



ДОНСКОЙ ГОСУДАРСТВЕННЫЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ

ЦЕНТР ДИСТАНЦИОННОГО ОБУЧЕНИЯ И ПОВЫШЕНИЯ
КВАЛИФИКАЦИИ

Кафедра «Лингвистика и иностранные языки»

МЕТОДИЧЕСКИЕ УКАЗАНИЯ И КОНТРОЛЬНЫЕ ЗАДАНИЯ

по дисциплине

«Деловое общение

на иностранном языке»

Составители

Тугуз А.Е.

Кочарян А.С.

Ростов-на-Дону, 2012



Аннотация

Методические указания для выполнения контрольной работы №1 по дисциплине «Деловое общение на иностранном языке» (английский язык), предназначены для студентов заочной формы обучения II курса направлений 100700 «Торговое дело», 034700 «Документоведение и архивоведение»

Составители

Тугуз А.Е., к.п.н., доцент

Кочарян А.С., ст. преп.





Оглавление

Памятка студенту.	4
Вариант №1	5
Вариант №2	8
Вариант №3	11
Вариант №4	14



ПАМЯТКА СТУДЕНТУ.

Контрольная работа предназначена для студентов заочной формы обучения, направлений 100700 «Торговое дело», 034700 «Документоведение и архивоведение», а так же может быть использована для студентов **сокращенной формы обучения.**

Контрольное задание предлагается в четырех вариантах. Вариант определяется по последней цифре номера зачетной книжки студента

1, 2, 3 – 1-й вариант;

4, 5, 6 – 2-й вариант;

7, 8 – 3-й вариант;

9, 0 – 4-й вариант.

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.

Весь текст на английском языке переписывается на левой стороне страницы, а перевод всего текста или указанной части предлагается на правой.

Так же все задания полностью переписывается на левой стороне страницы, а выполнение их производится на правой.

Контрольная работа, выполняется полностью или не отвечающая предъявленным к ней требованиям, не засчитывается.

Четыре варианта контрольной работы имеют одинаковую структуру, и знакомит студентов с текстами по специальности. Все задания должны быть выполнены в письменной форме.



ВАРИАНТ №1

1. Прочитайте текст и ответьте на следующие вопросы:

1. What did auditors do in the ancient Rome?
2. What is the essence of the modern auditing?
3. What are the three key aspects of the definition of auditing?

Auditing. Introduction.

"In God we trust, all others we audit". This **quote sums up** a basic viewpoint of some professionals towards auditing. Auditing has existed in one form or another since ancient times. **Records** show that auditing **activity** was part of early life in Babylonia, China, Greece, and Rome. One ancient meaning for the word "auditor" was a "hearer or listener". In Rome, auditors heard **transactions** as they took place. They observed the events as they happened and were able **to recount** the responsibilities and **obligations** to which each party **was bound**.

Modern auditing, as defined by the **American Accounting Association**, is a systematic process of **objectively obtaining** and **evaluating evidence regarding assertions** about economic actions and events **to ascertain** the degree of correspondence between those assertions and **established criteria** and **communicating** the results to interested users.

An examination of the definition of auditing **reveals** that there are three key aspects of the definition. First, auditing is not an activity which can be performed in a **haphazard manner**, it is a systematic process based on logic and **reasoning**.

Second, during an examination of financial statements the auditor objectively obtains and evaluates evidence regarding assertions about economic actions and events **embodied** in the financial statements to ascertain the degree of correspondence between those assertions and established criteria. In the audit of financial statements prepared by a company, the established criteria are **generally accepted accounting principles** (GAAP). That is, the financial statements must be prepared **in accordance with** GAAP. **Consequently**, the auditor must obtain and evaluate evidence **to determine** whether the assertions (the elements of the financial statements) **meet** the



established criteria (GAAP).

The third and final key aspect of the definition is that auditing involves communicating the results of the audit to interested users. The auditor communicates the **findings** of the audit process by **issuing** an **audit report**. In the audit report, the auditor gives an opinion as to whether the assertions are reported in accordance with the established criteria. For example, in the audit of financial statements the auditor issues an audit report which describes the **scope** of the examination in the first paragraph and states in the last paragraph whether in his or her opinion the financial statements are fairly presented in accordance with generally accepted accounting principles applied on a **consistent basis**.

2. Переведите в письменной форме 1,2,3,4 абзацы.

3. Переведите предложения. Определите форму согласительного наклонения, и тип предложения, в котором оно употреблено.

1. We insist that the problem be dealt with by the Security Council in its full composition.
2. Without your help the work would have had much more mistakes.
3. In the entrance exams he missed some questions which a schoolboy could have answered.
4. It is not surprising, therefore, that Rome should begin to take a greater interest in the affairs of Greece.
5. The load finally became unbearable. The people refused to pay taxes and asked that all debts be cancelled.

