ages.

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