МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ

РОССИЙСКОЙ ФЕДЕРАЦИИ

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ

ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ

«ДОНСКОЙ ГОСУДАРСТВЕННЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ»

Кафедра «Иностранный язык в сфере технических наук и технологий»

**МЕТОДИЧЕСКИЕ УКАЗАНИЯ**

по выполнению контрольной работы

по дисциплине Профессиональная коммуникация на иностранном языке (английский язык)

Ростов-на-Дону

ДГТУ

2025

УДК 811.111

Составитель: И.В. Щербакова

Методические указания по выполнению контрольной работы по дисциплине Профессиональная коммуникация на иностранном языке (английский язык): Методические указания / сост. И.В. Щербакова. – Ростов-на-Дону: Донской государственный технический университет, 2025. – 70 с.

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# **Введение**

Данные методические указания ориентированы на оказание помощи студентам кафедры «Иностранный язык в сфере технических наук и технологий ФГОУ ВО «Донской государственных техническийуниверситет» всех уровней, форм и направлений подготовки в написании и оформлении основных видов письменных научно-исследовательских работ – контрольной работы, курсовой работы.

В методических указаниях представлены требования и рекомендации по написанию и оформлению контрольной работы для студентов бакалавриата и магистратуры. В методических указаниях представлены образцы оформления титульных листов, содержания, списка литературы и др.

# **Цель выполнения контрольной работы**

Цель методических указаний по контрольной работе — реализация государственных требований к минимуму содержания и уровню подготовки выпускников по специальности при заочной форме обучения по конкретной учебной дисциплине. Также цель — оказание помощи студентам в организации их самостоятельной работы над изучением учебного материала.

Цель контрольной работы — проверка и оценка знаний студентов, получение информации о характере их познавательной деятельности, уровне самостоятельности и активности, об эффективности форм и методов учебной деятельности.

# **Основные этапы работы обучающегося при выполнении контрольной работы**

1 Контрольная работа является одним из обязательных видов работ в ходе учебного процесса и выполняется в соответствии с учебными планами.

2 Тематика контрольных работ по учебным дисциплинам каждый год пересматривается и утверждается соответствующей кафедрой одновременно с утверждением графика их написания и сдачи.

3 Контрольные работы предполагают активное осмысление и закрепление самостоятельно проработанного материала по лекционному курсу.

4 Контрольная работа сдается на кафедру не позднее, чем за 2 недели до экзамена.

5 Контрольное задание предлагается в пяти вариантах.

6 Номер вашего варианта определяется *по последней цифре* в вашей зачетной книжке.

1 вариант – цифры 1, 2.

2 вариант – цифры 3, 4.

3 вариант – цифры 5, 6.

4 вариант – цифры 7, 8.

5 вариант – цифры 9, 0.

7 Контрольная работа должна быть выполнена в отдельной тетради. На обложке тетради необходимо указать: факультет, курс, номер группы, фамилию, имя и отчество, дату, номер контрольного задания и вариант.

8 Первую страницу необходимо оставить чистой для замечаний и рецензии преподавателя.

9 Контрольная работа должна быть написана четким подчерком, для замечаний преподавателя следует оставить поля.

10 Контрольная работа, выполненная не полностью или не отвечающая вышеприведенным требованиям, не проверяется и не засчитывается.

11 Проверенная контрольная работа должна быть переработана студентом (та часть ее, где содержатся ошибки и неточности перевода) в соответствии с замечаниями и методическими указаниями преподавателя. В той же тетради следует выполнить «Работу над ошибками», представив ее на защите контрольной работы.

I курс

1. Выполнение контрольной работы № 1.

2. Защита вышеупомянутой контрольной работы.

Титульный лист для обложки приводим ниже.



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подпись, дата И.О.Фамилия

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# **Общие требования к выполнению контрольной работы**

Контрольное задание предлагается в пяти вариантах.

Номер вашего варианта определяется по последней цифре в вашей зачетной книжке.

1 вариант - цифры 1, 2.

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Контрольная работа должна быть выполнена в отдельной тетради. На обложке тетради необходимо указать: факультет, курс, номер группы, фамилию, имя и отчество, дату, номер контрольного задания и вариант.

Первую страницу необходимо оставить чистой для замечаний и рецензии преподавателя.

Контрольная работа должна быть написана четким подчерком, для замечаний преподавателя следует оставить поля.

Контрольная работа, выполненная не полностью или не отвечающая вышеприведенным требованиям, не проверяется и не засчитывается.

Проверенная контрольная работа должна быть переработана студентом (та часть ее, где содержатся ошибки и неточности перевода) в соответствии с замечаниями и методическими указаниями преподавателя. В той же тетради следует выполнить «Работу над ошибками», представив ее на защите контрольной работы.

Титульный лист для обложки приводим ниже.



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# **Часть 1. Лекционный материал**

**Lecture 1. General rules of scientific communication:**

1. Clarity and conciseness: **Scientific communication demands clear, concise, and precise language that is free from jargon, technical terms, and ambiguous language. Sentences should be short, and explanations should be straightforward so that both scientists and non-scientists can easily grasp the details of the research.**

2. Correspondence of genre: Different scientific works fall under different genres, such as journal articles, conference papers, thesis papers, posters, and presentations, with different requirements for format, structure and language. Researchers must choose an appropriate genre to publish their work in to ensure that their research is presented effectively and professionally.

3. Originality: To gain recognition in the scientific community, it is essential to present original work that has not been previously published. Researchers must also clearly acknowledge the contributions of other scientists in their field, indicating any influence or inspiration they may have had.

4. Citation: Researchers must cite all sources used in their research and ensure that all citations are accurate and referred to in the text or in the reference list of the paper. A proper understanding of the origins and context of one's work is essential to scientific communication.

5. Strict logic: Scientific research follows a strictly logical and orderly progression, and it is crucial to maintain this logic throughout the study. Each stage of the research must be closely aligned with other sections, and overall results must match the original hypothesis.

6. Collaborate: Scientific research requires close collaboration with other researchers and scientists so that the study's findings can be verified and synthesized. Cooperation and teamwork are essential to scientific progress, and researchers are encouraged to participate actively in scientific communities and organizations.

7. Openness and accessibility: Good scientific communication is characterized by openness and accessibility to all who may be interested in the research. Researchers should make their research findings accessible to both their scientific peers and the general public. Open access to scientific information and data is becoming increasingly important, as it can lead to new discoveries and increase widespread awareness of scientific advancements.

8. Respect for other scientists: Scientific communication requires a respectful and professional approach to colleagues and other researchers. Researchers should listen to and value the opinions of others in their field and be willing to collaborate to solve problems and overcome obstacles. It is also essential to acknowledge the contributions and successes of other researchers in one's field. **Good scientific communication should be based on objective and empirical evidence**

9. **The main goal of scientific communication is to share research outcomes with other individuals in the field**

**Lecture 2. Scientific conference. Creating a presentation**

**The purpose of scientific conferences is to present research findings to other experts in the field**. The goal of a presentation is to communicate **a message effectively to an audience.** **A well-delivered scientific presentation should demonstrate a high level of proficiency in public speaking and presentation skills. The introduction of a scientific presentation should be engaging and grab the audience's attention from the outset.**

1. Research the conference beforehand: before the conference, it is crucial to thoroughly investigate the conference's themes, topics, and goals, as well as the audience's expectations and backgrounds. This information will help you tailor your presentation to the conference's context, objectives, and audience.

2. Create a well-organized presentation: A well-organized presentation is critical in highlighting the main points and outcomes of your research. Make sure you have a clear structure, including introductions, body, and conclusions. Use visuals such as slides, diagrams, and graphs to support your presentation and make it more interesting and understandable. **One of the most important factors in creating a successful scientific presentation is audience expectations and thorough preparation of the research topic**

3. Practice your presentation: One of the most important aspects of preparing for a scientific conference is to practice your presentation. Practice in front of colleagues, grad students, or principal investigators, and get feedback that can help improve your presentation before the conference.

4. Be concise: Stick to the main points and objectives of your research, and highlight only essential findings and results. Avoid lengthy introduction or irrelevant details that may dilute the main message of your presentation.

5. Speak clearly: Speak clearly and slowly, making sure your voice is projected to the audience. It is also essential to enunciate and articulate your words to avoid misunderstanding or confusion.

6. Use appropriate body language: Your body language is essential in communicating effectively with your audience. Stand up straight, make eye contact, and use hand gestures that are natural and not distracting.

7. Use appropriate visuals: Visual aids such as slides, diagrams, and graphs are useful in conveying complex information and data. **Slides used in scientific presentations should be visual and clearly labeled to enhance understanding and engagement.**

**Visual aids such as slides can be used effectively in a presentation by providing visual support for key points and limiting the amount of text on each slide**

8. Engage with the audience: Engage with your audience by inviting them to ask questions, share their opinions, or participate in interactive activities. Maintain eye contact with them, be attentive to their responses, and address their concerns appropriately. **Effective scientific presentations should be delivered with a confident and assertive demeanor to engage and persuade the audience.**

**The importance of knowing your audience when preparing a presentation is to tailor the presentation to the interests and knowledge level of the audience.**

9. Stay within the time limit: Follow the time allocated to you by the conference organizers, and make sure you finish your presentation on time. Be mindful of the time, and know when to move on to the next point.

10. Show enthusiasm: Exude your passion and interest in your research topic, and keep the tone of your presentation enthusiastic and positive. Remember that the audience is interested in learning from you, so be authentic and speak with conviction.

11. Effective scientific presenters should be able to summarize the main points of their research findings and answer **questions**

In summary, preparing for a scientific conference takes time, effort, and attention to detail. By researching, practicing, and preparing accordingly, you can create an engaging and informative presentation that leaves a lasting. To ensure that the presentation is clear, concise, and engaging, one of the most important elements of a successful presentation is proper **preparation.** **A good presentation is engaging and informative, while a bad presentation is boring and unorganized**. **Presenters should avoid during the presentation reading from a script and using jargon and technical terms the audience may not understand.**

**Lecture 3. Rendering of the article**

To render an article effectively, you can follow these steps:

1. Read and Understand: Carefully read and understand the original article to grasp the main ideas, arguments, and supporting details.

2. Identify Key Points: Identify the key points and main arguments in the article. Highlight or take notes to make the process easier.

3. Outline the Structure: Create an outline for your rendered version. Decide on the structure and flow of your version, making sure to maintain the coherence and logical progression of ideas.

4. Paraphrase and Summarize: **Rewrite each paragraph or section using your own words.** Paraphrase the sentences while preserving the original meaning and intent. Summarize lengthy passages into concise and clear sentences.

5. Maintain the Tone and Voice: Keep the tone and voice consistent with the original article. This includes maintaining the author's style, formality, or informality, depending on the nature of the article.

6. Use Transitional Phrases: Ensure smooth transitions between sentences and paragraphs by using appropriate transitional phrases. This helps maintain the flow of the article.

7. Check for Accuracy: Double-check your rendered version for accuracy. Ensure that you have captured the key points and accurately represented the author's ideas.

8. Revise and Edit: Review your rendered article for clarity, coherence, and grammar. Make necessary edits and revisions to improve the overall quality.

9. Cite and Attribute: If required, properly cite and attribute the original article, giving credit to the original author.

