

**Федеральное государственное бюджетное образовательное
учреждение высшего образования
«РОССИЙСКАЯ АКАДЕМИЯ НАРОДНОГО ХОЗЯЙСТВА
И ГОСУДАРСТВЕННОЙ СЛУЖБЫ
ПРИ ПРЕЗИДЕНТЕ РОССИЙСКОЙ ФЕДЕРАЦИИ»**

Московский областной филиал
Факультет экономики и менеджмента

(наименование факультета)

Кафедра иностранного языка

(наименование кафедры)

***Задания
для самостоятельной работы студентов***

Иностранный язык

(индекс и наименование дисциплины, в соответствии с учебным планом)

Ин.яз.

(сокращенное наименование дисциплины)

по направлению подготовки

38.04.01 Экономика

(код и наименование направления подготовки)

Экономика и управление организацией

направленность (профиль)

Бакалавр

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Заочная

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Задание 1.

1.1. Цель и содержание задания

*Цель задания*¹: совершенствование лексического и грамматического навыков при выполнении различных видов упражнений.

Содержание задания: Look through the subject “Companies” and do the tasks:

1. Read the sentences and supply the missing vowels for each word.

1 Sonara **has a w_rkf_rc_** of 2,000.

2 It **m_n_f_ct_r_s** aircraft engines.

3 It **_xp_rts** its 80% of the engines to Europe.

4 It **l__nch_d** a new model last month.

5 It also **pr_v_d_s** the car industry with components.

2. Match these sentence halves.

1 Panetti **employs** over 3,500 people, a) but it plans to expand into France.

2 It **introduced** four new products b) including 1.400 in its own retail last year, outlets.

3 It **makes** bread and c) including sandwiches and pies.

4 Panetti only supplies its own shops; d) many other bakery products.

5 It doesn't **sell** any of its products **abroad**
e) it does not make products for anyone else.

3. Look at the words and phrases in bold in exercises 1 and 2. Match the words with a similar meaning.

¹Цель задания соответствует результатам изучения дисциплины (знания, умения, навыки), представленным в рабочей программе

1 has a workforce - employs

2

3

4

5

Note :

Make and manufacture do not have exactly the same meaning. To manufacture means 'to make large quantities of goods in a factory, using machines'. You manufacture (or make) cars, drugs, plastic goods, etc, but you usually make (not manufacture) bread, cheese, etc.

Complete each sentence with an item from the box.

a) about future projects.

b) for quality control

c) in international construction projects.

d) a new product.

e) of a department of 15 staff.

f) under the brand name Tekko.

1. Julliette is in charge

2. Panetti is going to create

3. Alex is responsible

4. They manufacture plastic furniture

5. Jo and Francis are involved

6. She likes to make presentations...

4. Write the missing word in each of the following sentences.

1. I translating our company's mission statement into Korean.
2. Many foreign companies investing in Turkey.
3. Sonara's sales figures improving?
4. I looking for a manager with a lot of experience in finance.
5. Tom still checking the company accounts?
6. Unfortunately, the east of the country not attracting many investors.
7. You planning to break into the Spanish market, aren't you?

5. Complete these sentences with either the present simple or the present continuous form of the verbs in brackets.

1. We ... three or four new products every year. Currently, we ... a new type of air conditioner. (develop)
2. I think our sales figures....this May. This is unexpected - normally they..... in autumn and winter. (improve)
3. It generally.....only one year to develop a new product, but the FX200...longer because of technical problems. (take)
4. Mrs Wu... all our product presentations. This week, she....our next presentation in Vancouver. (organise)
5. This is where we ... our products. As you can see, Martin.... Some cosmetics from our latest range (test)
6. We..... Sonara's laboratory until our new one is ready. Otherwise, we never....other people's facilities, (use)

6. Complete the sentences with the correct form (present simple or present continuous) of the verbs in the box. Use each verb twice.

translate employ speak think answer

1. Anathis year's directors'report into Russian.
2. Bertrand.....the phone this week because our secretary is

away.

