

## 2.5.Комплект индивидуальных домашних заданий по дисциплине

### Task 1. (3 points)

Make up sentences with the following word combinations:

- 1) Have lunch
- 2) Welcome a visitor
- 3) Read a newspaper
- 4) Visit a customer
- 5) Take shorthand
- 6) Interview someone
- 7) Type a letter
- 8) Send a telex
- 9) Talk on the phone

### Task 2. (3 points)

Complete each pair of sentences with an appropriate form of the verb indicated, as in the example. One sentence is passive, and the other is active.

<b>speak</b>	1. English <i>is spoken</i> as a first language by nearly half a billion people. 2. My wife <i>speaks</i> very good English.
<b>make</b>	1. Canon _____ a wide range of high-tech products for the office and home. 2. The bodywork is Spanish, but the engine _____ in Germany.
<b>use</b>	1. We _____ this process to speed up production. 2. This software _____ to detect errors in the system.
<b>give</b>	1. This list of company rules _____ to every employee. 2. My boss _____ me a long list of things to do every morning.
<b>arrange</b>	1. All our meetings _____ at least a week in advance. 2. His secretary _____ all the appointments.
<b>show</b>	1. This graph _____ our results for the last quarter of the year. 2. Visitors to the company _____ the main factory, but not the high-security block.
<b>sell</b>	1. Our new low-price of CDs _____ only in supermarkets. 2. They _____ a lot in the USA, but nor many in South America.

### Task 3.(6 points)

Say it properly. Look at these situations and decide what you would say.

#### Travelling

1. On a plane you want to read another passenger's magazine. Ask politely.
2. You are on a train. You are hungry. Ask another passenger the way to the restaurant car.
3. As you arrive in a city, ask another passenger to recommend a hotel.
4. Ask a taxi driver the price of a ride from the airport to the city centre.
5. At the hotel, check the availability of a single room with shower.

#### Telephoning

1. Ask a caller to speak more clearly.
2. Offer to take a message for a colleague.
3. End a call to a friend in Austria who is visiting you next week.

4. Thank someone for giving you some help.
5. Apologize because your boss is absent for the next five days.

### Meetings

1. Say that you completely agree with your Italian colleague.
2. You are chairing the meeting. Everyone is bored. Suggest coffee.
3. You are thirsty. Ask the person opposite for the water.
4. It is the end of the meeting. You have one more thing to say.
5. You are chairing the meeting. Try and find the best date for the next one.

### Socializing.

1. Invite a colleague to join you for dinner.
2. Offer a group of friends to drink.
3. Suggest you all go to the bar.
4. Check the time.
5. Suggest it is time to go home. Thank your host for the evening.

### Task 4. (6 points)

#### A Reading

Read this article and answer the questions below.

## NIKKI BECKETT

**N**IKKI BECKETT was yesterday named Businesswoman of the Year. She received her prize at a ceremony in London. At the age of thirty-eight she is the chief executive and founder of a software business with offices in America, France, Germany, and Britain, and a turnover of £50 million. NSB Retail Systems provides software packages to department stores and fashion chains such as Selfridges or Debenhams.

The company was founded in 1994 and now employs 600 people.

What is the secret of her success? She has always been ambitious. After school she took a summer job with IBM and stayed for fourteen years. 'I then knew I wanted to run a public company by the age of thirty-five and after that to have a company worth £0.5 billion by 2001.' Another reason is her husband, Geoff, who works part-time

for the company and part-time at home looking after their two children. He took early retirement from IBM,



which allowed Nikki to concentrate on her career. She doesn't work at weekends and takes all her holidays. Her employees can work from home if they want to and she allows them time off for their families when necessary. 'I see someone's career as a long journey. We are long-term employers,' she said, after receiving her prize from the sponsors Veuve Cliquot. These are very strong, old-fashioned values from someone at the head of such a modern, high-tech company.

a) Complete the table using information from the text, as in the example.

Name	1) Nikki Beckett
Name of company	2)
Position	3)
Number of employees	4)
Office locations	5)
Annual sales	6)
Clients	7)

b) Are these sentences true (T) or false (F) & If they are false, correct them.

- 1) NSB Retail Systems has offices in four countries. \_\_\_\_\_
- 2) Geoff Beckett runs NSB Retail Systems. \_\_\_\_\_
- 3) Nikki and Geoff both worked for IBM. \_\_\_\_\_

- 4) Nikki often works at the weekend. \_\_\_\_\_
- 5) The company supplies software to retailers. \_\_\_\_\_
- 6) The Becketts have three children. \_\_\_\_\_
- 7) Nikki Becketts likes employees to stay with the company a long time.
- 8) The company was sponsored by Moet and Chandon. \_\_\_\_\_

c) *Look at these sentences and make questions for the words in italics, as in the example.*

- 1) *Where do they live?* The Becketts live near *Newbury*.
- 2) \_\_\_\_\_ Nikki worked *for IBM* for fourteen years.
- 3) \_\_\_\_\_ *She* has worked for NSP since 1995.
- 4) \_\_\_\_\_ Her sons are *six and eight*.
- 5) \_\_\_\_\_ Alan Vickery is *the Chairman* of NSB.
- 6) \_\_\_\_\_ NSB employed *eighteen people* when it started.
- 7) \_\_\_\_\_ Nikki started the company *because she saw a gap in the market*.
- 8) \_\_\_\_\_ She works about *eighty hours a week*.

d) *There is one grammar mistake in each of these sentences. Find and correct it, as in the example.*

- 1) Nikki work about eighty hours a week. Works
- 2) She has thirty-eight. \_\_\_\_\_
- 3) She's started the company in 1995. \_\_\_\_\_
- 4) The company gone public in 1997. \_\_\_\_\_
- 5) NSB is not as large than IBM. \_\_\_\_\_
- 6) Alan Vicky is Chairman since 1997. \_\_\_\_\_
- 7) In 2000 the company is valued at 500 million pounds. \_\_\_\_\_
- 8) NSB has any very important customers. \_\_\_\_\_

**Total – 18 points .**