10. Proofread: Finally, proofread your rendered article for any spelling or grammatical errors before finalizing it.

By following these steps, you can effectively render an article while maintaining its integrity and essence.

|  |  |
| --- | --- |
| **1. Place of origin** | The article is (was) printed / published in...  The article is from а newspaper under the nameplate... |
| **2. Time of origin** | The publication date of the article is...  The article is dated the first of October 2008.  The article is printed on the second of October, 2008. |
| **3. Author** | The article is written by…  The author of the article is...  The article is written by а group of authors. They are… |
| **4. Theme / Topic** | The article is about...  The article is devoted to...  The article deals with the topic...  The basic subject matter of the script is...  The article touches upon the topic of...  The article addresses the problem of...  The article raises/brings up the problem...  The article describes the situation...  The article assesses the situation...  The article informs us about… / comments on…  The headline of the article corresponds to the topic. |
| **5. Main idea /**  **Aim of the article** | The main idea of the article is…  The purpose of the article / author is to give the reader some information on...  The aim of the article / author is  • to provide the reader with some information about...;  • to provide the reader with some material / data on...  • to inform about...;  • to compare / determine...; |
| **6. Contents of the article**  **(а short summary of 3 or 4 sentences) + important facts, names, figures.** | The article can be divided into some parts.  The first part deals with...  The second covers the events...  The third touches upon the problem of...  The fourth part includes some interviews, dialogues, pictures, reviews, references, quotations, figures.  The article is written in the form of the monologue, from the first / third person narration.  The author starts by telling the reader that... (writes, states, stresses, depicts, says, informs, underlines, confirms, emphasizes, puts an accent on, accepts / denies the fact, reports, resorts to, hints on, inclines to, points out... and so on)  Later the article / the author describes...  The article / the author goes on to say that...  According to the text...  In conclusion...  The author comes to the conclusion / concludes that…  The key sentence / words of the article (is / are) the following... |
| **7. Vocabulary of the article**  – **the topical vocabulary**  – **the author's vocabulary** | While reading I've come across some topical words and expressions like.../ A great number of words belong to the topic…  The author's vocabulary is rather vivid, poor, rich…  The author resorts to colourful general phrases/ clichés / stable statements / understatements / exaggerations / words with negative / positive connotation / fine words / descriptive adjectives / comparisons (to create а vivid picture, а humorous effect / to enforce the influence on the reader).  We see the author's mastery in conveying the main idea to the  reader with the help of the phrases / parenthesis / sayings / proverbs |
| **8. Personal opinion /**  **impression of the article** | I found the article interesting / important / useful / dull / of no value / (too) hard to understand and assess (Why?)  I appreciate the author's word-painting as / superb / ordinary / exaggerated.  I think / believe that...  My point is that...  In my opinion...  To my mind... |
| **9. Personal view on the topic / idea / problem** | The message of the writer is clear to understand...  I share the author's view...  I see the problem in a different way...  I don't quite agree with the fact (that)... |

Steps involved in effective rendering of scientific writing

1) Understanding the original text

2) Structuring the revised text

3) Checking for accuracy

**Lecture 4. General rules for academic writing:**

1. Clarity and Conciseness: Academic writing should be clear, concise, and to the point. Use clear and specific language to convey your ideas effectively. **In academic writing clarity is important to ensure that ideas and research findings are accurately conveyed and understood.**

2. Formal Tone: Maintain a formal tone in academic writing. Avoid using slang, colloquial language, or overly informal expressions. Using appropriate language, tone, and level of detail, scientific articles should be written for a **target** audience.

3. Objective and Impersonal: Academic writing should strive to be objective and impersonal. Use third-person pronouns and avoid personal opinions or biases unless specifically requested.

4. Proper Structure: Follow a logical structure in your writing, including the introduction, body paragraphs, and conclusion. Each paragraph should focus on a single main idea and be well-developed.

5. Evidence and Support: Use evidence, examples, and citations from credible sources to support your arguments. Properly cite and reference all sources used in your writing. **Evidence for the claims and arguments presented in academic writing is provided with in-text citations**

6. Avoid Plagiarism: It is important to properly acknowledge and cite any ideas or information taken from other sources to avoid plagiarism. Use quotation marks for direct quotes and paraphrase information appropriately. **Plagiarism means using of someone else's ideas or words without proper attribution. In academic writing to avoid plagiarism, it is important to properly reference sources. In academic writing, it is important to use from reputable and reliable authors or organizations sources.**

7. Use of Academic Language: Familiarize yourself with the appropriate academic language for your field of study. Use discipline-specific terminology accurately and effectively. **Proper grammar and punctuation are crucial to effective communication in academic writing.**

8. Precise Vocabulary: Choose precise and accurate vocabulary to convey your ideas. Avoid vague or ambiguous language that can lead to confusion. **Academic writing requires the use of vocabulary appropriate to the subject matter being discussed which is called specialized.** **Scientific articles should be accessible to effectively convey research findings to the target audience, without being overly technical or using excessive jargon.**

9. Cohesion and Coherence: Ensure that your writing flows logically and cohesively. Use transitional words and phrases to connect ideas and create smooth transitions between paragraphs and sections. **A well-written scientific article should convey research findings in a clear and concise manner to the target audience.**

10. Proofreading and Editing: Always proofread and edit your work before submitting it. Check for grammar and spelling errors, as well as clarity and coherence of the content.

11. **The main purpose of academic writing is to demonstrate knowledge and critical thinking.**

12**. The purpose of peer review in academic writing is to ensure that research is rigorously evaluated by independent experts.**

13. **Academic writing is always objective while non-academic writing may not be.**

14**. A well-written scientific article or research paper should provide in a clear and organized manner reporting of the results and findings.**

**Lecture 5.**

***Abstract***

This is how your abstract should look like:

• *Problem:* What you have detected, and why you think this needs to be solved.

• *Objectives:* What you have set to achieve, and how it pertained to the problem.

• *Methodology:* What way you have selected to come to the solution of the problem.

• *Achievements:* What points you have reached and in what way it is connected to your objectives.

**The purpose of an abstract in academic writing is to provide a brief overview of the research. The research question, key findings and implications of the research are highlighted in an abstract**

***List of Figures***

It is a good idea to create a list of figures, that you use throughout your thesis. They will be easier to find.

***Introduction***

Work on the introduction of your thesis. Please consult your professor, as this would be the best way to create a proper introduction part for your thesis.The Body of the thesis (also known as “technical chapters”). The technical body of the thesis consists of several chapters. You need to follow a logical structure in how you present your work. If you are working on a process that consists of phases, please do not make your thesis look like a diary. Each chapter can be subdivided into sections. Each section can consist of subsections if needed. **The introduction section of a scientific article should provide readers with a clear and concise overview of the research objectives and methods used.** **The introduction of a scientific article should provide a clear and concise overview of the research topic, question, methodology, and results**

***Conclusion***

The conclusion of your thesis should consist of the following subsections:

• Summary. You need to summarize your achievement within the thesis.

• Evaluation. Take a look at what you have achieved and how well your objectives had been met.

• Future work. Explain how your results could be improved. Discuss on the further development of your work.

The main points of an academic essay are summarized, and final thoughts on the topic are provided in a well-written **conclusion.**

***References***

List all the sources used in your thesis that you have referenced to. You can use “auto-referencing” feature of your word processing software. **An important element of academic writing is citing all sources of information**

A paradigm of a research paper:

1) Introduction

2) Method

3) Results

4) Discussion

5) Conclusions

**Lecture 6. General rules for effective business communication**

1. Clarity and Conciseness: Be clear and concise in your communication. Use simple and straightforward language to convey your message effectively.

2. Understand Your Audience: Consider the needs and expectations of your audience. Tailor your communication style and content to match their level of knowledge and understanding.

3. Professional Tone: Maintain a professional and respectful tone in your business communication. Avoid using informal language, slang, or jargon that might be unclear to others**. The appropriate tone of voice to use during a business phone call is professional and polite.** **The appropriate way to end a professional email is closing with "Best regards" or "Sincerely".**

4. Use a Proper Structure: Organize your communication in a logical and structured manner. Use headings, subheadings, or bullet points to make your message easier to follow.

5. Be Specific and Relevant: Clearly state your purpose and provide specific and relevant details. Avoid unnecessary or irrelevant information that may confuse your audience.

6. Active Voice: Use the active voice to make your writing more concise and direct. This helps to clearly attribute actions and responsibilities.

7. Proofread and Edit: Always review your communication for errors, typos, and clarity. Ensure that your message is free from grammatical mistakes and that it flows smoothly.

8. Respectful and Courteous: Practice respectful and courteous communication by being polite, acknowledging others' perspectives, and using appropriate language. **To use profanity is NOT appropriate to do during a business phone call. The most important aspect of effective business negotiations is finding a mutually beneficial outcome for both parties involved.**

9. Use Proper Formatting: Follow the appropriate formatting guidelines for specific business communication types, such as letters, emails, reports, or presentations. Pay attention to font, spacing, and alignment.

10. Follow Up: When necessary, follow up on important communication to ensure that it has been received and understood. Promptly respond to any questions or requests for clarification.

11. **The most effective communication method for conveying complex information to a large group of people is face-to-face meeting.**

By following these general rules, you can improve your business communication skills and effectively convey your message in a professional manner.

**Lecture 7. General rules when communicating with individuals from another culture**

1. Learn about the Culture: Take the time to learn about the cultural norms, values, and customs of the other culture. This will help you understand their perspective and avoid misunderstandings.

2. Demonstrate Respect: Show respect for the cultural differences you encounter. Be open-minded and non-judgmental, and value their unique customs and practices.

3. Avoid Stereotypes: Do not rely on stereotypes or make assumptions about individuals based on their culture. Treat each person as an individual and avoid generalizations.

4. Adapt Communication Style: Be flexible in adapting your communication style to the cultural norms of the other culture. This includes factors such as directness, formality, and use of nonverbal cues.

5. Be Mindful of Language: Language can be a sensitive aspect of cross-cultural communication. Be patient with language barriers and avoid using slang, idioms, or complex vocabulary that may not be easily understood.

6. Listen and Observe: Actively listen to others and observe their nonverbal cues. Pay attention to their body language, tone of voice, and facial expressions to gain a better understanding of their messages.

7. Ask Questions: If you are unsure about something, it is better to ask questions respectfully and seek clarification rather than make assumptions. This shows your genuine interest in understanding their perspective.

8. Avoid Controversial Topics: Be cautious when discussing sensitive or controversial topics, such as politics, religion, or cultural issues. It is best to steer clear of potentially offensive subjects unless the other person brings them up.

9. Build Relationships: Building relationships and trust is important when communicating across cultures. Take the time to establish rapport and create a comfortable environment for open and honest communication.

10. Embrace and Learn from Differences: Instead of being intimidated by cultural differences, embrace them as an opportunity to learn and grow. Approach cross-cultural communication with curiosity and a willingness to expand your own perspectives.

Remember, effective cross-cultural communication requires ongoing learning, understanding, and respect. By applying these principles, you can foster positive and meaningful interactions with individuals from different cultural background.

**Lecture 8. Rules to consider when writing professional emails**

1. Clear and Concise Subject Line: Use a clear and concise subject line that accurately represents the purpose or topic of the email. This helps the recipient to quickly understand the content and prioritize their responses.

2. Use a Professional Salutation: Begin your email with a professional salutation, such as "Dear Mr./Ms./Dr./Professor [Last Name]." If you have a closer relationship with the recipient, you may use their first name, but always err on the side of formality.

3. Identify Yourself: Introduce yourself in the email if you are not already familiar to the recipient. Provide your full name, title, and any relevant affiliation to establish credibility.

4. Be Polite and Courteous: Use polite and courteous language throughout your email. Avoid using slang, abbreviations, or casual expressions. Remember to include a simple greeting and closing, such as "Dear," "Sincerely," or "Best regards."

5. Concise and Organized Content: Keep your email concise and focused. Clearly state the purpose of your email in the opening paragraph and provide necessary details in an organized manner. Use paragraphs and bullet points if appropriate.

6. Proofread and Edit: Always proofread your email for grammar, spelling, and punctuation errors. Check for clarity and ensure that the tone remains professional. Avoid using excessive exclamation marks or emoticons.

7. Use Proper Formatting: Use a professional email signature that includes your full name, title, contact information, and any relevant links (e.g., company website, LinkedIn profile). Format your text using a standard font and size, and use the appropriate formatting options such as bold or italics sparingly for emphasis.

8. Respond Promptly: Respond to emails in a timely manner, especially if the sender has requested a response or if it is urgent. If you need more time to provide a thorough response, acknowledge the email and communicate when you will provide a more detailed reply.

9. Proofread the Recipient's Email Address: Double-check the email address of the recipient before sending. Ensure that it is accurate and that you are sending the email to the intended person.

10. Maintain Confidentiality: Respect confidentiality and privacy. Avoid sharing sensitive or confidential information through email unless it is secure and appropriate to do so.

**The appropriate way to address someone in a professional email is using a combination of their first and last name. The purpose of the subject line in a professional email is to summarize the content of the email. The purpose of the body of a professional email is to provide details or information related to the subject line. You should include attachments with a professional email only if the attachment is directly related to the content of the email. The appropriate way to respond to a professional email that you do not have time to address immediately is to respond later with an apology for the delay and an estimated time for when you will be able to respond.**

# **Часть 2. Реферирование статьи на английском языке**

Уметь анализировать английский текст – это уже огромный прорыв в изучении языка. И неважно, лингвист вы или обычный студент. Если вы видите главную идею, особые «приметы» рассказа или статьи, значит, вы сможете его лучше понять и осмыслить. А это важно не только в плане языковых знаний, но и в плане общего развития. Итак, представим, что вам нужно сделать пересказ текста на английском. Какие общие фразы и структуры для этого использовать?

