

ББК 81.2Англ-9

Ш37

Автор благодарит Victor A. Hill, руководителя английской фирмы International Management Development, London и L.P. Todd, руководителя американской фирмы International Business Development Council, Princeton за помощь в создании учебника

Главный редактор издательства *Н.Д. Эриашвили*

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Ш37 Деловой английский. Ускоренный курс: Учебник. – М.: Культура и спорт, ЮНИТИ, 1997. - 438 с.

ISBN 5-85178-053-3.

Учебник делового английского построен на реальных ситуациях делового общения с зарубежными партнерами. Представлены такие темы, как финансы, платежи, контракты, балансы, бухгалтерский учет, налоги банки и т.д.

За *200 часов (50 уроков)* самостоятельных занятий читатель сможет освоить необходимую лексику и грамматические правила и вести деловые переговоры, переписку, обсуждать многие тематические вопросы и т.д.

**ISBN** 5-85178-053-3

**ББК 88.2Aнгл-9**

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Introduction

*Дорогие читатели!*

Если вы когда-либо изучали английский язык и практически его забыли, но сейчас вам нужен английский язык для делового обще­ния, мы надеемся, что именно этот учебник поможет вам.

Учебник построен на реальных ситуациях общения с англий­скими и американскими бизнесменами в России, Англии и США. В нем представлены такие темы, как:

• Обучение специалистов

• Финансирование внешней торговли

• Платежи

• Контракты, запросы, предложения

• Посещения фирм и предприятий

• Финансовая деятельность

• Балансы, бухгалтерский учет

• Банки и т.д.

Учебник содержит диалоги по этим темам, деловую перепис­ку, а также интересные страноведческие сведения.

Учебник поможет вам вести деловые переговоры, телефонные деловые разговоры, а также активно участвовать в различ­ных деловых встречах.

К текстам даются словарные пояснения, грамматические правила и упражнения. Они помогут вам лучше запомнить слова и научиться правильно употреблять их в своей речи, а также по­нимать собеседника, говорящего на английском языке.

Приводится также общий словарь слов и словосочетаний, вошедших в учебник, и краткий словарь деловой лексики по темам, изучаемым в учебнике.

При создании учебника автор использовала свой практиче­ский опыт общения с зарубежными бизнесменами и опыт пе­дагогической работы по обучению взрослых деловому общению на английском языке.

ЖЕЛАЕМ УСПЕХОВ В ИЗУЧЕНИИ ДЕЛОВОГО АНГЛИЙСКОГО!

**Методические рекомендации для преподавателей**

1. Ускоренный курс делового английского языка рассчитан на 200 часов, на изучение каждого из 50 уроков (Unit) предпо­лагается 4 часа.

2. Учитывая реальные возможности обучающихся, основную работу лучше проводить на занятиях и не рассчитывать, что они будут выполнять большие домашние задания. Домашним заданием может быть чтение и просмотр текста или выполнение письменно тех упражнений, которые вы успели сделать на занятиях устно.

3. Большое внимание следует уделять фонетике, используя ра­боту хором, повторы за преподавателем в нужном темпе. Для этого в каждом уроке даны упражнения: *Read the following.* Для отработки фонетических навыков целесообразно использовать диалоги.

4. Грамматический материал лучше объяснять, используя русский язык. Не следует ожидать от обучающихся безошибоч­ного говорения на английском языке. Важнее научить их гово­рить достаточно быстро с правильной в целом интонацией и са­мое главное понимать речь собеседника на слух.

5. На занятиях преподаватель должен в основном говорить на английском языке. Не следует исправлять все ошибки обу­чающихся, особенно если они не искажают смысла высказыва­ния и не мешают пониманию. Если же вы хотите исправить ошибку, лучше сделать это вполголоса, как бы незаметно, или переспросив, подсказывая правильный вариант.

6. Как вы обратите внимание, все упражнения строятся во­круг ситуации урока и от этого лучше не отступать. Хочется на­деяться, что это поможет создать у обучающихся более прочные ассоциативные связи.

7. Каждое занятие лучше заканчивать подведением итогов самими обучающимися с рассказом о том, что они узнали на занятии или из урока.

8. Показателем овладения учащимися материалом могут слу­жить упражнения типа *Complete the dialogues and act out similar ones,* предложенные практически в каждом уроке.

Итоговый контроль также лучше проводить в форме диалогов.

Автор будет признателен за все замечания и советы, которые у вас несомненно появятся при работе с учебником.

*Unit one*

Meeting an English businessman

**Text**

David Hill, an English businessman, is at Sheremetievo airport in Moscow. Pete and Nick, Russian businessmen, are at the air­port to meet Mr. Hill.

*Pete:* Hello, Mr. Hill!

*David:* Hello, Pete! It is so good to see you! Thank you for meeting me.

*Pete:* I am very glad to see you too. Can I introduce my friend and colleague Nick?

*David:* How do you do, Nick?