4. Раскройте скобки, поставьте глаголы в нужной форме. Определите тип условного предложения на основании форм глагола в главном и придаточном предложениях. Переведите.

1. If Helen (work) ... hard, she (pass) ... her exams.
2. If it (rain) ... tomorrow, we (not go) ... swimming.
3. If Mary (not send) ... any invitations, nobody (come) ... to the party.
4. If I (know) ... his address, I (write) ... to him.
5. If I (find) ... some money, I (take) ... it to the police station.

5. Переведите на английский язык, используя правило согласования времен



Деловое общение на иностранном языке

1. Она сказала, что будет рада увидеть нас вновь.
2. Он сказал, что знает, как я себя чувствую.
3. Я сказал, что он только что вернулся из командировки.
4. Мы не заметили, как дети вышли из комнаты.
5. Она пообещала, что пришлет нам письмо.

6. Поставьте части письма в правильном порядке.

As I write this letter, I`m reminded of an old Norwegian proverb which says: "On the path between the homes of friends... grass doesn` t grow!" In a manner of speaking, the grass seems to have grown somewhat lush between your doorstep and our place of business during the past year. Frankly, I am little disturbed because you have not used your charge account for so long a time. I am disturbed because your absence from our shore may indicate some dissatisfaction. Perhaps we unwillingly have done something to displease you. If so, won't you write to me so that may make amends?

HERMES LTD.

BUFFALO

January, 28 1996

Dear sir:



ВАРИАНТ №2

1. Прочитайте текст и ответьте на следующие вопросы:

1. What is the natural rate of unemployment?
2. What sort of events can lead to full employment?
3. How can minimum wage laws affect unemployment rates?

Employment

Since individuals typically **earn** their incomes from working for companies whose **requirements** are constantly changing, it is quite possible that at any given time not all members of a country's potential **work force** will be able to find an **employer** that needs their labor. This would be less problematic in an economy in which such individuals had unlimited **access** to resources such as land in order to provide for themselves, but when the ownership of the bulk of its productive capacity resides in relatively few hands, most individuals will be dependent on employment for their economic well-being. It is typical for true capitalist economies to have **rates** of unemployment that **fluctuate** between 3% and 15%. Some economists have used the term "**natural rate of unemployment**" to describe this phenomenon.

Depressed or **stagnant** economies have been known to reach unemployment rates as high as 30%, while events such as military mobilization (a good example is that of World War II) have resulted in just 1-2% unemployment, a level that is often termed "**full employment**". Typical unemployment rates in Western economies **range** between 5% and 10%. Some economists consider that a certain level of unemployment is necessary for the **proper** functioning of capitalist economies. Equally, some politicians have claimed that the "natural rate of unemployment" **highlights** the inefficiency of a capitalist economy, since not all its resources – in this case human labor – are being allocated efficiently.

Some **libertarian** economists argue that higher unemployment rates are **in part** the result of minimum wage laws, as well as in part the result of **misguided monetary policy**, and are not **inevitable** in a capitalist economy. They also claim that if the value of the productive capacity of a given employee is worth less to the employer than the minimum wage, that person will become unemployed, and



Деловое общение на иностранном языке

therefore unemployment will exist whenever the legal minimum wage **exceeds** the true economic value of the least productive members of the labor **pool**. **Likewise**, if the amount of money a person can obtain on **welfare** approaches or equals what they could make by working, that person's incentive to work will be reduced.

Some unemployment is voluntary, such as when a potential job is **turned down** because the unemployed person is seeking a better job, is voluntarily living on **savings**, or has a non-wage-earning role, such as in the case of a traditional **homemaker**. Some measures of employment **disregard** these categories of unemployment, counting only people who are actively seeking work and have been unable to find any.

2. Переведите в письменной форме 1,2,3, абзацы.

3. Переведите предложения. Определите форму сослагательного наклонения, и тип предложения, в котором оно употреблено.

6. It was inevitable that William the Conqueror ² should feudalize England.

7. This custom would have seemed strange to us.

8. He arranged that they should be relieved of their work for that time.

9. Milton demanded three things of poetry: that it be simple, sensuous and expressive.

10. I hope that I can indicate methods that might be developed further.

4. Раскройте скобки, поставьте глаголы в нужной форме. Определите тип условного предложения на основании форм глагола в главном и придаточном предложениях. Переведите.

1. If I (see) ... Joe tomorrow, I (tell) ... him about the problem.

2. If everyone (speak) ... French, nobody (learn) ... English!

3. If I (see) ... a snake, I (run) ... away.

4. If George (come) ... late, the teacher (be) ... angry.



Деловое общение на иностранном языке

5. If you (lend) ... me your dictionary, I (look up) ... the word.

5. Переведите на английский язык, используя правило согласования времен

1. Он не хотел верить, что они не понимают его.
2. Он не сказал, что не любит ходить в театр.
3. Мы надеялись, что он уже вернулся домой.
4. Она сказала, что живет в Саранске уже двадцать лет.
5. Мой брат сказал, что не согласен со мной.