**Анализ текста на английском языке**

Для начала давайте разберемся, в чем суть реферирования статьи на английском. Это не просто краткое содержание, пересказ, а анализ. Вам необходимо выделить главную идею, описать главных героев или события, факты. Для всего этого есть вводные структуры, которые необходимо знать. Итак, с чего начать и чем закончить? Мы приведем вам в качестве примера несколько фраз. А вы выбирайте наиболее понравившиеся.

***1. Название статьи, автор, стиль***

1. The article I’m going to give a review of is taken from … . – Статья, которую я сейчас хочу проанализировать из … .
2. The headline of the article is … . – Заголовок статьи … .
3. The author of the article is … . – Автор статьи … .
4. It is written by … . – Она написана … .
5. The article under discussion is … . – Статья, которую мне сейчас хочется обсудить, ... .
6. The headline foreshadows … . – Заголовок приоткрывает … .

***2. Тема. Логические части***

1. The topic of the article is … . – Тема статьи … .
2. The key issue of the article is … . – Ключевым вопросом в статье является … .
3. The article under discussion is devoted to the problem … . – Статью, которую мы обсуждаем, посвящена проблеме … .
4. The author in the article touches upon the problem of … . – В статье автор затрагивает проблему … .
5. I’d like to make some remarks concerning … . – Я бы хотел сделать несколько замечаний по поводу … .
6. I’d like to mention briefly that … . – Хотелось бы кратко отметить … .
7. I’d like to comment on the problem of … . – Я бы хотел прокомментировать проблему … .
8. The article under discussion may be divided into several logically connected parts which are … . – Статья может быть разделена на несколько логически взаимосвязанных частей, таких, как … .

***3. Краткое содержание***

1. The author starts by telling the reader that … . – Автор начинает, рассказывая читателю, что … .
2. At the beginning of the story the author … – В начале истории автор …

* … describes – … описывает,
* … depicts – … изображает,
* … touches upon – … затрагивает,
* … explains – … объясняет,
* … introduces – … знакомит,
* … mentions – … упоминает,
* … recalls – … вспоминает,
* … makes a few critical remarks on … . – … делает несколько критических замечаний о … .

1. The story begins (opens) with a (the) … – История начинается …

* … description of … – … описанием … ,
* … statement … – … заявлением … ,
* … introduction of … – … представлением … ,
* … the mention of … – … упоминанием … ,
* … the analysis of a summary of … – … кратким анализом … ,
* … the characterization of … – … характеристикой … ,
* … (author’s) opinion of … – … мнением автора … ,
* … author’s recollections of … – … воспоминанием автора … ,
* … the enumeration of … – … перечнем … .

1. The scene is laid in … . – Действие происходит в … .
2. The opening scene shows (reveals) … . – Первая сцена показывает (раскрывает) … .
3. We first see (meet) … (*the name of a character*) as … . – Впервые мы встречаемся с … (имя главного героя или героев) … .
4. In conclusion the author … – В заключение автор …

* … dwells on … – … останавливается на … ,
* … points out … – … указывает на то … ,
* … generalizes … – … обобщает … ,
* … reveals … – … показывает … ,
* … exposes … – … показывает … ,
* … accuses / blames … – … обвиняет … ,
* … mocks at … – … издевается над … ,
* … gives a summary of … – … дает обзор … .

***4. Отношение автора к отдельным моментам***

1. The author gives full coverage to … . – Автор полностью охватывает … .
2. The author outlines … . – Автор описывает … .
3. The article contains the following facts … / describes in details … . – Статья содержит следующие факты …. / подробно описывает … .
4. The author starts with the statement of the problem and then logically passes over to its possible solutions. – Автор начинает с постановки задачи, а затем логически переходит к ее возможным решениям.
5. The author asserts that … . – Автор утверждает, что … .
6. The author resorts to … to underline … . – Автор прибегает к …, чтобы подчеркнуть … .
7. Let me give an example … . – Позвольте мне привести пример … .

***5. Вывод автора***

1. In conclusion the author says / makes it clear that … / gives a warning that … . – В заключение автор говорит / проясняет, что … / дает предупреждение, что … .
2. At the end of the story the author sums it all up by saying … . – В конце рассказа автор подводит итог всего этого, говоря … .
3. The author concludes by saying that … / draws a conclusion that … / comes to the conclusion that … . – В заключение автор говорит, что … / делает вывод, что … / приходит к выводу, что … .

***6. Выразительные средства, используемые в статье***

1. To emphasize … the author uses … . – Чтобы акцентировать внимание … автор использует … .
2. To underline … the author uses … . – Чтобы подчеркнуть … автор использует … .
3. To stress … – Усиливая …
4. Balancing … – Балансируя …

***7. Ваш вывод***

1. Taking into consideration the fact that … . – Принимая во внимание тот факт, что … .
2. The message of the article is that … . / The main idea of the article is … . – Основная идея статьи (послание автора) … .
3. In addition … / Furthermore … – Кроме того, …
4. On the one hand …, but on the other hand … – С одной стороны …, но с другой стороны …
5. Back to our main topic … – Возвращаясь к нашей основной теме, …
6. To come back to what I was saying … – Возвращаясь к тому, что я говорил, …
7. In conclusion I’d like to … – В заключение я бы хотел …
8. From my point of view … – С моей точки зрения …
9. As ar as I am able to judge … – Насколько я могу судить …
10. My own attitude to this article is … – Мое личное отношение к этой статье …
11. I fully agree with … / I don’t agree with … – Я полностью согласен с … / Я не согласен с …
12. It is hard to predict the course of events in future, but there is some evidence of the improvement of this situation. – Трудно предсказать ход событий в будущем, но есть некоторые свидетельства улучшения.
13. I have found the article dull / important / interesting /of great value – Я нахожу статью скучной / важной / интересной / имеющей большое значение (ценность).

Таким образом, чтобы хорошо проанализировать статью, ее необходимо несколько раз прочитать. Первый раз – ознакомительный, вы определяете стиль, тему. Во второй раз обращаете внимание на детали, на поведение героев, пытаетесь кратко передать основное содержание. Затем опять просматриваете и ищите то, что же автор хотел донести до читателя, что он для этого использовал. А затем продумываете свое отношение к прочитанному.

# **Часть 3. Публикационная грамотность**

Всем студентам необходимо пройти Электронный курс "Публикационная грамотность" на сайте <https://do.skif.donstu.ru/course/view.php?id=1064&ysclid=m24vunqrne42189024>

# **Часть 4. Варианты контрольной работы**

# **Вариант 1**

**I. Translate the 1ST paragraph from English into Russian using the dictionary**

**1. Construction processes**

Some construction projects are small renovations or repair jobs, like repainting or fixing leaks, where the owner may act as designer, paymaster and laborer for the entire project. However, more complex or ambitious projects usually require additional multi-disciplinary expertise and manpower, so the owner may commission one or more specialist businesses to undertake detailed planning, design, construction and handover of the work. Often the owner will appoint one business to oversee the project (this may be a designer, a contractor, a construction manager, or other advisors); such specialists are normally appointed for their expertise in project delivery and construction management and will help the owner define the project brief, agree on a budget and schedule, liaise with relevant public authorities, and procure the services of other specialists (the supply chain, comprising subcontractors). Contracts are agreed for the delivery of services by all businesses, alongside other detailed plans aimed at ensuring legal, timely, on-budget and safe delivery of the specified works.

Design, finance, and legal aspects overlap and interrelate. The design must be not only structurally sound and appropriate for the use and location, but must also be financially possible to build, and legal to use. The financial structure must be adequate to build the design provided and must pay amounts that are legally owed. Legal structures integrate design with other activities and enforce financial and other construction processes.

These processes also affect procurement strategies. Clients may, for example, appoint a business to design the project, after which a competitive process is undertaken to appoint a lead contractor to construct the asset (design–bid–build); they may appoint a business to lead both design and construction (design-build); or they may directly appoint a designer, contractor and specialist subcontractors (construction management). Some forms of procurement emphasize collaborative relationships (partnering, alliancing) between the client, the contractor, and other stakeholders within a construction project, seeking to ameliorate often highly competitive and adversarial industry practices.

Construction or refurbishment work in a "live" environment (where residents or businesses remain living in or operating on the site) requires particular care, planning and communication.

**2. Planning**

When applicable, a proposed construction project must comply with local land-use planning policies including zoning and building code requirements. A project will normally be assessed (by the 'authority having jurisdiction, AHJ, typically the municipality where the project will be located) for its potential impacts on neighbouring properties, and upon existing infrastructure (transportation, social infrastructure, and utilities including water supply, sewerage, electricity, telecommunications, etc.). Data may be gathered through site analysis, site surveys and geotechnical investigations. Construction normally cannot start until planning permission has been granted, and may require preparatory work to ensure relevant infrastructure has been upgraded before building work can commence. Preparatory works will also include surveys of existing utility lines to avoid damage-causing outages and other hazardous situations.

Some legal requirements come from malum in se considerations, or the desire to prevent indisputably bad phenomena, e.g. explosions or bridge collapses. Other legal requirements come from malum prohibitum considerations, or factors that are a matter of custom or expectation, such as isolating businesses from a business district or residences from a residential district. An attorney may seek changes or exemptions in the law that governs the land where the building will be built, either by arguing that a rule is inapplicable (the bridge design will not cause a collapse), or that the custom is no longer needed (acceptance of live-work spaces has grown in the community).

During the construction of a building, a municipal building inspector usually inspects the ongoing work periodically to ensure that construction adheres to the approved plans and the local building code. Once construction is complete, any later changes made to a building or other asset that affect safety, including its use, expansion, structural integrity, and fire protection, usually require municipality approval.

**3. Finance**

Depending on the type of project, mortgage bankers, accountants, and cost engineers may participate in creating an overall plan for the financial management of a construction project. The presence of the mortgage banker is highly likely, even in relatively small projects since the owner's equity in the property is the most obvious source of funding for a building project. Accountants act to study the expected monetary flow over the life of the project and to monitor the payouts throughout the process. Professionals including cost engineers, estimators and quantity surveyors apply expertise to relate the work and materials involved to a proper valuation.

Financial planning ensures adequate safeguards and contingency plans are in place before the project is started, and ensures that the plan is properly executed over the life of the project. Construction projects can suffer from preventable financial problems. Underbids happen when builders ask for too little money to complete the project. Cash flow problems exist when the present amount of funding cannot cover the current costs for labour and materials; such problems may arise even when the overall budget is adequate, presenting a temporary issue. Cost overruns with government projects have occurred when the contractor identified change orders or project changes that increased costs, which are not subject to competition from other firms as they have already been eliminated from consideration after the initial bid. Fraud is also an occasional construction issue.

Large projects can involve highly complex financial plans and often start with a conceptual cost estimate performed by a building estimator. As portions of a project are completed, they may be sold, supplanting one lender or owner for another, while the logistical requirements of having the right trades and materials available for each stage of the building construction project carry forward. Public–private partnerships (PPPs) or private finance initiatives (PFIs) may also be used to help deliver major projects. According to McKinsey in 2019, the "vast majority of large construction projects go over budget and take 20% longer than expected".

**4. Design**

In the industrialized world, construction usually involves the translation of designs into reality. Most commonly (i.e.: in a design-bid-build project), the design team is employed by (i.e. in contract with) the property owner. Depending upon the type of project, a design team may include architects, civil engineers, mechanical engineers, electrical engineers, structural engineers, fire protection engineers, planning consultants, architectural consultants, and archaeological consultants. A 'lead designer' will normally be identified to help coordinate different disciplinary inputs to the overall design. This may be aided by integration of previously separate disciplines (often undertaken by separate firms) into multi-disciplinary firms with experts from all related fields, or by firms establishing relationships to support design-build processes.

The increasing complexity of construction projects creates the need for design professionals trained in all phases of a project's life-cycle and develop an appreciation of the asset as an advanced technological system requiring close integration of many sub-systems and their individual components, including sustainability. For buildings, building engineering is an emerging discipline that attempts to meet this new challenge.

Traditionally, design has involved the production of sketches, architectural and engineering drawings, and specifications. Until the late 20th century, drawings were largely hand-drafted; adoption of computer-aided design (CAD) technologies then improved design productivity, while the 21st-century introduction of building information modeling (BIM) processes has involved the use of computer-generated models that can be used in their own right or to generate drawings and other visualisations as well as capturing non-geometric data about building components and systems.

On some projects, work on-site will not start until design work is largely complete; on others, some design work may be undertaken concurrently with the early stages of on-site activity (for example, work on a building's foundations may commence while designers are still working on the detailed designs of the building's internal spaces). Some projects may include elements that are designed for off-site construction (see also prefabrication and modular building) and are then delivered to the site ready for erection, installation or assembly.