*Nick:* How do you do, David? I'm glad to meet you.

And they shake hands. In Britain most people shake hands when they meet someone for the first time. It is not usual to shake hands when you say good-bye or when you meet again later.

*Pete:* Follow me please, David. Watch the step!Our car is in the parking area.

**Words and expressions**

Слова и выражения

|  |  |  |
| --- | --- | --- |
| **unit** | ['ju:nt] | блок,урок |
| **one** | [wʌn] | один *(числ.)* |
| **meeting** | ['mɪ:tɪŋ] | встреча |
| **to meet** |  | встречать |
| **a** | [ə] | неопределенный ар­тикль (ставится перед существитель­ными, не пере­водится) |
| **businessman** | ['bznsmen] | бизнесмен |
| **businessmen** | ['bznsmen] | бизнесмены |
| **text** | [tekst] | текст |
| **at** | [ə t] | в |
| **airport** | ['еεрɔ:t] | аэропорт |
| **English** | ['ŋgli∫] | английский |
| **is** | [z] | есть (гл. *to be* в 3-м лице ед.ч.) |
| **to be** | [t ə ' bɪ] | быть |
| **in** | [in] | в |
| **Russian** | ['rʌ∫n] | русский |
| **are** | [α:] | есть (глагол *to be* во 2-м лице мн. ч.) |
| **the** | [ð ə] | определенный артикль (ставится перед суще­ствительными, н е переводится) |
| **hello** | [he'lou] | привет |
| **it** | [t] | это |
| **so** | [sou] | так |
| **good** | [gu:d] | хороший, хорошо |
| **to see** | [sɪ:] | видеть |
| **you** | [ju:] | вы |
| **It is so good to see you!** |  | Я так рад видеть вас. |
| **to thank** | [t] | благодарить |
| **Thank you.** |  | Спасибо. |
| **for** | [f] | для |
| **me** | [m] | меня, мне |
| **Thank you for meeting me.** |  | Спасибо, что встре­тили меня. |
| **I** | [a] | я |
| **am ('m)** | [m(m)] | есть (глагол *to be в* 1-м лице ед.ч.) |
| **very** | ['ver] | очень |
| **glad** | [ld] | довольный |
| **I am very glad to see you.** |  | Очень рад видеть вас. |
| **too** | [tu:] | тоже |
| **can** | [kn] | мочь, иметь возмож­ность, уметь |
| **to introduce** | [,ntr'dju:s] | представить |
| **my** | [ma] | мой |
| **friend** | [frend] | друг |
| **and** | [nd] | и |
| **colleague** | ['koli:] | коллега, сотрудник |
| **Can 1 introduce my colleague?** |  | Разрешите предста­вить моего коллегу. |
| **How do you do?** |  | Здравствуйте. |
| **they** | [e] | они |
| **to shake** | [ek] | пожимать, трясти |
| **hand (s)** | [hnd (z)] | рука (и) |
| **They shake hands.** |  | Они пожимают друг другу руки. |
| **Britain** | ['brtn] | Британия, Англия |
| **most** | [moust] | наибольший |
| **people** | [ppl] | люди |
| **most people** |  | большинство людей |
| **when** | [wen] | когда |
| **someone** | ['smwn] | кто-нибудь |
| **first** | [fst] | первый |
| **time** | [tam] | время, раз |
| **for the first time** |  | впервые, первый раз |
| **not** | [not] | не, нет |
| **usual** | ['ju:ul] | обычный |
| **It is not usual...** |  | Обычно ... не ... |
| **to say** | [se] | говорить |
| **good-bye** | [,ud 'ba] | до свидания |
| **to say good-bye** |  | прощаться |
| **or** | [] | или |
| **again** | ['en] | снова |
| **later** | ['let] | позже |
| **to follow** | ['folu] | следовать за |
| **Follow me.** |  | Идите за мной. |
| **please** | [pli:z] | пожалуйста |
| **to watch** | [wot] | следить, наблюдать |
| **step** | [step] | ступенька |
| **Watch the step, please.** |  | Осторожно, ступенька! |
| **our** | [аu] | наш |
| **car** | [ka:] | автомобиль |
| **parking** | ['pa:ki] | стоянка |
| **area** | ['] | территория |
| **parking area** |  | место стоянки, сто­янка |
| **word (s)** | [wd (z)] | слово (а) |
| **expression (s)** | [ks'pren(z) | выражение (я) |

**Exercises**

Упражнения

**1. Read the following** (Прочитайте следующее):

• David glad car area

shake hand park parking area

later man parking

• the airport

the businessmen

the friend

the colleague

the time

the first time

the step

the parking area

• They are at the airport.

They are at the airport in Moscow.

They are at Sheremetievo airport.

The Russian businessmen are at the airport.

Later they are in the parking area.

The Russian businessmen and David are in the parking area.

**2. Translate into Russian** (Переведите на русский язык):

The businessmen are in the parking area.