6. Поставьте части письма в правильном порядке.

When we are friendly with a group of people that we like ... wouldn't it be a natural thing to recognize the absence of one of them? In that connection, Mr. Spomer, I refer to you as a friendly customer of ours...and believe me, the absence of your orders is sure obvious.

I hope it isn't due to some mishap on our part. If so, I sure would appreciate your telling me. If everything has been going along fine, and it is just an oversight, would you be kind enough, Mr. Spomer, to remember us the next time you need office supplies? "Thank you" Mr. Spomer ... we'll sure enjoy having you in the "KRILOFFICE GROUP" again.

Cordially,
John Sergel
President

Hello, Mr. Spomer...



ВАРИАНТ №3

1. Прочитайте текст и ответьте на следующие вопросы:

1. What is the definition of a tax?
2. How can taxes be paid?
3. How were taxes paid in medieval Europe?

Tax

A **tax** is a **compulsory charge** or other **levy imposed** on an individual or a legal entity by a state or a functional equivalent of a state (e.g., tribes, **secessionist movements** or revolutionary movements). Taxes could also be imposed by a **subnational** entity.

Taxes may be paid in cash or in kind or as **corvee labor**. In modern capitalist taxation systems, taxes are designed to encourage the most efficient circulation of goods and services and are levied in cash. **In kind** and corvee taxation are characteristic of traditional or pre-capitalist states and their functional equivalents. The means of taxation, and the uses to which the funds raised through taxation should be put, are a matter of hot dispute in politics and economics, so discussions of taxation are frequently **tendentious**.

Public finance is the field of political science and economics that deals with taxation.

HISTORY OF TAXATION

Political authority has been used to raise capital throughout history. In many pre-monetary societies, such as the Incan empire, taxes were owed in labor. Taxation in labor was the basis of the **Feudal** system in **medieval** Europe.

In more **sophisticated** economies such as the Roman Empire, tax farming developed, as the central powers could not practically **enforce** their tax policy across a wide **realm**. The **tax farmers** were **obligated** to raise large sums for the government, but were allowed to keep whatever else they **raised**.

Many Christians have understood the New Testament to support the payment of taxes, through Jesus's words "**Render** unto **Caesar** the things that are Caesar's".

There were certain times in the Middle Ages where the governments did not **explicitly** tax, since they were **self-supporting**, owning their own land and creating their own products. The appearance of **doing without** taxes was however **illusory**, since the gov-



Деловое общение на иностранном языке

ernment's (usually the Crown's) independent income sources depended on labor enforced under the feudal system, which is a tax **exacted** in kind.

Many taxes were originally introduced to fund wars and are still in place today, such as those raised by the American government during the American Civil War (1861-1865). Income tax was first introduced into Britain in 1798 to pay for weapons and equipment in preparation for the Napoleonic wars and into Canada in 1917 as a "temporary" tax under the **Income War Tax Act** to cover government expenses resulting from World War I.

The current income tax in America was set up by Theodore Roosevelt in 1913. It was called The Federal Income Tax and was deducted from incomes at rates varying from 1-7%. But, since then, the American **Tax Code** has been modified and new taxes have been added, especially over the World War I and II periods. Since World War II, the American Tax Code has increased in size four-fold.

2. Переведите в письменной форме 1,2,3,4 абзацы.

3. Переведите предложения. Определите форму согласительного наклонения, и тип предложения, в котором оно употреблено.

1.Regrettable as that may be in view of the antiquity of our texts, the material is certainly too ambiguous.

2.They demand that their trusts and monopolies be given free access to these countries.

3.Pound (a poet) is a master of rhythmic invention in verse; there is probably no one who would want to deny this.

4.But being a Frenchman he had pushed his researches further than any Englishman at this period would have dared to.

5.The bailiff had to keep his eye on the unwilling workmen lest they should sit down for half-an-hour at a time at the end of every furrow.

3. Раскройте скобки, поставьте глаголы в нужной форме. Определите тип условного предложения на основании форм глагола в главном и придаточном предложениях. Переведите.

1. If I (meet) ... a beautiful girl, I (try) ... to make friends with her.

2. If he (come) tomorrow, I (help) him.

If it (rain) ..., we (go) ... into a shop.

If I (see) ... Joe tomorrow, I (tell) ... him about the problem.

If Tina (go) ... to bed early, she (not feel) ... tired in the



morning.

