

**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 в профессиональной сфере

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

Ин.яз. в проф. сфере

(сокращенное наименование дисциплины)

по направлению подготовки

38.04.01 Экономика

(код и наименование направления подготовки)

Экономика и управление организацией

направленность (профиль)

Бакалавр

квалификация

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 “Human Resources” and do the tasks:

1. Complete the text with items from the box.

***Resume applicant a covering letter shortlist a vacancy
a headhunter permanent interview a probationary period
a reference***

1. The usual American English word for 'CV' is?
2. Exlon has hired...to attract talented executives from rival companies.
3. We ask all our new employees to work.....of between one and three months.
4. The starting salary of the successful will be decided on the basis of qualifications and experience.
5. The panel will..... candidates for interview and contact them by the end of the week.
6. Please send together with your CV.
7. Our company has..... for a graduate in economics.
8. When you apply for a job.....you can ask your previous employer for
9. A survey showed that most temporary workers were hoping to be offered apost
10. Applicants will be called for between 15 and 25 May.

2. Cross out the verb which does not normally go with the noun.

1. an interview – to call for, to hold, to apply, to carry out
2. a post – to shortlist, to take up, to advertise, to appoint sb to
3. applicants – to interview, to advertise, to reject, to shortlist
4. one's CV – to fill up, to update, to submit, to send
5. a contract – to sign, to enter into, to terminate, to work
6. a salary – to earn, to play, to receive, to submit

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

3. Match these sentence halves.

- 1.If the candidate is highly qualified, of course we don't mind
 - 2.If your probationary period is successful, we promise
 - 3.The job is so dull that I'm considering
 - 4.They want candidates with lots of experience because they can't afford
 5. Tony was upset because his previous employer refused
 6. We can't fill the vacancy this month because we have put off
- a)to train new staff, to give him
 - b)a reference.
 - c)to offer you a permanent post.
 - d)paying a more competitive salary.
 - e)advertising it for far too long.
 - f)handing in my resignation

4.Complete the sentences with either the infinitive or *-ing* form of the verb *to advertise*.

- 1.We plan....all our vacancies on our website.
 - 2.This vacancy needs to be filled urgently, so don't delay
 - 3.There aren't a lot of enquiries because we forgot.....in the local paper
 - 4.The board have decided..... the post of Deputy H R Manager more widely.
 5. I think we should stop in The Westland Echo. They're far too expensive.
5. Correct the two sentences which are grammatically wrong.
1. When I suggested to hire more part-time staff, nobody listened to me.
 2. Unfortunately, my previous employer failed to provide the reference I needed.
 3. If you want your covering letter to be accurate. I recommend doing at least one spell check.
 4. I must remember calling the job centre to enquire about part-time jobs.
 5. I have arranged to see the H R manager tomorrow morning.

6. Put the items in the correct order to make sentences.

1. to take / action / were threatening / industrial / the unions
2. to raise / they / by two per cent / offered / my salary
3. to be / I / next year / my line manager / promoted / expect / I've told

- 4.to favour / younger candidates / I thought / tended / the interviewer
 5.to relocate / that / I'm / my company / worried / intends
 6.to represent / claims / of our workforce / the union / over sixty per cent

7.Complete the sentences with the correct preposition.

- 1.We look forward.....hearing from you.
- 2.Please read the contract carefully signing it.
- 3.We are thinkinghiring some part-time workers.
- 4.The unions are firmly opposed any redundancies.
- 5 They were all in favourrelocating production to Romania.

6.Complete the job advertisement with items.

*recruiting for fluent short-listed candidates CV an interview remuneration
 successful applicant applications responsible to well-qualified*

Chief IT Officer (CITO)

Agribank, one of the three leading banks in the country, is... an exceptionally.....IT specialist to manage the development of software, deployment of hardware, and support of various computing technologies at its headquarters and its eight regional branches.

Duties and responsibilities:

The CITO is.....the General Manager for the satisfactory performance of all technology functions performed within the country:

- Management of Agribank IT staff
- Software development activities
- Software and hardware maintenance activities
- Long-range technology planning

The..... will be.....in English and German. We offer an attractive.....package and long-term career prospects.

Interested candidates should send their letter of application and via e-mail.

Closing date for.....Friday, 3 June.

Only..... will be contacted for ..

9. Nancy Oberweis is applying for the post described in Exercise A. Put the

sentences (a-h) in the correct order to write her e-mail to Agribank.