David Hill is an English businessman.

Nick is a Russian businessman too.

They are Russians.

They are glad to see David.

David and Nick follow Pete to the car.

The car is in the parking area.

**3. Make sentences and translate them into Russian** (Составьте предло­жения и переведите их

на русский язык):

They are… in Moscow

He is … in Sheremetievo

I am… at Sheremetievo airport

at the airport

in the parking area

**4. Insert articles** (Заполните пропуски артиклями):

David is... English businessman.

Pete is... Russian businessman.

Nick is... Russian businessman too.

**5. Translate into English** (Переведите на английский язык):

Они бизнесмены.

Они находятся в аэропорту Шереметьево.

Они находятся в Москве.

**6. Match English and Russian equivalent** (Подберите английским фразам русские эквиваленты):

I am glad to meet you. Рад вас видеть

I am glad to see you. Рад с вами познакомиться.

It is so good to see you. Я так рад вас видеть!

I am very glad to see you too. Здравствуйте!

How do you do? Осторожно, ступенька.

Follow me, please. Спасибо, что вы приеха­ли меня встретить.

Watch the step. Я тоже очень рад вас ви­деть.

Thank you for meeting me. Проходите, пожалуйста, за мной.

**7. Complete the dialogues and act out similar ones** (Дополните диалоги и разыграйте аналогичные):

• *Р.:* Hello, Mr. Hill!

*D.:* Hello, Pete! It is so good... Thank you for...

*P.:* I am very... too.

*P.:* Can I introduce my...?

• *D:.* How..., Nick?

*N.:* How...? I am glad...

**8. Underline the sentences true to the text** (Подчеркните предложе­ния, соответствующие тексту):

Pete and David shake hands.

Nick and David shake hands.

In Britain people shake hands when they meet someone for the first time.

In Britain people shake hands when they say good-bye.

In Britain people shake hands when they meet again later.

In Russia people shake hands when they meet someone for the first time.

In Russia people shake hands when they say good-bye.

In Russia people shake hands when they meet again later.

**9. Complete Pete's words** (Дополните слова Петра):

Follow... please. Watch... Our car is in...

*Unit two*

Speak with Englishmen!

**Text**

Pete, Nick and David are in the car. They are going to the centre of Moscow.

*Pete:* Did you have a good trip, Mr. Hill?

*David:*Oh**,** yes. The flight was quite smooth. And I'm very glad the plane came on time.

*Pete:* And how do you like so much snow around?

*David:* Oh, I like Russian winter. Our winter is different. It's much milder. Have you ever been to England, Nick?

*Nick:* Will you repeat it, please? My English is not good enough, I am afraid.

*David:* Have you been to London?

*Nick:* No, not yet. But I am planning to go to England in summer.

*David:* As a tourist?

*Nick:* I think so.

*Pete:* And here is the hotel... Let me help you with the suit case, David.

*David:* Thank you. That's very kind of you.

**Words and expressions**

Слова и выражения

|  |  |  |
| --- | --- | --- |
| **two** | [tu:] | два *(числ.)* |
| **to speak** | [spk] | говорить |
| **with** | [wi] | с |
| **Englishman** | ['ilmn] | англичанин, англи­чанка |
| **Englishmen** | ['ilmen] | англичане |
| **Speak with Englishmen!** |  | Поговорите с англи­чанами! |
| **to get to ...** | [et] | добраться до |
| **getting to ...** | [et] | поездка до ..., |
| **centre** | ['sent] | центр |
| **of** | [ov] | (предлог, указывает на принадлежность) |
| **the centre of Moscow** |  | центр Москвы |
| **getting to the centre of Moscow** |  | поездка в центр Мо­сквы, дорога до цен­тра Москвы |
| **to have a trip** | [hv] | совершать поездку |
| **Did you have a good trip?** |  | Вы хорошо доехали? |
| **flight** | [flat] | полёт |
| **quite** | [kwat] | вполне |
| **smooth** | [sm] | гладкий |
| **plane** | [plen] | самолёт |
| **to come** | [km] | приходить, приле­тать, приезжать |
| **came** | [kem] | пришел, прилетел, приехал |
| **on time** | [tam] | во время |
| **how** | [hau] | как |
| **to like** | [laik] | нравиться, любить |
| **How do you like it?** |  | Как вам это нравится? |
| **much** | [mt] | много |
| **snow** | [snow] | снег |
| **around** | ['raund] | вокруг |
| **winter** | ['wnt] | зима |
| **different** | ['dfrnt] | различный, разный |
| **milder** | ['mald] | мягче |
| **It is much milder.** |  | Погода намного мягче. |
| **England** | ['ilnd] | Англия |
| **Have you ever been to England?** |  | Вы когда-нибудь были в Англии? |
| **to repeat** | [r'pt] | повторять |
| **Will you repeat it, please.** |  | Повторите, пожа­луйста. |
| **English** | ['l] | английский |
| **enough** | ['nf] | достаточно |
| **My English is not good enough.** |  | Я не очень хорошо знаю английский. |
| **I am afraid ...** |  | Боюсь, ... |
| **yet** | [jet] | пока, ещё |
| **but** | [bt] | но |
| **to plan** | [pln] | планировать |
| **I am planning...** |  | Я планирую ... |
| **summer** | [‘sm] | лето |
| **in summer** |  | летом |
| **as** | [z] | в качестве, как |
| **as a tourist** |  | в качестве туриста, как турист |
| **to think** | [k] | думать |
| **1 think so.** |  | Думаю, да. |
| **here** | [h] | здесь |
| **Here is the hotel.** |  | Вот и гостиница. |
| **Here is the car.** |  | Вот и наша машина. |
| **Here is Mr. Hill.** |  | Вот и г-н Хилл. |
| **to help** | [help] | помогать |
| **suitcase** | ['sju:tkes] | чемодан |
| **Let me help you with the suitcase.** |  | Разрешите ваш че­модан? |
| **kind** | [kand] | добрый, любезный |
| **That's very kind of you.** |  | Вы очень любезны. |