**5. Employment**

Some workers may be engaged in manual labour as unskilled or semi-skilled workers; they may be skilled tradespeople; or they may be supervisory or managerial personnel. Under safety legislation in the United Kingdom, for example, construction workers are defined as people "who work for or under the control of a contractor on a construction site"; in Canada, this can include people whose work includes ensuring conformance with building codes and regulations, and those who supervise other workers.

Laborers comprise a large grouping in most national construction industries. In the United States, for example, in May 2021 the construction sector employed just over 7.5 million people, of whom just over 820,000 were laborers, while 573,000 were carpenters, 508,000 were electricians, 258,000 were equipment operators and 230,000 were construction managers. Like most business sectors, there is also substantial white-collar employment in construction – 681,000 US workers were recorded by the United States Department of Labor as in 'office and administrative support occupations' in May 2021.

Large-scale construction requires collaboration across multiple disciplines. A project manager normally manages the budget on the job, and a construction manager, design engineer, construction engineer or architect supervises it. Those involved with the design and execution must consider zoning requirements and legal issues, environmental impact of the project, scheduling, budgeting and bidding, construction site safety, availability and transportation of building materials, logistics, and inconvenience to the public, including those caused by construction delays.

There are many routes to the different careers within the construction industry. There are three main tiers of construction workers based on educational background and training, which vary by country:

Unskilled and semi-skilled workers

Unskilled and semi-skilled workers provide general site labor, often have few or no construction qualifications, and may receive basic site training.

Skilled tradespeople

Skilled tradespeople have typically served apprenticeships (sometimes in labor unions) or received technical training; this group also includes on-site managers who possess extensive knowledge and experience in their craft or profession. Skilled manual occupations include carpenters, electricians, plumbers, ironworkers, heavy equipment operators and masons, as well as those involved in project management. In the UK these require further education qualifications, often in vocational subject areas, undertaken either directly after completing compulsory education or through "on the job" apprenticeships.

**II. Make the summary of the text. Use the following phrases:**

|  |  |
| --- | --- |
| The text | * is about… * deals with… * presents… * describes… |
| In the text | * the reader gets to know… * the reader is confronted with… * the reader is told about |
| The author | * says, states, points out that… * claims, believes, thinks that… * describes, explains, makes clear that… * uses examples to confirm/prove that… * analyses/comments on… * tries to express… * compares X to Y * tries to convince the reader that… * concludes that… |

About the structure of the text:

* The text consists of…/is divided into…
* In the first paragraph, the author introduces…
* In the second part of the text/paragraph, the author describes…
* Another example can be found in paragraph…
* As a result …
* To sum up/to conclude…
* In the conclusion, the author sums up the main ideas…

**III. Write down 10 key words of the text and translate them into Russian.**

**IV. Make up your own CV using the basic structure and vocabulary.**

Basic CV structure:

1. Personal information - личная информация
2. Objective- цель
3. Education -образование
4. Qualifications - дополнительная квалификация
5. Work experience - опыт работы
6. Personal qualities - личные качества
7. Special skills - специальные навыки
8. Awards - награды
9. Research experience - научная деятельность
10. Publications -публикации
11. Memberships - членство в организациях
12. References – рекомендации

Vocabulary:

Marital status – семейное положение

Married - женат/замужем

Single – холост

To obtain a position as - получить должность в качестве

To apply skills as - применить навыки в качестве

Bachelor’s degree of Science – степень бакалавра

Master’s degree of Science – степень магистра

Diploma in Engineering – диплом инженера

Building Engineer – инженер-строитель

Chief Engineer – главный инженер

HR Manager – менеджер по подбору персонала

Accountant – бухгалтер

Broad experience in – обширный опыт в

Strong skills - уверенные навыки

Solid academic foundation of key concepts in - прочная теоретическая база в основных вопросах

Adaptable - способен быстро адаптироваться

Broadminded- с широкими взглядами, интересами

Competitive- конкурентоспособный

To fill a position - заполнить вакансию

To join the company - поступить на работу в компанию

Full-time employment - работа на полный рабочий день

Part-time employment - работа по совместительству

Work in the capacity of - работать в качестве

Fluency in foreign languages - уровень владения иностранными языками

Native — родной язык

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Working knowledge — можете читать и говорить, но не свободно

Basic knowledge — читаете со словарем

Knowledge of particular computer applications – уровень владения ПК, знание программ

**СV**

Laura Brown

Graphic Designer

|  |  |
| --- | --- |
| Adobe Creative Suite  Photoshop  In-Design  Illustrator  MAC CS4/CS5  Flash  3D animation | A highly talented, driven and flexible graphic designer with a proven record of  delivering creative and innovative design solutions. A proven ability of developing  projects from inception through production to final delivery, ensuring that all work is  effective, appropriate and delivered within agreed timescales. Able to work as part of a  team with printers, copywriters, photographers, other designers, account executives,  web developers and marketing specialists.  Now looking for a suitable graphic designers position with a ambitious and high profile  company.  WORK EXPERIENCE  Web Design Company – Coventry  GRAPHIC DESIGNER June 2008 - Present |
| PROFESSIONAL  First Aid Qualified  German speaker  PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British  PERSONAL SKILLS  Problem solving  Thinking creatively  Attention to detail  Communication skills | Duties:  Managing, producing and designing projects from brief to fulfilment.  Designing & creating marketing & e-marketing materials on a range of projects.  Ensuring consistency in a clients corporate and promotional brands.  Presenting finalised ideas & concepts to clients, colleagues and senior managers.  Answering queries from clients.  Creating original artwork for short and long term projects.  Involved in designing advertisements, brochures, handouts, flyers and online graphics.  Working with a range of media, including photography, to create final artwork.  Designing pitches and presentations for the sales teams.  Keeping up to date with new software, post-production techniques & industry trends.  Producing graphic content for site re-skins, page layouts, email designs, site graphics  & static & Flash banners.  KEY SKILLS AND COMPETENCIES  Innovative, highly creative, good at thinking 'out of the box'.  Keeping abreast of relevant new techniques in design software, media & photography.  Experience with catalogue, brochure and magazine design.  Willingness and ability to work independently and as part of a team.  Able to work under pressure, meet deadlines and multitask.  A knowledge of HTML and CSS.  Highly organised and able to prioritise own work schedule.  Able to work within brand and design guidelines.  Excellent graphical skills, creative flair and good colour sense. |
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**V. Make a formal letter using the basic structure and vocabulary.**

**Formal letter structure:**

1. **Sender’s address** – адрес отправителя

Пишется обычно в верхнем правом углу. Не исключено написание адреса и в верхнем левом углу. Последовательность написания адреса имеет большое значение. Сначала следует указать номер дома с названием улицы, через запятую номер квартиры. На следующей строке указывается город с почтовым индексом, на следующей строке — страна.

**For example:**

17 Hillside Road, Apt. 12

London W13HR

England

5 Nelson Street, Apt. 5

Chicago 19 200

USA

1. **Date** - дата

Указывается ниже, сразу после адреса. Точка после адреса не ставится. Существует несколько вариантов оформления:

21 December, 2017

December 21th, 2017

December 21, 2017

21th December, 2017

1. **Inside address** – адрес получателя
2. **Salutation** – обращение

К незнакомым людям применяются выражения:

(Dear) Sir, — (Уважаемый) Сэр/Господин

(Dear) Madam, — (Уважаемая) Госпожа/Мадам

Gentlemen, — Господа

К мало знакомым людям:

Dear Mr. Winter, -Уважаемый господин/мистер Винтер

Dear Miss Winter, — Уважаемая госпожа/ мисс Винтер (по отношению к не замужней женщине)

Dear Mrs. Winter — Уважаемая госпожа/ миссис Винтер (по отношению к замужней женщине)

1. **Opening sentence** – вступление

Это своего рода вводное предложение:

We are writing to enquire about — Настоящим просим сообщить о… Нас интересует информация о …

We are interesting in… and we would like to know… — Мы заинтересованы в … и хотели бы узнать…

1. **Body of the letter**- основной текст

Как правило, основной текст разбит на несколько абзацев. В первом абзаце следует указать цель или причины вашего письма.

We would like to point out that…- Мы хотели бы обратить ваше внимание на …

I’m writing to let you know that… -Я пишу, чтобы сообщить о …

We are able to confirm to you…- Мы можем подтвердить …

I am delighted to tell you that… -Мы с удовольствие сообщаем о …

We regret to inform you that… -К сожалению, мы вынуждены сообщить вам о…

Во втором абзаце можно указать уже детали и факты, соответствующие обсуждаемой ситуации. Можно задать интересующие вас вопросы или дать свою оценку обсуждаемому вопросу.

I am a little unsure about… -Я немного не уверен в …

I do not fully understand what… -Я не до конца понял…

Could you possibly explain…- Не могли бы вы объяснить…

I am afraid that … -Боюсь, что…

We would also like to inform you … -Мы так же хотели бы сообщить вам о…

Regarding your question about … -Относительно вашего вопроса о…

In answer to your question (enquiry) about …- В ответ на ваш вопрос о…

I also wonder if… -Меня также интересует…

В третьем абзаце можно написать пожелания, предложения, предполагаемые действия для сотрудничества в будущем.

Could you possibly…- Не могли бы вы…

I would be grateful if you could … -Я был бы признателен вам, если бы вы…

I would like to receive…- Я бы хотел получить…

Please could you send me…- Не могли бы вы выслать мне…

В четвертом абзаце нужно написать кульминационное предложение.

I would be delighted to …- Я был бы рад …

I would be happy to… — Я был бы счастлив…

I would be glad to… — Я был бы рад…

1. **Closing sentence** – заключение

Должно содержать благодарность за оказанное вам внимание и намерение продолжить переписку.

I look forward to … — Я с нетерпением жду,

hearing from you soon- когда смогу снова услышать вас

meeting you next Tuesday- встречи с вами в следующий Вторник

seeing you next Thursday -встречи с вами в Четверг

Please acknowledge receipt- Пожалуйста, подтвердите получение

Please do not hesitate\ feel free to contact us if you need any further information Пожалуйста, без колебаний обращайтесь к нам для получения дополнительной информации

1. **Complimentary close** - Заключительная вежливая фраза

Для человека, которого вы знаете, используется фраза: Yours sincerely,

Для незнакомого человека: Yours faithfully,

1. **Signature** – подпись отправителя
2. **Enclosure** – приложение

**Деловое письмо**

Hotel de la Playa   
Avenida de la Playa 108   
SP-03080 Alicante   
Spain

October 23, 2021

Ms. Margaret Smith, Director of Tour Operations   
Sun and Fun Tours   
25 Hammersmith Road   
Harlow, Essex CM19 5AA   
England

Dear Ms. Smith,

*RE: Delays in Completion of Construction at Hotel de la Playa*

We have recently been informed by our contractor that he will not be able to meet his promised schedule for completion of the modernization of our hotel. We deeply regret this occurrence for both our guests' and your sake. We wish that there was something that could be done, but the causes of this unfortunate event are outside of our control. A combination of inclement weather and a strike have delayed completion of the repairs. Naturally, we will do our utmost to limit the impact of this work on our guests, and I can assure you that we will pressure the contractors to complete the work as soon as possible. Realistically, however, we cannot expect the work to be completed until the end of January.

As both our interests are to ensure that our guests enjoy their vacation, I would appreciate it if you could contact me so that we can coordinate our efforts to achieve this goal.

Sincerely,

*Miguel Fuentes*

Miguel Fuentes, Manager

# **Вариант 2**

**I. Translate the 2nd paragraph from English into Russian using the dictionary**

**1. Construction processes**

Some construction projects are small renovations or repair jobs, like repainting or fixing leaks, where the owner may act as designer, paymaster and laborer for the entire project. However, more complex or ambitious projects usually require additional multi-disciplinary expertise and manpower, so the owner may commission one or more specialist businesses to undertake detailed planning, design, construction and handover of the work. Often the owner will appoint one business to oversee the project (this may be a designer, a contractor, a construction manager, or other advisors); such specialists are normally appointed for their expertise in project delivery and construction management and will help the owner define the project brief, agree on a budget and schedule, liaise with relevant public authorities, and procure the services of other specialists (the supply chain, comprising subcontractors). Contracts are agreed for the delivery of services by all businesses, alongside other detailed plans aimed at ensuring legal, timely, on-budget and safe delivery of the specified works.

Design, finance, and legal aspects overlap and interrelate. The design must be not only structurally sound and appropriate for the use and location, but must also be financially possible to build, and legal to use. The financial structure must be adequate to build the design provided and must pay amounts that are legally owed. Legal structures integrate design with other activities and enforce financial and other construction processes.