□ Read the passage below about the human consequences of redundancies

From:Nancy.Oberweis@pt.lu

To:hrm@agribank.com

- a) Dear Ms Asselborn.
- b) The aim of the project is to equip the Ministry of Finance with up-to-date computer systems, develop adequate software, and support the local IT staff responsible for technology planning.
- c) Finally, please do not hesitate to contact me if you need any further details.
- d) With the benefit of all the experience I have gained there. I now look forward to a challenge and a steady career in my home country. If I am short-listed, could you please let me know whether you would be willing to consider a telephone interview.
- e) I look forward to hearing from you.
- f) I am enjoying all these responsibilities tremendously. However, the project will be completed in three months' time and I will therefore leave Bulgaria.
- g) Since September 2007, I have been working as IT consultant on a UN-sponsored project in Bulgaria.
- h) With reference to your advertisement in the Luxembourg Daily News of May 10, I would like to apply for the post of Chief IT Officer. As you can see from the attached CV, I obtained my MSc in mathematics and computer science from Imperial College London in July 2007.

Yours sincerely.

Nancy Oberweis

- In each line 1-9 there is one wrong word.
- For each line, underline the wrong word in the text, and write the correct word in the space provided.

Articles about redundancies frequently focus on numbers and statistics and tend to ignore the psychological impact of job losses.

1 Naturally, reactions to redundancies vary from one individual to another and
2 depend on age and the number of years spent with the company, among other
3 factors. However, most of the victims initially feel disbelief, then anger and
4 depression. Indeed, such a change in their professional circumstances can have
5 a devastating effect on their home lives and family relationships. Very often,
6 for example, losing one's job means having to relocate, sometime far away

7 from one's relatives and closed friends. In addition, redundancies also have
8 long-lasting effect on those who survive them. Survivors often feel guilty
9 about being luckiest than those who had to go, betrayed by management, and
frightened of being next in line.

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 “Infinitive” “Gerund” 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’ Intermediate Business English Coursebook: учебное пособие/ David Cotton. – Pearson, 2015. – 176с.
2. Paul Emmerson “Business Vocabulary Builder” the words and phrases you need to success/ intermediate : учебное пособие. – Macmillan education, 2016.-178с.
3. The Economist [Электронный ресурс]. – Режим доступа: <http://www.economist.com/>

Задание 2.

2.1. Цель и содержание задания

*Цель задания*²: развитие навыков сопроводительного письма с использованием определенных лексических и грамматических конструкций.

Содержание задания: Write the covering letter in response to the following advert about 160-180 words.

Web designer needed to start ASAP. You should have relevant experience and be up to date with the latest software trends in the industry. We are looking for a highly creative individual with a proven ability to work as part of a team.

Please send your CV and samples of your work to Claire Gifford at

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

2.2. Методические рекомендации для выполнения задания

Для корректного составления сопроводительного письма необходимо изучить и проанализировать все этапы написания письма, а так же систематизировать свои знания в использовании необходимых лексических и грамматических конструкций при оформлении писем.

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. Paul Emmerson "Business Vocabulary Builder" the words and phrases you need to success/ intermediate : учебное пособие. – Macmillan education, 2016.-178с.
3. The Economist [Электронный ресурс]. – Режим доступа: <http://www.economist.com/>

Задание 3.

3.1 Цель и содержание задания

*Цель задания*³: развитие навыков монологической речи при составлении рассказа с использованием определенных лексических и грамматических конструкций с опорой на вопросы в качестве плана.

Содержание задания: Make a telling about your career answering the questions.

1. What is your typical working day like in your company? What time of day do you prefer to work? Why? What duties do you have? What can you say about you colleagues? Are comfortable at work? Why? Why not? What do you like most about the job you are doing now? What pros and cons are there in your work? What accomplishments are you most proud of? What negative case happened to you at work? Where do you see yourself in 5 years?)

³Цель задания соответствует результатам изучения дисциплины (знания, умения, навыки), представленным в рабочей программе

2. What did you dream of doing, when you were younger? Why hasn't it happened? What's your occupation now? What job experience do you have? Have you ever written a covering letter? How have you looked for a current job? Was it difficult for you? What have you met with difficulties to apply for work? Why? How often do you change your place of work? Are you ambitious? If so, in what ways are you ambitious? What are goals for the future

3.2 Методические рекомендации для выполнения задания

При составлении своего рассказа, необходимо предварительно ответить на вопросы, группируя ответы в связный текст и лаконично вписывая необходимые грамматические и лексические конструкции .

3.3 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. Paul Emmerson "Business Vocabulary Builder" the words and phrases you need to success/ intermediate : учебное пособие. – Macmillan education, 2016.-178с.
3. The Economist [Электронный ресурс]. – Режим доступа:
<http://www.economist.com/>

Вопросы к зачету с оценкой

1. Marketing strategy
2. Marketing methods
3. Product promotion
4. Advertising
5. Planning advertising campaign
6. A staffing plan
7. Organizational planning
8. Managing people in an organization
9. Qualities of a manager
10. Managing conflicts
11. Starting a business. What conditions are important for people starting new businesses
12. Products. Product classification
13. Dealing with personal conflicts in a company
14. Marketing mix
15. Business plan