**Exercises**

Упражнения

**1. Read the following** (Прочитайте следующее):

• Pete here

see yet

get very

let men

help step

ever

• the centre the suitcase

the centre of Moscow the hotel

the flight the parking area

• That's kind of you. Thanks.

That's very kind of you. Thank you. I think you.

• They are in the car. Our winter is different.

Here is the hotel. Our summer is different.

**2. Translate into Russian** (Переведите на русский язык):

The businessmen are in the car.

They are going to the center of Moscow.

They are going to the Russia hotel.

They are speaking English.

They speak about the flight. They speak about Russian winter. They speak about English winter. They speak about Nisk's plans to visit England.

**3. Match English and Russian equivalents** (Подберите английским фразам русские эквиваленты):

|  |  |
| --- | --- |
| Did you have a good flight? | Мне нравится русская зима. |
| The flight was quite smooth. | Наша зима совсем другая. |
| I'm glad the plane came on time. | Вам нравится, когда столь­ко снега вокруг? |
| How do you like so much snow around? | Я планирую поехать в Анг лию летом. |
| I like Russian winter. | Вы когда-нибудь были в Англии? |
| Our winter is different. | Полет был вполне спокой­ным. |
| Have you ever been to Eng­land? | Я рад, что самолет прибыл вовремя. |
| I'm planning to go to Eng­land in summer | Вы хорошо долетели? |

**4. Make sentences and translate them into Russian** (Составьте пред ложения и переведите их на русский язык):

Did you have a good trip David

very good Mr. Hill

The flight was good

very good

smooth

quite smooth

'Im glad the plane came on time

very glad

so glad

How do you like Russian winter

so much snow in Moscow

so much snow around

Russian summer

English summer

English winter

|  |  |
| --- | --- |
| • I like | Russian winter  this snow around  English winter too  Moscow |

|  |  |  |  |
| --- | --- | --- | --- |
| • Our | winter  summer | is | different  is much milder |

|  |  |
| --- | --- |
| • Have you ever been to | England  Britain  London  Moscow |

|  |  |  |
| --- | --- | --- |
| • I'm planning to go to | England  Britain  London  Paris | in summer  in winter |

**5. Insert prepositions** (Заполните пропуски предлогами):

Nick is planning to go ... England ... summer. He is planning to go as a tourist.

Mr. Hill had a good time. The flight was quite smooth. The plane came ... time.

Have you ever been ... London?

Let me help you ... the suitcase.

That's very kind ... you.

**6. Translate into English** (Переведите на английский язык):

Вы хорошо долетели?

Да, полет был вполне спокойным.

Я рад, что самолет прибыл вовремя.

Как вам нравится так много снега вокруг?

Я люблю русскую зиму.

Наша зима совсем другая.

Она намного мягче.

Повторите, пожалуйста.

Я еще не знаю английский достаточно хорошо.

Разрешите помочь вам донести чемодан?

Спасибо, вы очень любезны.

**7. Complete the following dialogues and act out similar ones** (Дополните следующие диалоги необходимыми словами и разыграйте ана­логичные диалоги):

• *Р.:* Did you have a good... Mr. Hill?

*D:.* Oh, yes, the flight... And I'm glad the plane...

• *P.:* And how do you like... snow...?

*D.:* Oh, I like Russian... Our... is different. It is...

• *D.:* Have you ever been..., Nick?

*N.:* Will you...? My English...

• *D.:* Have you... London?

*N.:* No, not yet. But...

*D.:* As a...

*N*.: I think...

• *P.:* Here... hotel. Let me help...

*D.:* Thank you. That's...

*Unit three*

The Russia hotel

**Text**

The car has brought Pete, Nick and David to the Russia hotel. Now they are in the lounge of the hotel.