These processes also affect procurement strategies. Clients may, for example, appoint a business to design the project, after which a competitive process is undertaken to appoint a lead contractor to construct the asset (design–bid–build); they may appoint a business to lead both design and construction (design-build); or they may directly appoint a designer, contractor and specialist subcontractors (construction management). Some forms of procurement emphasize collaborative relationships (partnering, alliancing) between the client, the contractor, and other stakeholders within a construction project, seeking to ameliorate often highly competitive and adversarial industry practices.

Construction or refurbishment work in a "live" environment (where residents or businesses remain living in or operating on the site) requires particular care, planning and communication.

**2. Planning**

When applicable, a proposed construction project must comply with local land-use planning policies including zoning and building code requirements. A project will normally be assessed (by the 'authority having jurisdiction, AHJ, typically the municipality where the project will be located) for its potential impacts on neighbouring properties, and upon existing infrastructure (transportation, social infrastructure, and utilities including water supply, sewerage, electricity, telecommunications, etc.). Data may be gathered through site analysis, site surveys and geotechnical investigations. Construction normally cannot start until planning permission has been granted, and may require preparatory work to ensure relevant infrastructure has been upgraded before building work can commence. Preparatory works will also include surveys of existing utility lines to avoid damage-causing outages and other hazardous situations.

Some legal requirements come from malum in se considerations, or the desire to prevent indisputably bad phenomena, e.g. explosions or bridge collapses. Other legal requirements come from malum prohibitum considerations, or factors that are a matter of custom or expectation, such as isolating businesses from a business district or residences from a residential district. An attorney may seek changes or exemptions in the law that governs the land where the building will be built, either by arguing that a rule is inapplicable (the bridge design will not cause a collapse), or that the custom is no longer needed (acceptance of live-work spaces has grown in the community).

During the construction of a building, a municipal building inspector usually inspects the ongoing work periodically to ensure that construction adheres to the approved plans and the local building code. Once construction is complete, any later changes made to a building or other asset that affect safety, including its use, expansion, structural integrity, and fire protection, usually require municipality approval.

**3. Finance**

Depending on the type of project, mortgage bankers, accountants, and cost engineers may participate in creating an overall plan for the financial management of a construction project. The presence of the mortgage banker is highly likely, even in relatively small projects since the owner's equity in the property is the most obvious source of funding for a building project. Accountants act to study the expected monetary flow over the life of the project and to monitor the payouts throughout the process. Professionals including cost engineers, estimators and quantity surveyors apply expertise to relate the work and materials involved to a proper valuation.

Financial planning ensures adequate safeguards and contingency plans are in place before the project is started, and ensures that the plan is properly executed over the life of the project. Construction projects can suffer from preventable financial problems. Underbids happen when builders ask for too little money to complete the project. Cash flow problems exist when the present amount of funding cannot cover the current costs for labour and materials; such problems may arise even when the overall budget is adequate, presenting a temporary issue. Cost overruns with government projects have occurred when the contractor identified change orders or project changes that increased costs, which are not subject to competition from other firms as they have already been eliminated from consideration after the initial bid. Fraud is also an occasional construction issue.

Large projects can involve highly complex financial plans and often start with a conceptual cost estimate performed by a building estimator. As portions of a project are completed, they may be sold, supplanting one lender or owner for another, while the logistical requirements of having the right trades and materials available for each stage of the building construction project carry forward. Public–private partnerships (PPPs) or private finance initiatives (PFIs) may also be used to help deliver major projects. According to McKinsey in 2019, the "vast majority of large construction projects go over budget and take 20% longer than expected".

**4. Design**

In the industrialized world, construction usually involves the translation of designs into reality. Most commonly (i.e.: in a design-bid-build project), the design team is employed by (i.e. in contract with) the property owner. Depending upon the type of project, a design team may include architects, civil engineers, mechanical engineers, electrical engineers, structural engineers, fire protection engineers, planning consultants, architectural consultants, and archaeological consultants. A 'lead designer' will normally be identified to help coordinate different disciplinary inputs to the overall design. This may be aided by integration of previously separate disciplines (often undertaken by separate firms) into multi-disciplinary firms with experts from all related fields, or by firms establishing relationships to support design-build processes.

The increasing complexity of construction projects creates the need for design professionals trained in all phases of a project's life-cycle and develop an appreciation of the asset as an advanced technological system requiring close integration of many sub-systems and their individual components, including sustainability. For buildings, building engineering is an emerging discipline that attempts to meet this new challenge.

Traditionally, design has involved the production of sketches, architectural and engineering drawings, and specifications. Until the late 20th century, drawings were largely hand-drafted; adoption of computer-aided design (CAD) technologies then improved design productivity, while the 21st-century introduction of building information modeling (BIM) processes has involved the use of computer-generated models that can be used in their own right or to generate drawings and other visualisations as well as capturing non-geometric data about building components and systems.

On some projects, work on-site will not start until design work is largely complete; on others, some design work may be undertaken concurrently with the early stages of on-site activity (for example, work on a building's foundations may commence while designers are still working on the detailed designs of the building's internal spaces). Some projects may include elements that are designed for off-site construction (see also prefabrication and modular building) and are then delivered to the site ready for erection, installation or assembly.

**5. Employment**

Some workers may be engaged in manual labour as unskilled or semi-skilled workers; they may be skilled tradespeople; or they may be supervisory or managerial personnel. Under safety legislation in the United Kingdom, for example, construction workers are defined as people "who work for or under the control of a contractor on a construction site"; in Canada, this can include people whose work includes ensuring conformance with building codes and regulations, and those who supervise other workers.

Laborers comprise a large grouping in most national construction industries. In the United States, for example, in May 2021 the construction sector employed just over 7.5 million people, of whom just over 820,000 were laborers, while 573,000 were carpenters, 508,000 were electricians, 258,000 were equipment operators and 230,000 were construction managers. Like most business sectors, there is also substantial white-collar employment in construction – 681,000 US workers were recorded by the United States Department of Labor as in 'office and administrative support occupations' in May 2021.

Large-scale construction requires collaboration across multiple disciplines. A project manager normally manages the budget on the job, and a construction manager, design engineer, construction engineer or architect supervises it. Those involved with the design and execution must consider zoning requirements and legal issues, environmental impact of the project, scheduling, budgeting and bidding, construction site safety, availability and transportation of building materials, logistics, and inconvenience to the public, including those caused by construction delays.

There are many routes to the different careers within the construction industry. There are three main tiers of construction workers based on educational background and training, which vary by country:

Unskilled and semi-skilled workers

Unskilled and semi-skilled workers provide general site labor, often have few or no construction qualifications, and may receive basic site training.

Skilled tradespeople

Skilled tradespeople have typically served apprenticeships (sometimes in labor unions) or received technical training; this group also includes on-site managers who possess extensive knowledge and experience in their craft or profession. Skilled manual occupations include carpenters, electricians, plumbers, ironworkers, heavy equipment operators and masons, as well as those involved in project management. In the UK these require further education qualifications, often in vocational subject areas, undertaken either directly after completing compulsory education or through "on the job" apprenticeships.

**II. Make the summary of the text. Use the following phrases:**

|  |  |
| --- | --- |
| The text | * is about… * deals with… * presents… * describes… |
| In the text | * the reader gets to know… * the reader is confronted with… * the reader is told about |
| The author | * says, states, points out that… * claims, believes, thinks that… * describes, explains, makes clear that… * uses examples to confirm/prove that… * analyses/comments on… * tries to express… * compares X to Y * tries to convince the reader that… * concludes that… |

About the structure of the text:

* The text consists of…/is divided into…
* In the first paragraph, the author introduces…
* In the second part of the text/paragraph, the author describes…
* Another example can be found in paragraph…
* As a result …
* To sum up/to conclude…
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USA

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К незнакомым людям применяются выражения:

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1. **Opening sentence** – вступление

Это своего рода вводное предложение:

We are writing to enquire about — Настоящим просим сообщить о… Нас интересует информация о …

We are interesting in… and we would like to know… — Мы заинтересованы в … и хотели бы узнать…

1. **Body of the letter**- основной текст

Как правило, основной текст разбит на несколько абзацев. В первом абзаце следует указать цель или причины вашего письма.

We would like to point out that…- Мы хотели бы обратить ваше внимание на …

I’m writing to let you know that… -Я пишу, чтобы сообщить о …

We are able to confirm to you…- Мы можем подтвердить …

I am delighted to tell you that… -Мы с удовольствие сообщаем о …

We regret to inform you that… -К сожалению, мы вынуждены сообщить вам о…

Во втором абзаце можно указать уже детали и факты, соответствующие обсуждаемой ситуации. Можно задать интересующие вас вопросы или дать свою оценку обсуждаемому вопросу.

I am a little unsure about… -Я немного не уверен в …

I do not fully understand what… -Я не до конца понял…

Could you possibly explain…- Не могли бы вы объяснить…

I am afraid that … -Боюсь, что…

We would also like to inform you … -Мы так же хотели бы сообщить вам о…

Regarding your question about … -Относительно вашего вопроса о…

In answer to your question (enquiry) about …- В ответ на ваш вопрос о…

I also wonder if… -Меня также интересует…

В третьем абзаце можно написать пожелания, предложения, предполагаемые действия для сотрудничества в будущем.

Could you possibly…- Не могли бы вы…

I would be grateful if you could … -Я был бы признателен вам, если бы вы…

I would like to receive…- Я бы хотел получить…

Please could you send me…- Не могли бы вы выслать мне…

В четвертом абзаце нужно написать кульминационное предложение.

I would be delighted to …- Я был бы рад …

I would be happy to… — Я был бы счастлив…

I would be glad to… — Я был бы рад…

1. **Closing sentence** – заключение

Должно содержать благодарность за оказанное вам внимание и намерение продолжить переписку.

I look forward to … — Я с нетерпением жду,

hearing from you soon- когда смогу снова услышать вас

meeting you next Tuesday- встречи с вами в следующий Вторник

seeing you next Thursday -встречи с вами в Четверг

Please acknowledge receipt- Пожалуйста, подтвердите получение

Please do not hesitate\ feel free to contact us if you need any further information Пожалуйста, без колебаний обращайтесь к нам для получения дополнительной информации

1. **Complimentary close** - Заключительная вежливая фраза

Для человека, которого вы знаете, используется фраза: Yours sincerely,

Для незнакомого человека: Yours faithfully,

1. **Signature** – подпись отправителя
2. **Enclosure** – приложение

**Деловое письмо**

Hotel de la Playa   
Avenida de la Playa 108   
SP-03080 Alicante   
Spain

October 23, 2021

Ms. Margaret Smith, Director of Tour Operations   
Sun and Fun Tours   
25 Hammersmith Road   
Harlow, Essex CM19 5AA   
England

Dear Ms. Smith,

*RE: Delays in Completion of Construction at Hotel de la Playa*

We have recently been informed by our contractor that he will not be able to meet his promised schedule for completion of the modernization of our hotel. We deeply regret this occurrence for both our guests' and your sake. We wish that there was something that could be done, but the causes of this unfortunate event are outside of our control. A combination of inclement weather and a strike have delayed completion of the repairs. Naturally, we will do our utmost to limit the impact of this work on our guests, and I can assure you that we will pressure the contractors to complete the work as soon as possible. Realistically, however, we cannot expect the work to be completed until the end of January.

As both our interests are to ensure that our guests enjoy their vacation, I would appreciate it if you could contact me so that we can coordinate our efforts to achieve this goal.

Sincerely,

*Miguel Fuentes*

Miguel Fuentes, Manager

# **Вариант 3**

**I. Translate the 3 paragraph from English into Russian using the dictionary**

**1. Construction processes**

Some construction projects are small renovations or repair jobs, like repainting or fixing leaks, where the owner may act as designer, paymaster and laborer for the entire project. However, more complex or ambitious projects usually require additional multi-disciplinary expertise and manpower, so the owner may commission one or more specialist businesses to undertake detailed planning, design, construction and handover of the work. Often the owner will appoint one business to oversee the project (this may be a designer, a contractor, a construction manager, or other advisors); such specialists are normally appointed for their expertise in project delivery and construction management and will help the owner define the project brief, agree on a budget and schedule, liaise with relevant public authorities, and procure the services of other specialists (the supply chain, comprising subcontractors). Contracts are agreed for the delivery of services by all businesses, alongside other detailed plans aimed at ensuring legal, timely, on-budget and safe delivery of the specified works.

