**Методические рекомендации к выполнению контрольной работы по курсу «перевод в деловой коммуникации».**

При подготовке к выполнению контрольной работы необходимо изучить материал из источников, указанных после текста контрольной работы. После этого, не обходимо внимательно выполнить задания. Задания должны быть написаны от руки в отдельной тетради.

**1. Write a letter to your foreign partner, using the additional phrases. In your letter:**

* introduce yourself;
* say ‘thank you’ to your partner foe the information he has given you in the previous letter;
* assure your partner that you are ready for long cooperation with his firm.

**2. Comprehension questions:**

* What letters are included into business correspondence?
* What are the major elements of a business letter?
* When is the letter-head used?
* What does the reference mean in a letter?
* What information is given in the address?
* What are the requirements established for the text of business letter?
* What expressions are used in the salutation of business letter?
* What should be indicated in the heading of business letter?
* What should be subscription in a business letter?
* What may be enclosed in a business letter?

**3. Put underlined words into the plural form:**

* He is a businessman.
* I received a photo of this city.
* Send the fax to him.
* A big company needs a well-qualified manager.
* The delivery must not be delayed, it’s the duty of your firm.
* Sales representative must be a creative person.

**4. Write a letter of congratulation.**

**5. Write down a similar inquiry for equipment you need:**

a. to make furniture

b. to open a new line of skin care products

**6. Fill in the gaps with *have to* or *should***

1. When you catch a plane, you………..check in before you board the plane.

2. You……………wear comfortable clothing.

3. A pilot…………..train for many years.

4. People who want to smoke………….sit in certain seats.

5. You …………….wear your seat belt all the time. You can take it off.

**7. Where do these people usually work?**

Accountants work in the *department.*

Scientists often work………………..

Sales people ………………………..

Lawyers…………………………….

PR people…………………………..

Training Managers…………………

**8. Complete the sentences by putting the verbs in brackets into either the past simple or past continuous. Sometimes the same tense is used twice; sometimes different tenses are used.**

1. What *did you eat* (eat) when you *went* (go) to Paris?

2. The last time something like this……………..(happen), she………………(call) a press conference immediately.

3. Anne……………….(explain) her proposal when Pedro………….(interrupt) her.

4. We never go to the chance to interview him. While we ……………(investigate) the incident, he …………….(resign).

5. When he ………….(wait) for the meeting to begin when he ………….(call) to say that he was struck in a traffic jam.

6. When I…………..(clean) the piece I …………….(drop) it by mistake.

**9. Underline the correct word.**

1. I am really angry about/with them for not letting us know sooner.

2. I’ve spoken to Robert and I’m reasonable happy with/for all the arrangements.

3. I’m really happy with/for Maggie, she deserved to get promoted.

4. I’m a little bit annoyed about/with all this confusion with the wrong invoices.

5. I’m a little bit annoyed about/with them for sending the wrong invoices.

6. I’m sorry about/for what happened yesterday.

7. I’m sorry about/for arriving so late – I got delayed in traffic.

**10. Complete the sentences with the a preposition from the list below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| between | between | for | for | in | in |
| of | of | to | to | with | with |

1. Have you received a reply *to* the e-mail you sent yesterday?

2. The demand…………..microchips is very cyclical.

3. The results this year are in strong contrast …………..those of the year before.

4. There is a strong contrast…………….those of the year before.

5. What’s the matter……………..your PC? Has it crashed?

6. Last year there was a fall…………….unemployment…………….0,5%.

7. Is there any difference ………………..these two boxes? They both look the same.

**11. Answer the questions to check your knowledge of wholesaling and retailing processes.**

1. What is the aim of wholesaling?

2. What is a direct channel of distribution? Give an example.

3. What is a indirect channel of distribution? Give an example.

4. Is there any difference between a merchant wholesaler and an agent middleman?

5. What is retailing?

6. What types of retail stores do you know?

7. In what way does a retailer serve a customer? a manufacture?

8. What per cent of the price of the goods sold goes to the retailer?

**12. Complete each sentence with a passive verb. You may need a negative form.**

1. Thousands of people see this advert every day.

 This advert……………….by thousands of people every day.

2. They will not finish the project by the end of the month.

The project…………….by the end of the month.

3. They have closed fifty retail outlets over the last year.

 Fifty retail outlets…………..over the last year.

4. We are reviewing all of our IT systems.

 All of our IT systems…………………. .

5. We cannot ship your order until we receive payment.

 Your order……………..until we receive payment.

**13. Underline the correct words.**

1. I had my car *be repaired/repaired* yesterday.

2. Profits are expected *grow/to grow*  by 10% in the next quarter .

3. I *was born/born* in a little town just outside Dijon.

4. We’re getting the machines *cleaned/to be cleaned* tomorrow.

5.The Board is through to be *demanded/ have demanded* his resignation.

6. We have the components *assembling/assembled* in Taiwan.

7. Where exactly *were you born/did you born?*

8. She supposed to *been looking/to be looking* for a new job.

**14. What are the main parts of a business letter?**

**15. Write down a business letter (100-120 words).**

**16. Underline the correct words.**

1. Where is *a/the* fax they sent this morning? I can’t find it.

2. I have *an/the* appointment at a/the bank.

3. I had *a/the* very good holiday. *A/the* weather was marvellous.

4. I’ve been working so hard that I need *a/the* break.

5. They are *a/the* largest manufactures of light bulbs in *a/the* world.

6. A/the presentation was *a/the* great success.

7. Can I give you *a/the* lift to the station?

8. I think I need a/the new pair of glasses.

9. We need to reach *a/the* decision as soon as possible.

10. There must be *a/the* answer to *a/the* problem.

**17**. **Put *a, the* into the gaps where it’s necessary.**

Mr Ivanenko is….businessman. He lives in….Ukraine. He works in…Utel-Company in….Moscow. He often goes on…business to…England. He is flying to…London tomorrow. His ticket is on…desk, together with…passport and… traveller’s cheques.

**18. Rewrite the sentences using** *just as; as if (as thoug); the way (like)*

1. I knew he would complain about everything, and he did.

 ………………………………………………………….

2. You said they would arrive late, and they did.

 ………………………………………………………….

3. Most people thought the play would be a success, and it was.

 ………………………………………………………….

4. The place sounds very quiet. I think it’s deserted.

 ………………………………………………………….

5. They look very happy. I think they’ve got some good news.

 ………………………………………………………….

6. He looks very angry. I think he’s going to make trouble.

 ………………………………………………………….

**19. Decide if you can miss out the relative pronoun (***who, which, that***). If you can, put brackets ( ) round it. If you can’t underline it.**

1. There is an attachment (that) you can use to link to a PC.

2. The attachment, that comes free with the product, is used to link a PC.

3. The person who I told you about is standing over there.

4. The meal, which was nothing special, cost us more than $50 a head.

5. The meal that we had last night wasn’t very good.

**20. Underline the correct words.**

1. The stationary who/which you ordered has arrived.

2. The speaker which/whose presentation I heard before lunch was very good.

3. Everyone which/that I met in the Milan office asked how you were.

4. The person of which/whose newspaper I borrowed has disappeared.

5. The person who/whom is responsible for this is Antonio Platini.

**21. Use too which one of the following adjectives or adverbs to complete each of the sentences below.**

 tired quickly expensive late far

1. I should have gone to work today but I felt …………….to get out of bed.

2. You’d better take a bus to the city centre. It’s……………. to walk

3. My French isn’t very good. People always speak ….for me to understand.

4. I can’t afford to go abroad this year. The air fairs are …………..much……….. .

5. We missed most of the party. We arrived ……...much…….... .