*Pete:* Just a minute, David. I'll speak to the receptionist. We made a reservation last week... Will you fill in this form, please?

David fills in the form, comes up to the receptionist and hands in the form.

*David:* Here you are. Is everything all right?

*Receptionist: ...* Yes, everything is OK... Your room number is five о two. Here is your key.

*David:* Thank you.

*Receptionist:* You are welcome. Have a nice stay.

*David:* Thanks.

*Pete:* David, will you join us for dinner to-night?

*David:* I'll be glad to.

*Pete:* Fine. Then we'll meet you here at seven sharp. And, if you don't mind. we shall have dinner at the hotel restaurant. It's not bad at all.

*David:* Thank you for the invitation. See you later.

**Words and expressions**

(Слова и выражения)

|  |  |  |
| --- | --- | --- |
| **three** | [r] | три *(числ.)* |
| **to check in** | ['tek'n] | регистрироваться при приезде в гостиницу |
| **checking in** |  | регистрация |
| **to bring** | [br] | привозить, доставлять, приносить |
| **The car has broiight them to the hotel.** |  | Автомобиль доставил их в гостиницу. |
| **now** | [nau] | сейчас, теперь |
| **lounge** | [laun] | холл |
| **Just a minute!** |  | Одну минуту! |
| **receptionist** | [r'sepnst] | администратор, реги­стратор (в гостинице) |
| **I'll speak to the receptionist.** | [,rez'ven] | Я поговорю с админи­стратором. |
| **to make a reservation** |  | заказать гостиницу |
| **last** | [lst] | последний, прошлый |
| **week** | [wi:k] | неделя |
| **last week** |  | на прошлой неделе |
| **We made a reservation last week.** |  | Мы заказали гостини­цу на прошлой неделе. |
| **to fill in** |  | заполнить |
| **this** | [s] | этот |
| **form** | [fm] | форма |
| **Will you fill in this form,**  **please?** |  | Заполните, пожалуй­ста, вот эту форму. |
| **- s** | [s, z] | *(окончание,* указываю­щее на 3-е лицо ед. ч.) |
| **He fills in the form.** |  | Он заполняет форму. |
| **to come up to** |  | подходить |
| **He comes up to the recep­tionist.** |  | Он подходит к адми­нистратору. |
| **to hand in the form** |  | сдать форму |
| **He hands in the form.** |  | Он сдает / отдает форму. |
| **Here you are.** |  | Вот, пожалуйста. |
| **everything** | ['evr] | всё |
| **all right** | ['l 'rat] | в порядке |
| **Is everything all right?** |  | Всё в порядке? |
| **your** | [j] | ваш |
| **room** | [rm] | комната, номер в гос­тинице |
| **number** | ['nmb] | номер |
| **your room number** |  | номер вашей комнаты |
| **five о two** | ['fav' ou 't] | 502 |
| **key** | [ki:] | ключ |
| **You are welcome.** |  | Добро пожаловать. Пожалуйста. |
| **nice** | [nas] | приятный |
| **stay** | [ste] | пребывание |
| **Have a nice stay!** |  | Приятного пребыва­ния! |
| **to stay** |  | пребывать, находить­ся, жить |
| **Thanks.** | [ks] | Спасибо. |
| **to join** | [on] | присоединяться |
| **dinner** | ['dn] | обед, ужин |
| **Will you join us for dinner?** |  | Не поужинаете вместе с нами? |
| **to-night** | [t'nat] | сегодня вечером |
| **I'll be glad to. = I'D be glad to** | [gld] | С удовольствием. |
| **join you.** |  |  |
| **fine** | [fan] | прекрасный |
| **Fine.** |  | Прекрасно. |
| **then** | [en] | затем |
| **We'll meet you.** |  | Мы встретим вас. |
| **seven** | ['sevn] | семь *(числ.)* |
| **sharp** | [p] | острый |
| **at seven sharp** |  | ровно в 7 |
| **to mind** | [mand] | возражать, иметь что-либо против |
| **if** | [f] | если |
| **If you don't mind...** |  | Если вы не возражаете... |
| **to have dinner** |  | обедать, ужинать |
| **We shall have dinner...** |  | Мы будем ужинать ... |
| **restaurant** | ['restr] | ресторан |
| **at the restaurant** |  | в ресторане |
| **bad** | [bd] | плохой |
| **at all** | [t 'l] | вообще, совсем |
| **It's not bad at all.** |  | Он совсем неплох. |
| **invitation** | [,nv'ten] | приглашение |
| **to invite** | [n'vat] | приглашать |
| **See you later.** |  | До встречи. |

**Exercises**

(Упражнения)

**1. Read the following** (Прочитайте следующее):

|  |  |  |
| --- | --- | --- |
| • nice | it | will |
| fine | is | fill in |
| invite | if | dinner |
| Nick | minute | first |
| in |  |  |

|  |  |
| --- | --- |
| • the receptionist | her |
| to fill in the form | this |
| to hand in the form | the invitation |
|  | everything |

• Is everything OK?