Design, finance, and legal aspects overlap and interrelate. The design must be not only structurally sound and appropriate for the use and location, but must also be financially possible to build, and legal to use. The financial structure must be adequate to build the design provided and must pay amounts that are legally owed. Legal structures integrate design with other activities and enforce financial and other construction processes.

These processes also affect procurement strategies. Clients may, for example, appoint a business to design the project, after which a competitive process is undertaken to appoint a lead contractor to construct the asset (design–bid–build); they may appoint a business to lead both design and construction (design-build); or they may directly appoint a designer, contractor and specialist subcontractors (construction management). Some forms of procurement emphasize collaborative relationships (partnering, alliancing) between the client, the contractor, and other stakeholders within a construction project, seeking to ameliorate often highly competitive and adversarial industry practices.

Construction or refurbishment work in a "live" environment (where residents or businesses remain living in or operating on the site) requires particular care, planning and communication.

**2. Planning**

When applicable, a proposed construction project must comply with local land-use planning policies including zoning and building code requirements. A project will normally be assessed (by the 'authority having jurisdiction, AHJ, typically the municipality where the project will be located) for its potential impacts on neighbouring properties, and upon existing infrastructure (transportation, social infrastructure, and utilities including water supply, sewerage, electricity, telecommunications, etc.). Data may be gathered through site analysis, site surveys and geotechnical investigations. Construction normally cannot start until planning permission has been granted, and may require preparatory work to ensure relevant infrastructure has been upgraded before building work can commence. Preparatory works will also include surveys of existing utility lines to avoid damage-causing outages and other hazardous situations.

Some legal requirements come from malum in se considerations, or the desire to prevent indisputably bad phenomena, e.g. explosions or bridge collapses. Other legal requirements come from malum prohibitum considerations, or factors that are a matter of custom or expectation, such as isolating businesses from a business district or residences from a residential district. An attorney may seek changes or exemptions in the law that governs the land where the building will be built, either by arguing that a rule is inapplicable (the bridge design will not cause a collapse), or that the custom is no longer needed (acceptance of live-work spaces has grown in the community).

During the construction of a building, a municipal building inspector usually inspects the ongoing work periodically to ensure that construction adheres to the approved plans and the local building code. Once construction is complete, any later changes made to a building or other asset that affect safety, including its use, expansion, structural integrity, and fire protection, usually require municipality approval.

**3. Finance**

Depending on the type of project, mortgage bankers, accountants, and cost engineers may participate in creating an overall plan for the financial management of a construction project. The presence of the mortgage banker is highly likely, even in relatively small projects since the owner's equity in the property is the most obvious source of funding for a building project. Accountants act to study the expected monetary flow over the life of the project and to monitor the payouts throughout the process. Professionals including cost engineers, estimators and quantity surveyors apply expertise to relate the work and materials involved to a proper valuation.

Financial planning ensures adequate safeguards and contingency plans are in place before the project is started, and ensures that the plan is properly executed over the life of the project. Construction projects can suffer from preventable financial problems. Underbids happen when builders ask for too little money to complete the project. Cash flow problems exist when the present amount of funding cannot cover the current costs for labour and materials; such problems may arise even when the overall budget is adequate, presenting a temporary issue. Cost overruns with government projects have occurred when the contractor identified change orders or project changes that increased costs, which are not subject to competition from other firms as they have already been eliminated from consideration after the initial bid. Fraud is also an occasional construction issue.

Large projects can involve highly complex financial plans and often start with a conceptual cost estimate performed by a building estimator. As portions of a project are completed, they may be sold, supplanting one lender or owner for another, while the logistical requirements of having the right trades and materials available for each stage of the building construction project carry forward. Public–private partnerships (PPPs) or private finance initiatives (PFIs) may also be used to help deliver major projects. According to McKinsey in 2019, the "vast majority of large construction projects go over budget and take 20% longer than expected".

**4. Design**

In the industrialized world, construction usually involves the translation of designs into reality. Most commonly (i.e.: in a design-bid-build project), the design team is employed by (i.e. in contract with) the property owner. Depending upon the type of project, a design team may include architects, civil engineers, mechanical engineers, electrical engineers, structural engineers, fire protection engineers, planning consultants, architectural consultants, and archaeological consultants. A 'lead designer' will normally be identified to help coordinate different disciplinary inputs to the overall design. This may be aided by integration of previously separate disciplines (often undertaken by separate firms) into multi-disciplinary firms with experts from all related fields, or by firms establishing relationships to support design-build processes.

The increasing complexity of construction projects creates the need for design professionals trained in all phases of a project's life-cycle and develop an appreciation of the asset as an advanced technological system requiring close integration of many sub-systems and their individual components, including sustainability. For buildings, building engineering is an emerging discipline that attempts to meet this new challenge.

Traditionally, design has involved the production of sketches, architectural and engineering drawings, and specifications. Until the late 20th century, drawings were largely hand-drafted; adoption of computer-aided design (CAD) technologies then improved design productivity, while the 21st-century introduction of building information modeling (BIM) processes has involved the use of computer-generated models that can be used in their own right or to generate drawings and other visualisations as well as capturing non-geometric data about building components and systems.

On some projects, work on-site will not start until design work is largely complete; on others, some design work may be undertaken concurrently with the early stages of on-site activity (for example, work on a building's foundations may commence while designers are still working on the detailed designs of the building's internal spaces). Some projects may include elements that are designed for off-site construction (see also prefabrication and modular building) and are then delivered to the site ready for erection, installation or assembly.

**5. Employment**

Some workers may be engaged in manual labour as unskilled or semi-skilled workers; they may be skilled tradespeople; or they may be supervisory or managerial personnel. Under safety legislation in the United Kingdom, for example, construction workers are defined as people "who work for or under the control of a contractor on a construction site"; in Canada, this can include people whose work includes ensuring conformance with building codes and regulations, and those who supervise other workers.

Laborers comprise a large grouping in most national construction industries. In the United States, for example, in May 2021 the construction sector employed just over 7.5 million people, of whom just over 820,000 were laborers, while 573,000 were carpenters, 508,000 were electricians, 258,000 were equipment operators and 230,000 were construction managers. Like most business sectors, there is also substantial white-collar employment in construction – 681,000 US workers were recorded by the United States Department of Labor as in 'office and administrative support occupations' in May 2021.

Large-scale construction requires collaboration across multiple disciplines. A project manager normally manages the budget on the job, and a construction manager, design engineer, construction engineer or architect supervises it. Those involved with the design and execution must consider zoning requirements and legal issues, environmental impact of the project, scheduling, budgeting and bidding, construction site safety, availability and transportation of building materials, logistics, and inconvenience to the public, including those caused by construction delays.

There are many routes to the different careers within the construction industry. There are three main tiers of construction workers based on educational background and training, which vary by country:

Unskilled and semi-skilled workers

Unskilled and semi-skilled workers provide general site labor, often have few or no construction qualifications, and may receive basic site training.

Skilled tradespeople

Skilled tradespeople have typically served apprenticeships (sometimes in labor unions) or received technical training; this group also includes on-site managers who possess extensive knowledge and experience in their craft or profession. Skilled manual occupations include carpenters, electricians, plumbers, ironworkers, heavy equipment operators and masons, as well as those involved in project management. In the UK these require further education qualifications, often in vocational subject areas, undertaken either directly after completing compulsory education or through "on the job" apprenticeships.

**II. Make the summary of the text. Use the following phrases:**

|  |  |
| --- | --- |
| The text | * is about… * deals with… * presents… * describes… |
| In the text | * the reader gets to know… * the reader is confronted with… * the reader is told about |
| The author | * says, states, points out that… * claims, believes, thinks that… * describes, explains, makes clear that… * uses examples to confirm/prove that… * analyses/comments on… * tries to express… * compares X to Y * tries to convince the reader that… * concludes that… |

About the structure of the text:

* The text consists of…/is divided into…
* In the first paragraph, the author introduces…
* In the second part of the text/paragraph, the author describes…
* Another example can be found in paragraph…
* As a result …
* To sum up/to conclude…
* In the conclusion, the author sums up the main ideas…

**III. Write down 10 key words of the text and translate them into Russian.**

**IV. Make up your own CV using the basic structure and vocabulary.**

Basic CV structure:

1. Personal information - личная информация
2. Objective- цель
3. Education -образование
4. Qualifications - дополнительная квалификация
5. Work experience - опыт работы
6. Personal qualities - личные качества
7. Special skills - специальные навыки
8. Awards - награды
9. Research experience - научная деятельность
10. Publications -публикации
11. Memberships - членство в организациях
12. References – рекомендации

Vocabulary:

Marital status – семейное положение

Married - женат/замужем

Single – холост

To obtain a position as - получить должность в качестве

To apply skills as - применить навыки в качестве

Bachelor’s degree of Science – степень бакалавра

Master’s degree of Science – степень магистра

Diploma in Engineering – диплом инженера

Building Engineer – инженер-строитель

Chief Engineer – главный инженер

HR Manager – менеджер по подбору персонала

Accountant – бухгалтер

Broad experience in – обширный опыт в

Strong skills - уверенные навыки

Solid academic foundation of key concepts in - прочная теоретическая база в основных вопросах

Adaptable - способен быстро адаптироваться

Broadminded- с широкими взглядами, интересами

Competitive- конкурентоспособный

To fill a position - заполнить вакансию

To join the company - поступить на работу в компанию

Full-time employment - работа на полный рабочий день

Part-time employment - работа по совместительству

Work in the capacity of - работать в качестве

Fluency in foreign languages - уровень владения иностранными языками

Native — родной язык

Fluent — свободно владеете

Working knowledge — можете читать и говорить, но не свободно

Basic knowledge — читаете со словарем

Knowledge of particular computer applications – уровень владения ПК, знание программ

**СV**

Laura Brown

Graphic Designer

|  |  |
| --- | --- |
| Adobe Creative Suite  Photoshop  In-Design  Illustrator  MAC CS4/CS5  Flash  3D animation | A highly talented, driven and flexible graphic designer with a proven record of  delivering creative and innovative design solutions. A proven ability of developing  projects from inception through production to final delivery, ensuring that all work is  effective, appropriate and delivered within agreed timescales. Able to work as part of a  team with printers, copywriters, photographers, other designers, account executives,  web developers and marketing specialists.  Now looking for a suitable graphic designers position with a ambitious and high profile  company.  WORK EXPERIENCE  Web Design Company – Coventry  GRAPHIC DESIGNER June 2008 - Present |
| PROFESSIONAL  First Aid Qualified  German speaker  PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British  PERSONAL SKILLS  Problem solving  Thinking creatively  Attention to detail  Communication skills | Duties:  Managing, producing and designing projects from brief to fulfilment.  Designing & creating marketing & e-marketing materials on a range of projects.  Ensuring consistency in a clients corporate and promotional brands.  Presenting finalised ideas & concepts to clients, colleagues and senior managers.  Answering queries from clients.  Creating original artwork for short and long term projects.  Involved in designing advertisements, brochures, handouts, flyers and online graphics.  Working with a range of media, including photography, to create final artwork.  Designing pitches and presentations for the sales teams.  Keeping up to date with new software, post-production techniques & industry trends.  Producing graphic content for site re-skins, page layouts, email designs, site graphics  & static & Flash banners.  KEY SKILLS AND COMPETENCIES  Innovative, highly creative, good at thinking 'out of the box'.  Keeping abreast of relevant new techniques in design software, media & photography.  Experience with catalogue, brochure and magazine design.  Willingness and ability to work independently and as part of a team.  Able to work under pressure, meet deadlines and multitask.  A knowledge of HTML and CSS.  Highly organised and able to prioritise own work schedule.  Able to work within brand and design guidelines.  Excellent graphical skills, creative flair and good colour sense. |
| PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British | ACADEMIC QUALIFICATIONS  Graphic Design and Advertising Foundation Degree  Nuneaton University 2005 - 2008  A levels: Maths (A) English (B) Technology (B) Science (C)  Coventry Central College 2003 - 2005  REFERENCES – Available on request. |

**V. Make a formal letter using the basic structure and vocabulary.**

**Formal letter structure:**

1. **Sender’s address** – адрес отправителя

Пишется обычно в верхнем правом углу. Не исключено написание адреса и в верхнем левом углу. Последовательность написания адреса имеет большое значение. Сначала следует указать номер дома с названием улицы, через запятую номер квартиры. На следующей строке указывается город с почтовым индексом, на следующей строке — страна.