4. Переведите на английский язык, используя правило согласования времен

1. Мы хотели знать, где он и что он делает в это время.
2. Все знали, что она поедет в командировку, но не знали, когда она вернется.
3. Я не мог понять, почему он не пришел. Я подумал, что он болен.
4. Мама сказала, что она вернется до семи вечера.
5. Никто из учеников не знал, что он такой сильный.

6. Поставьте части письма в правильном порядке.

Yours sincerely R. Costello (Sr) Credit Controller

With reference to my letter of 10 August, I enclose copy invoices which made up your June statement, the balance of which still remains outstanding. Having dealt with you for some time, we are concerned that we have neither received your remittance nor any explanation as to why the balance of \$ 2,000 has not been cleared. We would appreciate it if you could either reply with an explanation or send us a cheque to clear the account within the next seven days. Looking forward to hearing from you.

Dear Mr Giordiano



ВАРИАНТ №4

1. Прочитайте текст и ответьте на следующие вопросы:

1. Are the concepts of money and coinage the same?
2. How old is the first money?
3. What did early Stone Age men use as money?

Origins of Money

There are numerous myths about the **origins** of money. The concept of money is often **confused** with **coinage**. Coins are a relatively modern form of money. Their first appearance was probably in Asia in the 7th century BC. And whether these coins were used as money in the modern sense has also been questioned.

To determine the earliest use of money, we need to define what we mean by money. We will return to this **issue** shortly. But with any reasonable definition the first use of money is as old as human civilization. The early Persians **deposited** their grain in state or church **granaries**. The **receipts** of deposit were then used as methods of payment in the economies. Thus, banks were invented before coins. Ancient Egypt had a similar system, but instead of receipts they used **orders of withdrawal** – thus making their system very close to that of modern checks. In fact, during Alexander the Great's period, the granaries were linked together, making checks in the 3rd century BC more convenient than British checks in the 1980s.

However, money is older than written history. Recent anthropological and linguistic research indicates that not only is money very old, but it's origin has little to do with trading, thus contradicting another common myth. Rather, money was first used in a **social setting**. Probably at first as a method of **punishment**.

Early Stone Age man began the use of **precious** metals as money. Until the invention of coins, metals were weighed to determine their value. Counting is of course more practical, the first standardized **ingots** appeared around 2200 BC. Other **commonplace** objects were subsequently used in the abstract sense, for example **miniature** axes, nails, swords, etc.

Full standardization arrived with coins, approximately 700 BC. The first printed money appeared in China, around 800 AD. The first



severe inflation was in the 11th century AD. The Mongols **adapted** the bank note system in the 13th century, which Marco Polo wrote about. The Mongol bank notes were "legal tender", **i.e.** it was a **capital offense** to refuse them as payment. By the late 1400s, centuries of inflation eliminated printed bank notes in China. They were reinvented in Europe in the 17th century.

2. Переведите в письменной форме 1,2,3,4 абзацы.

3. Переведите. Определите форму сослагательного наклонения, и тип предложения, в котором оно употреблено.

1. It was entirely undesirable that this information should be given away.

2. As a conclusion to this section, however, it is therefore, entirely proper that we quote one of his chapter headings.

3. The title of the first story is taken from the name of the hero. It is the best known of the series, and has been published separately, as if it were the entire work.

4. In that age of reason it was necessary that clearness of expression should be joined to precision of thought.

5. This is a hypothesis which could be proved only by the actual discovery of remains of this race.

4. Раскройте скобки, поставьте глаголы в нужной форме. Определите тип условного предложения на основании форм глагола в главном и придаточном предложениях. Переведите.

1. If it (rain) ... tomorrow, we (not go) ... swimming.

2. If Tina (go) ... to bed early, she (not feel) ... tired in the morning.

3. If he (come) yesterday, I (help) him.

4. If it (rain) tomorrow, we (stay) at home

5. If I (have) enough time yesterday, I (write) to my parents

5. Переведите на английский язык, используя правило согласования времен

1. Он сказал, что занят, что он работает над докладом.



Деловое общение на иностранном языке

2. Моя сестра сказала, что никогда не встречала эту женщину раньше и ничего не слышала о ней.
3. Мы были очень рады, что они не заблудились в незнакомом городе и пришли вовремя.
4. Все думали, что лекция начнется в десять.
5. Мы не надеялись, что увидим его снова.

6. Поставьте части письма в правильном порядке.

Yours sincerely

Your charge account with us has been dead for 3 months and we are writing to you to find out the reason. Has there been any omission or lack of service on our part? If so, we apologize here and now and should be grateful to you if you would tell us where we have gone wrong so that we can put it right. Perhaps we have made a mistake. Pope said: «To err is human? to forgive divine»

We value friendly relations between our customers and ourselves and are confident that you will allow us to serve you in the future as we have done so often in the past.

Dear Mrs. Gertsy,