Is everything all right?

Everything is OK.

Everything is all right.

• The businessmen are in the lounge.

They are in the lounge of the hotel.

**2. Translate into Russian** (Переведите на русский язык):

The car brought the businessmen to the Russia hotel.

They speak to the receptionist and Mr. Hill fills in the form.

Then Mr. Hill comes up to the receptionist and hands in the form.

Everything is all right.

Mr. Hill receives the key to his room.

His room number is 502.

Pete invites Mr. Hill to dinner.

Mr. Hill is glad to join Pete and Nick for dinner.

They will have dinner at the restaurant of the hotel.

Mr. Hill thanks Pete for the invitation.

**3. Match English and Russian equivalents** (Подберите английским фразам русские эквиваленты):

|  |  |
| --- | --- |
| Just a minute. | Мы заказывали номер на прошлой неделе. |
| I'll speak to the receptionist. | Одну минуту. |
| We made a reservation last week. | Япоговорю с администрато­ром. |
| Will you fill in this form, please? | Все в порядке? |
| Here you are. | Вот ваш ключ. |
| Is everything all right? | Пожалуйста. |
| Here is your key. | Вот, пожалуйста. |
| You are welcome. | Хорошего вам отдыха. |
| Have a nice stay. | Заполните, пожалуйста, эту форму. |

**4. Complete the following sentences** (Дополните необходимыми словами следующие предложения):

The car has brought the businessmen... the Russia hotel.

Now they are... the lounge of... hotel.

They speak... the receptionist.

Last week the Russian businessmen... a reservation for Mr. Hill.

**5. Complete Pete's words** (Дополните предложения словами, кото­рые произнес Петр):

Just a minute, David. I'll ... We made ... Will you fill ...?

**6. Complete the dialogue and make a similar one** (Дополните диалог необходимыми словами и разыграйте аналогичный диалог):

*D.:* Here you are. Is everything ...?

*R.:* Yes, everything ... Your room ... Here is ...

*D.:* Thank you.

*R.:* You ... Have ...

*D.:* Thanks.

**7. Make sentences and translate them into Russian** (Составьте пред­ложения и переведите их на русский язык):

|  |  |
| --- | --- |
| • Will you join us for dinner Can we invite you to dinner | to-night |

|  |  |  |  |
| --- | --- | --- | --- |
| • I'll | be | glad  very glad | to join you |
| • We'll meet you here | | at seven  at seven sharp | |

|  |  |
| --- | --- |
| • If you don't mind we shall |  |
| have dinner | here at the restaurant  at the restaurant of the hotel |
| • It is | good |
|  | very good |
|  | so good |
|  | not bad |
|  | not bad at all |
| • Thank you for | the invitation  inviting me |
| • See you | at seven  later |

**8. Translate into English** (Переведите на английский язык):

Можно пригласить вас на ужин?

Мы встретим вас здесь в 7.00.

Если не возражаете, мы поужинаем в ресторане гостиницы.

Спасибо за приглашение.

**9. Complete the dialogues and act out similar ones** (Дополните диа­логи необходимыми словами и разыграйте аналогичные):

• *Р.:* Just a minute, David. I'll speak to ... Will you fill in ...

*D.:* Here ... Is everything ...

• *R.:* Everything is OK. Your room number ... Here ... key

*D.:* ...

*R.:* You are ... Have a nice ...

• *P.:* Will you join us ...?

*D.:* I'll ...

*P.:* Fine. Then we'll meet ... And if you don't ... It's not bad at all.

*D.:* Thank ... See ...

*Unit four*

At the restaurant

**Text**

It is seven sharp. Pete and David are in the lounge.

*Pete:* Good evening, David.

*David:* Good evening, Pete.

It is two minutes past seven. They see Nick.

*Nick:* Good evening. I'm late, I'm afraid. I do apologise.

*David: Good* evening. That's all right.

*Pete:* Good evening. Follow me please, gentlemen.

They go to the restaurant. The head waiter comes up to them and offers them one of the vacant tables.

*Pete:* Do you like this table, David?

*David:* It looks all right.

*Pete:* Then let's take it... Here is the menu...

*David:* Oh, it's in English too. How very nice.

*Pete:* What would you like to drink?

*David:* Gin and tonic for me, please.

*Nick:* And what would you like as a starter?

*David:* Your English is very good. Some cold fish, I think.

*Nick:* Thank you for the compliment. I'll tell my teacher about it. And what would you like as a hot meal?

*David:* Some meat and vegetables.

*Pete:* And here are our drinks... I'm very glad to see you in Moscow, David. I still remember my Christmas days in London. Now you are welcome to Moscow. To our good business!