**For example:**

17 Hillside Road, Apt. 12

London W13HR

England

5 Nelson Street, Apt. 5

Chicago 19 200

USA

1. **Date** - дата

Указывается ниже, сразу после адреса. Точка после адреса не ставится. Существует несколько вариантов оформления:

21 December, 2017

December 21th, 2017

December 21, 2017

21th December, 2017

1. **Inside address** – адрес получателя
2. **Salutation** – обращение

К незнакомым людям применяются выражения:

(Dear) Sir, — (Уважаемый) Сэр/Господин

(Dear) Madam, — (Уважаемая) Госпожа/Мадам

Gentlemen, — Господа

К мало знакомым людям:

Dear Mr. Winter, -Уважаемый господин/мистер Винтер

Dear Miss Winter, — Уважаемая госпожа/ мисс Винтер (по отношению к не замужней женщине)

Dear Mrs. Winter — Уважаемая госпожа/ миссис Винтер (по отношению к замужней женщине)

1. **Opening sentence** – вступление

Это своего рода вводное предложение:

We are writing to enquire about — Настоящим просим сообщить о… Нас интересует информация о …

We are interesting in… and we would like to know… — Мы заинтересованы в … и хотели бы узнать…

1. **Body of the letter**- основной текст

Как правило, основной текст разбит на несколько абзацев. В первом абзаце следует указать цель или причины вашего письма.

We would like to point out that…- Мы хотели бы обратить ваше внимание на …

I’m writing to let you know that… -Я пишу, чтобы сообщить о …

We are able to confirm to you…- Мы можем подтвердить …

I am delighted to tell you that… -Мы с удовольствие сообщаем о …

We regret to inform you that… -К сожалению, мы вынуждены сообщить вам о…

Во втором абзаце можно указать уже детали и факты, соответствующие обсуждаемой ситуации. Можно задать интересующие вас вопросы или дать свою оценку обсуждаемому вопросу.

I am a little unsure about… -Я немного не уверен в …

I do not fully understand what… -Я не до конца понял…

Could you possibly explain…- Не могли бы вы объяснить…

I am afraid that … -Боюсь, что…

We would also like to inform you … -Мы так же хотели бы сообщить вам о…

Regarding your question about … -Относительно вашего вопроса о…

In answer to your question (enquiry) about …- В ответ на ваш вопрос о…

I also wonder if… -Меня также интересует…

В третьем абзаце можно написать пожелания, предложения, предполагаемые действия для сотрудничества в будущем.

Could you possibly…- Не могли бы вы…

I would be grateful if you could … -Я был бы признателен вам, если бы вы…

I would like to receive…- Я бы хотел получить…

Please could you send me…- Не могли бы вы выслать мне…

В четвертом абзаце нужно написать кульминационное предложение.

I would be delighted to …- Я был бы рад …

I would be happy to… — Я был бы счастлив…

I would be glad to… — Я был бы рад…

1. **Closing sentence** – заключение

Должно содержать благодарность за оказанное вам внимание и намерение продолжить переписку.

I look forward to … — Я с нетерпением жду,

hearing from you soon- когда смогу снова услышать вас

meeting you next Tuesday- встречи с вами в следующий Вторник

seeing you next Thursday -встречи с вами в Четверг

Please acknowledge receipt- Пожалуйста, подтвердите получение

Please do not hesitate\ feel free to contact us if you need any further information Пожалуйста, без колебаний обращайтесь к нам для получения дополнительной информации

1. **Complimentary close** - Заключительная вежливая фраза

Для человека, которого вы знаете, используется фраза: Yours sincerely,

Для незнакомого человека: Yours faithfully,

1. **Signature** – подпись отправителя
2. **Enclosure** – приложение

**Деловое письмо**

Hotel de la Playa   
Avenida de la Playa 108   
SP-03080 Alicante   
Spain

October 23, 2021

Ms. Margaret Smith, Director of Tour Operations   
Sun and Fun Tours   
25 Hammersmith Road   
Harlow, Essex CM19 5AA   
England

Dear Ms. Smith,

*RE: Delays in Completion of Construction at Hotel de la Playa*

We have recently been informed by our contractor that he will not be able to meet his promised schedule for completion of the modernization of our hotel. We deeply regret this occurrence for both our guests' and your sake. We wish that there was something that could be done, but the causes of this unfortunate event are outside of our control. A combination of inclement weather and a strike have delayed completion of the repairs. Naturally, we will do our utmost to limit the impact of this work on our guests, and I can assure you that we will pressure the contractors to complete the work as soon as possible. Realistically, however, we cannot expect the work to be completed until the end of January.

As both our interests are to ensure that our guests enjoy their vacation, I would appreciate it if you could contact me so that we can coordinate our efforts to achieve this goal.

Sincerely,

*Miguel Fuentes*

Miguel Fuentes, Manager

# **Вариант 4**

**I. Translate the 4th paragraph from English into Russian using the dictionary**

**1. Construction processes**

Some construction projects are small renovations or repair jobs, like repainting or fixing leaks, where the owner may act as designer, paymaster and laborer for the entire project. However, more complex or ambitious projects usually require additional multi-disciplinary expertise and manpower, so the owner may commission one or more specialist businesses to undertake detailed planning, design, construction and handover of the work. Often the owner will appoint one business to oversee the project (this may be a designer, a contractor, a construction manager, or other advisors); such specialists are normally appointed for their expertise in project delivery and construction management and will help the owner define the project brief, agree on a budget and schedule, liaise with relevant public authorities, and procure the services of other specialists (the supply chain, comprising subcontractors). Contracts are agreed for the delivery of services by all businesses, alongside other detailed plans aimed at ensuring legal, timely, on-budget and safe delivery of the specified works.

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Basic CV structure:

1. Personal information - личная информация
2. Objective- цель
3. Education -образование
4. Qualifications - дополнительная квалификация
5. Work experience - опыт работы
6. Personal qualities - личные качества
7. Special skills - специальные навыки
8. Awards - награды
9. Research experience - научная деятельность
10. Publications -публикации
11. Memberships - членство в организациях
12. References – рекомендации

Vocabulary:

Marital status – семейное положение

Married - женат/замужем

Single – холост

To obtain a position as - получить должность в качестве

To apply skills as - применить навыки в качестве

Bachelor’s degree of Science – степень бакалавра

Master’s degree of Science – степень магистра

Diploma in Engineering – диплом инженера

Building Engineer – инженер-строитель

Chief Engineer – главный инженер

HR Manager – менеджер по подбору персонала

Accountant – бухгалтер

Broad experience in – обширный опыт в

Strong skills - уверенные навыки

Solid academic foundation of key concepts in - прочная теоретическая база в основных вопросах

Adaptable - способен быстро адаптироваться

Broadminded- с широкими взглядами, интересами

Competitive- конкурентоспособный

To fill a position - заполнить вакансию

To join the company - поступить на работу в компанию

Full-time employment - работа на полный рабочий день

Part-time employment - работа по совместительству

Work in the capacity of - работать в качестве

Fluency in foreign languages - уровень владения иностранными языками

Native — родной язык

Fluent — свободно владеете

Working knowledge — можете читать и говорить, но не свободно

Basic knowledge — читаете со словарем

Knowledge of particular computer applications – уровень владения ПК, знание программ

**СV**

Laura Brown

Graphic Designer

|  |  |
| --- | --- |
| Adobe Creative Suite  Photoshop  In-Design  Illustrator  MAC CS4/CS5  Flash  3D animation | A highly talented, driven and flexible graphic designer with a proven record of  delivering creative and innovative design solutions. A proven ability of developing  projects from inception through production to final delivery, ensuring that all work is  effective, appropriate and delivered within agreed timescales. Able to work as part of a  team with printers, copywriters, photographers, other designers, account executives,  web developers and marketing specialists.  Now looking for a suitable graphic designers position with a ambitious and high profile  company.  WORK EXPERIENCE  Web Design Company – Coventry  GRAPHIC DESIGNER June 2008 - Present |
| PROFESSIONAL  First Aid Qualified  German speaker  PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British  PERSONAL SKILLS  Problem solving  Thinking creatively  Attention to detail  Communication skills | Duties:  Managing, producing and designing projects from brief to fulfilment.  Designing & creating marketing & e-marketing materials on a range of projects.  Ensuring consistency in a clients corporate and promotional brands.  Presenting finalised ideas & concepts to clients, colleagues and senior managers.  Answering queries from clients.  Creating original artwork for short and long term projects.  Involved in designing advertisements, brochures, handouts, flyers and online graphics.  Working with a range of media, including photography, to create final artwork.  Designing pitches and presentations for the sales teams.  Keeping up to date with new software, post-production techniques & industry trends.  Producing graphic content for site re-skins, page layouts, email designs, site graphics  & static & Flash banners.  KEY SKILLS AND COMPETENCIES  Innovative, highly creative, good at thinking 'out of the box'.  Keeping abreast of relevant new techniques in design software, media & photography.  Experience with catalogue, brochure and magazine design.  Willingness and ability to work independently and as part of a team.  Able to work under pressure, meet deadlines and multitask.  A knowledge of HTML and CSS.  Highly organised and able to prioritise own work schedule.  Able to work within brand and design guidelines.  Excellent graphical skills, creative flair and good colour sense. |
| PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British | ACADEMIC QUALIFICATIONS  Graphic Design and Advertising Foundation Degree  Nuneaton University 2005 - 2008  A levels: Maths (A) English (B) Technology (B) Science (C)  Coventry Central College 2003 - 2005  REFERENCES – Available on request. |

**V. Make a formal letter using the basic structure and vocabulary.**

**Formal letter structure:**

1. **Sender’s address** – адрес отправителя

Пишется обычно в верхнем правом углу. Не исключено написание адреса и в верхнем левом углу. Последовательность написания адреса имеет большое значение. Сначала следует указать номер дома с названием улицы, через запятую номер квартиры. На следующей строке указывается город с почтовым индексом, на следующей строке — страна.

**For example:**

17 Hillside Road, Apt. 12

London W13HR

England

5 Nelson Street, Apt. 5

Chicago 19 200

USA

1. **Date** - дата

Указывается ниже, сразу после адреса. Точка после адреса не ставится. Существует несколько вариантов оформления:

21 December, 2017

December 21th, 2017

December 21, 2017

21th December, 2017

1. **Inside address** – адрес получателя
2. **Salutation** – обращение

К незнакомым людям применяются выражения:

(Dear) Sir, — (Уважаемый) Сэр/Господин

(Dear) Madam, — (Уважаемая) Госпожа/Мадам

Gentlemen, — Господа

К мало знакомым людям:

Dear Mr. Winter, -Уважаемый господин/мистер Винтер

Dear Miss Winter, — Уважаемая госпожа/ мисс Винтер (по отношению к не замужней женщине)

Dear Mrs. Winter — Уважаемая госпожа/ миссис Винтер (по отношению к замужней женщине)

1. **Opening sentence** – вступление

Это своего рода вводное предложение:

We are writing to enquire about — Настоящим просим сообщить о… Нас интересует информация о …

We are interesting in… and we would like to know… — Мы заинтересованы в … и хотели бы узнать…

1. **Body of the letter**- основной текст

Как правило, основной текст разбит на несколько абзацев. В первом абзаце следует указать цель или причины вашего письма.

We would like to point out that…- Мы хотели бы обратить ваше внимание на …

I’m writing to let you know that… -Я пишу, чтобы сообщить о …

We are able to confirm to you…- Мы можем подтвердить …

I am delighted to tell you that… -Мы с удовольствие сообщаем о …

We regret to inform you that… -К сожалению, мы вынуждены сообщить вам о…

Во втором абзаце можно указать уже детали и факты, соответствующие обсуждаемой ситуации. Можно задать интересующие вас вопросы или дать свою оценку обсуждаемому вопросу.

I am a little unsure about… -Я немного не уверен в …

I do not fully understand what… -Я не до конца понял…

Could you possibly explain…- Не могли бы вы объяснить…

I am afraid that … -Боюсь, что…

We would also like to inform you … -Мы так же хотели бы сообщить вам о…

Regarding your question about … -Относительно вашего вопроса о…

In answer to your question (enquiry) about …- В ответ на ваш вопрос о…

I also wonder if… -Меня также интересует…

В третьем абзаце можно написать пожелания, предложения, предполагаемые действия для сотрудничества в будущем.

Could you possibly…- Не могли бы вы…

I would be grateful if you could … -Я был бы признателен вам, если бы вы…

I would like to receive…- Я бы хотел получить…

Please could you send me…- Не могли бы вы выслать мне…

В четвертом абзаце нужно написать кульминационное предложение.

I would be delighted to …- Я был бы рад …

I would be happy to… — Я был бы счастлив…

I would be glad to… — Я был бы рад…

1. **Closing sentence** – заключение

Должно содержать благодарность за оказанное вам внимание и намерение продолжить переписку.