3. How many people.....the company ?

4. Can you hold? Mr Souayahon the other line.

5. Business is so good that wean extra 200 staff.

6. Our manager.....we should open a new subsidiary in France.

7. Theyof expanding into the new markets of Central Asia.

8. Weall our customers' calls politely and efficiently.

9. We alwaysall our company brochures into five languages.

10. I think I can get a very good job in Asia because IChinese.

7. Rewrite the letter using paragraphs, punctuation and capital letters, where necessary

dear sir or madam we are writing to request further information about your new range of trainers we are a large chain of retailers of sportswear we are looking for a manufacturer of footwear for the french market we operate from over 400 stores and always order in large quantities could you please send us details of special discounts for such orders and your latest catalogue we look forward to hearing from you yours faithfully barbara costa....

8. Complete the text with items from the box.

-not only- but also The first one

The second one Finally For example

as well as

1. RFC Group pic is one of the largest financial services companies in the country. It has branches.... in the capital....in four other cities. 2 RFC is rapidly expanding overseas. ..., it already has operations in Brazil. Poland and Turkey. 3 RFC has two main divisions....is its Financial Services Division. This division provides independent

financial advice to start-up companies.4... the Internet Technology Division, provides secure e-mail services....access to online databases.5..... it also has a unit helping small companies design their own Web pages.

1.2. Методические рекомендации для выполнения задания

Для выполнения упражнений необходимо выучить лексические единицы по данной тематике и учиться применять их в различных видах деятельности, структурировать свои знания по темам “Present Simple” “Present Continuous” пользуясь грамматическими конструкциями в обиходе речи.

1.3. Учебная литература, ресурсы информационно-коммуникационной сети «Интернет» и иные источники, рекомендуемые для выполнения задания

1. David Cotton, David Falvey, Simon Kent ‘3rd Edition. Market Leader’ Elementary Business English Coursebook: учебное пособие/ David Cotton. – Pearson, 2015. – 176с.
2. John Hughes, Jon Naunton Business Result Elementary: учебное пособие/ John Hughes. – Oxford University Press, 2012. – 161с.
3. The Economist [Электронный ресурс]. – Режим доступа: <http://www.economist.com/>

Задание 2.

2.1. Цель и содержание задания

*Цель задания*²: развитие навыков анализа и структурирования информации из иноязычных источников, развитие навыков монологической речи при составлении презентации с использованием определенных лексических и грамматических конструкций.

Содержание задания: Make a presentation about a company you would like to work for and explain why.

Mention about:

1. The history of a company

²Цель задания соответствует результатам изучения дисциплины (знания, умения, навыки), представленным в рабочей программе

2. Head office
3. Company structure
4. Personnel/Staff
5. Products/Service

2.2. Методические рекомендации для выполнения задания

Для составления презентации по данной тематике необходимо изучить и проанализировать аутентичные источники, извлекая необходимую информацию для своего рассказа, при этом использую необходимые грамматические и лексические конструкции.

2.3. Учебная литература, ресурсы информационно-коммуникационной сети «Интернет» и иные источники, рекомендуемые для выполнения задания

1. David Cotton, David Falvey, Simon Kent '3rd Edition. Market Leader' Elementary Business English Course book: учебное пособие/ David Cotton. – Pearson, 2012. – 176с.
2. John Hughes, Jon Naunton Business Result Elementary: учебное пособие/ John Hughes. – Oxford University Press, 2012. – 161с.
3. The Economist [Электронный ресурс]. – Режим доступа: <http://www.economist.com/>

Вопросы к экзамену

1. How to become a successful team player
2. Advertising. Types of advertising
3. Companies. Types and structures of companies
4. How do companies communicate with employees? Methods of communication
5. Business culture in different companies
6. A job interview
7. Skills and abilities necessary for a successful executive
8. Recruitment
9. An ideal job and a perfect company
10. Advantages and disadvantages of modern means of communication (the Internet, mobile phones)
11. Give example of a successful advertising campaign
12. Give advice to a foreigner who is setting up business in Russia
13. Give examples of cultural differences leading to mistakes in negotiation
14. What is more important high salary of job satisfaction?
15. Internal company communication.