*David:* I do hope our business will be beneficial for all of us.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **four** | [f] | четыре *(числ.)* |
| **going to the restaurant** |  | посещение ресторана |
| **evening** | ['vni] | вечер |
| **Good evening.** |  | Добрый вечер. |
| **past** | [pst] | после |
| **It's two minutes past seven.** |  | Сейчас две минуты восьмого. |
| **to apologise** | ['polaz] | извиняться, просить прощения |
| **I do apologise.** |  | Простите ради бога. |
| **That's all right.** |  | Ничего, все в порядке. |
| **gentleman** | ['entlmn] | джентельмен |
| **gentlemen** | ['entlmn] | джентельмены |
| **head** | [hed] | главный |
| **waiter** | ['wet] | официант |
| **head waiter** |  | метрдотель |
| **to offer** | ['of] | предлагать |
| **them** | [m] | им |
| **vacant** | ['veknt] | свободный |
| **table** | [tebl] | стол |
| **Do you like it?** |  | Вам нравится (этот стол)? |
| **to look** | [luk] | выглядеть |
| **It looks all right.** |  | Вполне нормальный. |
| **to take the table** |  | садиться за стол |
| **Let's take this table.** |  | Давайте сядем за этот столик. |
| **menu** | ['menj] | меню |
| **in English** |  | на английском языке |
| **How very nice.** | [nas] | Как это чудесно / мило. |
| **what** | [wot] | что |
| **to drink** | [drk] | пить |
| **What would you like to drink?** |  | Какие напитки вы хо­тите? |
| **gin and tonic** | ['n n 'tounk] | джин с тоником |
| **starter** | ['stt] | холодная закуска |
| **as a starter** |  | на закуску |
| **some** | [sm] | некоторое количество |
| **cold** | [kould] | холодный |
| **fish** | [f] | рыба |
| **some fish** |  | немного рыбы |
| **compliment** | ['komplment] | комплимент |
| **to tell** | [tel] | говорить |
| **teacher** | ['tt] | учитель, преподаватель |
| **I'll tell my teacher about**  **it.** |  | Я скажу об этом своему преподавателю. |
| **hot** | [hot] | горячий |
| **meal** | [ml] | еда |
| **What would you like as a hot meal?** |  | Что вы хотите на горя­чее? |
| **meat** | [mt] | мясо |
| **vegetables** | ['vetblz] | овощи |
| **drink** | [drk] | напиток |
| **Here are our drinks.** |  | А вот и наши напитки. |
| **still** | [stl] | всё еще |
| **to remember** | [r'memb] | помнить |
| **Christmas** | ['kr | Рождество |
| **day** | [de] | день |
| **You are welcome to Mos­cow.** |  | Добро пожаловать в Москву. |
| **business** | ['bzns] | бизнес, дело |
| **To our good business!** |  | За наш бизнес! |
| **to hope** | [houp] | надеяться |
| **I do hope...** |  | Я очень надеюсь ... |
| **beneficial** | ['ben'fl] | выгодный, полезный |
| **Our business will be bene­** |  | Наш бизнес будет очень |
| **ficial.** |  | полезным (выгодным). |
| **us** | [s] | нам, нас |
| **for all of us** |  | для всех нас |

**Exercises**

**1. Read the following:**

|  |  |  |
| --- | --- | --- |
| • go | not | port |
| hope | compliment | airport |
| hello | apologise | form |
| so | follow | offer |
|  |  |  |

smΛŋðəæʒαεɪɔ’s

• the lounge

in the lounge

they

then

to the restaurant

one of the vacant tables

this table

• Here is the menu.

Here are our drinks.

They are in the lounge of the hotel.

Your English is very good.

• I do apologise.

I do hope our business will be beneficial.

**2. Translate into Russian:**

It's seven sharp.

The Russian businessmen are in the lounge.

At two minutes past seven they see David.

They all say good evening and go to the restaurant.

They order some drinks, starters and hot meals.

They have a drink to their good beneficial business.

**3. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Good evening. | Прошу прощения. |
| I'm late I'm afraid. | Ничего, все в порядке. |
| I do apologise. | Добрый вечер. |
| That's all right. | Я, кажется, опоздал. |
| Follow me, please. | Вам нравится этот столик? |
| The head waiter comes up to them. | По-моему, вполне нормальный (столик). |
| The head waiter offers them one of the  vacant tables. | Проходите, пожалуйста, за мной. |
| Do you like this table? | К ним подходит метрдотель. |
| It looks all right. | Метрдотель предлагает им  один изсвободных столи­ков. |

**4. Complete the dialogues and act out similar ones:**

*• P.:* Good..., David.

*D.:* Good..., Pete.

*N.:* Good.... I'm late... I do...

*D.:* Good... That's...

*P.:* Good... Follow...

*• P.:* Do you like...?

*D.:* It looks...

*P.:* Then let's...