I look forward to … — Я с нетерпением жду,

hearing from you soon- когда смогу снова услышать вас

meeting you next Tuesday- встречи с вами в следующий Вторник

seeing you next Thursday -встречи с вами в Четверг

Please acknowledge receipt- Пожалуйста, подтвердите получение

Please do not hesitate\ feel free to contact us if you need any further information Пожалуйста, без колебаний обращайтесь к нам для получения дополнительной информации

1. **Complimentary close** - Заключительная вежливая фраза

Для человека, которого вы знаете, используется фраза: Yours sincerely,

Для незнакомого человека: Yours faithfully,

1. **Signature** – подпись отправителя
2. **Enclosure** – приложение

**Деловое письмо**

Hotel de la Playa   
Avenida de la Playa 108   
SP-03080 Alicante   
Spain

October 23, 2021

Ms. Margaret Smith, Director of Tour Operations   
Sun and Fun Tours   
25 Hammersmith Road   
Harlow, Essex CM19 5AA   
England

Dear Ms. Smith,

*RE: Delays in Completion of Construction at Hotel de la Playa*

We have recently been informed by our contractor that he will not be able to meet his promised schedule for completion of the modernization of our hotel. We deeply regret this occurrence for both our guests' and your sake. We wish that there was something that could be done, but the causes of this unfortunate event are outside of our control. A combination of inclement weather and a strike have delayed completion of the repairs. Naturally, we will do our utmost to limit the impact of this work on our guests, and I can assure you that we will pressure the contractors to complete the work as soon as possible. Realistically, however, we cannot expect the work to be completed until the end of January.

As both our interests are to ensure that our guests enjoy their vacation, I would appreciate it if you could contact me so that we can coordinate our efforts to achieve this goal.

Sincerely,

*Miguel Fuentes*

Miguel Fuentes, Manager

# **Вариант 5**

**I. Translate the 6th paragraph from English into Russian using the dictionary**

**1. Construction processes**

Some construction projects are small renovations or repair jobs, like repainting or fixing leaks, where the owner may act as designer, paymaster and laborer for the entire project. However, more complex or ambitious projects usually require additional multi-disciplinary expertise and manpower, so the owner may commission one or more specialist businesses to undertake detailed planning, design, construction and handover of the work. Often the owner will appoint one business to oversee the project (this may be a designer, a contractor, a construction manager, or other advisors); such specialists are normally appointed for their expertise in project delivery and construction management and will help the owner define the project brief, agree on a budget and schedule, liaise with relevant public authorities, and procure the services of other specialists (the supply chain, comprising subcontractors). Contracts are agreed for the delivery of services by all businesses, alongside other detailed plans aimed at ensuring legal, timely, on-budget and safe delivery of the specified works.

Design, finance, and legal aspects overlap and interrelate. The design must be not only structurally sound and appropriate for the use and location, but must also be financially possible to build, and legal to use. The financial structure must be adequate to build the design provided and must pay amounts that are legally owed. Legal structures integrate design with other activities and enforce financial and other construction processes.

These processes also affect procurement strategies. Clients may, for example, appoint a business to design the project, after which a competitive process is undertaken to appoint a lead contractor to construct the asset (design–bid–build); they may appoint a business to lead both design and construction (design-build); or they may directly appoint a designer, contractor and specialist subcontractors (construction management). Some forms of procurement emphasize collaborative relationships (partnering, alliancing) between the client, the contractor, and other stakeholders within a construction project, seeking to ameliorate often highly competitive and adversarial industry practices.

Construction or refurbishment work in a "live" environment (where residents or businesses remain living in or operating on the site) requires particular care, planning and communication.

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7. Special skills - специальные навыки
8. Awards - награды
9. Research experience - научная деятельность
10. Publications -публикации
11. Memberships - членство в организациях
12. References – рекомендации

Vocabulary:

Marital status – семейное положение

Married - женат/замужем

Single – холост

To obtain a position as - получить должность в качестве

To apply skills as - применить навыки в качестве

Bachelor’s degree of Science – степень бакалавра

Master’s degree of Science – степень магистра

Diploma in Engineering – диплом инженера

Building Engineer – инженер-строитель

Chief Engineer – главный инженер

HR Manager – менеджер по подбору персонала

Accountant – бухгалтер

Broad experience in – обширный опыт в

Strong skills - уверенные навыки

Solid academic foundation of key concepts in - прочная теоретическая база в основных вопросах

Adaptable - способен быстро адаптироваться

Broadminded- с широкими взглядами, интересами

Competitive- конкурентоспособный

To fill a position - заполнить вакансию

To join the company - поступить на работу в компанию

Full-time employment - работа на полный рабочий день

Part-time employment - работа по совместительству

Work in the capacity of - работать в качестве

Fluency in foreign languages - уровень владения иностранными языками

Native — родной язык

Fluent — свободно владеете

Working knowledge — можете читать и говорить, но не свободно

Basic knowledge — читаете со словарем

Knowledge of particular computer applications – уровень владения ПК, знание программ

**СV**

Laura Brown

Graphic Designer

|  |  |
| --- | --- |
| Adobe Creative Suite  Photoshop  In-Design  Illustrator  MAC CS4/CS5  Flash  3D animation | A highly talented, driven and flexible graphic designer with a proven record of  delivering creative and innovative design solutions. A proven ability of developing  projects from inception through production to final delivery, ensuring that all work is  effective, appropriate and delivered within agreed timescales. Able to work as part of a  team with printers, copywriters, photographers, other designers, account executives,  web developers and marketing specialists.  Now looking for a suitable graphic designers position with a ambitious and high profile  company.  WORK EXPERIENCE  Web Design Company – Coventry  GRAPHIC DESIGNER June 2008 - Present |
| PROFESSIONAL  First Aid Qualified  German speaker  PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British  PERSONAL SKILLS  Problem solving  Thinking creatively  Attention to detail  Communication skills | Duties:  Managing, producing and designing projects from brief to fulfilment.  Designing & creating marketing & e-marketing materials on a range of projects.  Ensuring consistency in a clients corporate and promotional brands.  Presenting finalised ideas & concepts to clients, colleagues and senior managers.  Answering queries from clients.  Creating original artwork for short and long term projects.  Involved in designing advertisements, brochures, handouts, flyers and online graphics.  Working with a range of media, including photography, to create final artwork.  Designing pitches and presentations for the sales teams.  Keeping up to date with new software, post-production techniques & industry trends.  Producing graphic content for site re-skins, page layouts, email designs, site graphics  & static & Flash banners.  KEY SKILLS AND COMPETENCIES  Innovative, highly creative, good at thinking 'out of the box'.  Keeping abreast of relevant new techniques in design software, media & photography.  Experience with catalogue, brochure and magazine design.  Willingness and ability to work independently and as part of a team.  Able to work under pressure, meet deadlines and multitask.  A knowledge of HTML and CSS.  Highly organised and able to prioritise own work schedule.  Able to work within brand and design guidelines.  Excellent graphical skills, creative flair and good colour sense. |
| PERSONAL DETAILS  Laura Brown  34 Anywhere Road  Coventry  CV6 7RF  T: 02476 888 5544  M: 0887 222 9999  E: laura.b@dayjob.com  DOB: 12/09/1985  Driving license: Yes  Nationality: British | ACADEMIC QUALIFICATIONS  Graphic Design and Advertising Foundation Degree  Nuneaton University 2005 - 2008  A levels: Maths (A) English (B) Technology (B) Science (C)  Coventry Central College 2003 - 2005  REFERENCES – Available on request. |

**V. Make a formal letter using the basic structure and vocabulary.**

**Formal letter structure:**

1. **Sender’s address** – адрес отправителя

Пишется обычно в верхнем правом углу. Не исключено написание адреса и в верхнем левом углу. Последовательность написания адреса имеет большое значение. Сначала следует указать номер дома с названием улицы, через запятую номер квартиры. На следующей строке указывается город с почтовым индексом, на следующей строке — страна.

**For example:**

17 Hillside Road, Apt. 12

London W13HR

England

5 Nelson Street, Apt. 5

Chicago 19 200

USA

1. **Date** - дата

Указывается ниже, сразу после адреса. Точка после адреса не ставится. Существует несколько вариантов оформления:

21 December, 2017

December 21th, 2017

December 21, 2017

21th December, 2017

1. **Inside address** – адрес получателя
2. **Salutation** – обращение

К незнакомым людям применяются выражения:

(Dear) Sir, — (Уважаемый) Сэр/Господин

(Dear) Madam, — (Уважаемая) Госпожа/Мадам

Gentlemen, — Господа

К мало знакомым людям:

Dear Mr. Winter, -Уважаемый господин/мистер Винтер

Dear Miss Winter, — Уважаемая госпожа/ мисс Винтер (по отношению к не замужней женщине)

Dear Mrs. Winter — Уважаемая госпожа/ миссис Винтер (по отношению к замужней женщине)

1. **Opening sentence** – вступление

Это своего рода вводное предложение:

We are writing to enquire about — Настоящим просим сообщить о… Нас интересует информация о …

We are interesting in… and we would like to know… — Мы заинтересованы в … и хотели бы узнать…

1. **Body of the letter**- основной текст

Как правило, основной текст разбит на несколько абзацев. В первом абзаце следует указать цель или причины вашего письма.

We would like to point out that…- Мы хотели бы обратить ваше внимание на …

I’m writing to let you know that… -Я пишу, чтобы сообщить о …

We are able to confirm to you…- Мы можем подтвердить …

I am delighted to tell you that… -Мы с удовольствие сообщаем о …

We regret to inform you that… -К сожалению, мы вынуждены сообщить вам о…

Во втором абзаце можно указать уже детали и факты, соответствующие обсуждаемой ситуации. Можно задать интересующие вас вопросы или дать свою оценку обсуждаемому вопросу.

I am a little unsure about… -Я немного не уверен в …

I do not fully understand what… -Я не до конца понял…

Could you possibly explain…- Не могли бы вы объяснить…

I am afraid that … -Боюсь, что…

We would also like to inform you … -Мы так же хотели бы сообщить вам о…

Regarding your question about … -Относительно вашего вопроса о…

In answer to your question (enquiry) about …- В ответ на ваш вопрос о…

I also wonder if… -Меня также интересует…

В третьем абзаце можно написать пожелания, предложения, предполагаемые действия для сотрудничества в будущем.

Could you possibly…- Не могли бы вы…

I would be grateful if you could … -Я был бы признателен вам, если бы вы…

I would like to receive…- Я бы хотел получить…

Please could you send me…- Не могли бы вы выслать мне…

В четвертом абзаце нужно написать кульминационное предложение.

I would be delighted to …- Я был бы рад …

I would be happy to… — Я был бы счастлив…

I would be glad to… — Я был бы рад…

1. **Closing sentence** – заключение

Должно содержать благодарность за оказанное вам внимание и намерение продолжить переписку.

I look forward to … — Я с нетерпением жду,

hearing from you soon- когда смогу снова услышать вас

meeting you next Tuesday- встречи с вами в следующий Вторник

seeing you next Thursday -встречи с вами в Четверг

Please acknowledge receipt- Пожалуйста, подтвердите получение

Please do not hesitate\ feel free to contact us if you need any further information Пожалуйста, без колебаний обращайтесь к нам для получения дополнительной информации

1. **Complimentary close** - Заключительная вежливая фраза

Для человека, которого вы знаете, используется фраза: Yours sincerely,

Для незнакомого человека: Yours faithfully,

1. **Signature** – подпись отправителя
2. **Enclosure** – приложение

**Деловое письмо**

Hotel de la Playa   
Avenida de la Playa 108   
SP-03080 Alicante   
Spain

October 23, 2021

Ms. Margaret Smith, Director of Tour Operations   
Sun and Fun Tours   
25 Hammersmith Road   
Harlow, Essex CM19 5AA   
England

Dear Ms. Smith,

*RE: Delays in Completion of Construction at Hotel de la Playa*

We have recently been informed by our contractor that he will not be able to meet his promised schedule for completion of the modernization of our hotel. We deeply regret this occurrence for both our guests' and your sake. We wish that there was something that could be done, but the causes of this unfortunate event are outside of our control. A combination of inclement weather and a strike have delayed completion of the repairs. Naturally, we will do our utmost to limit the impact of this work on our guests, and I can assure you that we will pressure the contractors to complete the work as soon as possible. Realistically, however, we cannot expect the work to be completed until the end of January.

As both our interests are to ensure that our guests enjoy their vacation, I would appreciate it if you could contact me so that we can coordinate our efforts to achieve this goal.

Sincerely,

*Miguel Fuentes*

Miguel Fuentes, Manager