**5. Make sentences and translate them into Russian:**

|  |  |
| --- | --- |
| • Here is | the menu  the form  the car  the hotel |

|  |  |
| --- | --- |
| • It's in | Russian English too |

|  |  |
| --- | --- |
| • How very | nice  good |
| • What would you like | to drink  to have as a starter |
| • Would you like | a drink  gin and tonic  some cold fish  some meat  some vegetables |
| • Your English is | quite good  very good |
| • Thank you for | the compliment  your compliment  your kind words |
| • I will tell my teacher about | it  your words  your compliment |

|  |  |
| --- | --- |
| • I still remember Christ­mas days | in London  in England  in Britain  in ... |

|  |  |
| --- | --- |
| • You are welcome | to Moscow  to Russia  to ... |

|  |  |  |
| --- | --- | --- |
| • To our | good very good  beneficial | business friendship |

|  |  |
| --- | --- |
| • I do hope our business will be | very good  beneficial  beneficial for all of us |

**6. Translate into English:**

• Вот, пожалуйста, меню. • Вы хорошо говорите по-

Что бы вы хотели выпить? английски.

Что бы вы хотели на закуску? Вы хорошо говорите по-

Что вы хотите на горячее? русски.

Спасибо за комплимент.

**7. Complete the dialogues and act out similar ones:**

• *P.:* Here is the ...

*D.:* Oh, ... English too.

*P.:* What ... drink?

*D.: ...* for me, please.

• *N:.* And what ... starter?

*D.:* Your English ... Some cold ..., I think.

*N.:* Thank ... I will tell my teacher ... And what ... as a hot meal?

*D.:* Some ...

• *P.:* And here ... drinks. I'm very glad to ... I still remember ... in London. Now you ... to Moscow. To our ...!

*D.:* I do hope ... for all of us.

**8. Представьте, что вы пригласили англичанина в ресторан. Разы­грайте короткие диалоги:**

• Вы встречаете его около ресторана.

• Вы выбираете столик.

• Вы заказываете ужин.

• Вы произносите тосты.

*Unit five*

Small talk

**Text**

Pete, Nick and David are still at the restaurant. They are enjoying their meal and have a small talk.

*Pete:* David, is this your first visit to Moscow?

*David:* Oh, no. 1 was in Moscow last year. I like your city very much. It's a pity my sister is not with me now. She wanted to go so much.

*Nick:* And why didn't she join you? Is she busy?

*David:* Well, you see, she could not leave her office, her boss did not let her go. They are working at a very important proj­ect now. And have you got a sister or a brother, Nick?

*Nick:* Oh, yes. I have a brother. He is on holiday in the mountains.

*Pete:* Oh, really? My elder daughter is also in the mountains in Chechia now. She is fond of skiing and goes to the mountains every winter.

*David:* Have you got a big family?

*Pete:* I wouldn't say so. There are five of us. Two daughters, a son, my wife and I.

*David:* Quite an English family!

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| five | [fav] | пять *(числ.)* |
| small | [sml] | маленький |
| talk | [tk] | разговор |
| small talk |  | светский разговор |
| to have a small talk |  | говорить на светские темы вести светские беседы |
| to enjoy | [n'] | получать удовольствие |
| their | [e] | их |
| They are enjoying their  meal. |  | Они с удовольствием по­ужинали. |
| visit | ['vzt] | посещение,визит |
| a visit to Moscow |  | посещение Москвы |
| to visit Moscow |  | посещать Москву |
| no | [nou] | нет |
| Oh, no. |  | 0, нет. |
| year | [j] | год |
| last year |  | в прошлом году |
| I was in Moscow last year. |  | Я был в Москве в про­шлом году. |
| city | ['st] | город |
| very much |  | очень |
| 1 like it very much. |  | Он (город) мне очень нравится. |
| It's a pity. |  | Жаль. |
| sister | ['sst] | сестра |
| she | [] | она |
| to want | [wont] | хотеть |
| She wanted to go. |  | Она хотела поехать (со мной). |
| why | [wa] | почему |
| Why didn't she join you? |  | Почему же она не поеха­ла с вами? |
| to be busy | ['bz] | быть занятым, иметь |
|  |  | много дел |
| Well, you see, ... |  | Ну, видите ли ... |
| can |  | мочь |
| could | [kud] | мог |
| to leave | [lv] | покидать, уезжать из ... |
| her |  | её |
| office | ['ofs] | офис |
| her office |  | её офис |
| to leave the office |  | уехать с работы, оставить работу |
| She could not leave the of­ |  | Она не смогла оставить |
| fice. |  | работу. |
| to let |  | разрешать |
| Her boss did not let her go. |  | Начальник не отпустил её. |
| to work | [wk] | работать |
| They are working at the problem. |  | Они сейчас работают над этой проблемой. |
| important | [m'ptnt] | важный |
| project | ['prokt] | проект |
| to have got |  | иметь |
| Have you got a sister? |  | У вас есть сестра? |
| brother |  | брат |
| to be on holiday |  | отдыхать, быть в отпуске |
| He is on holiday. |  | Он в отпуске. |
| mountain | ['mauntn] | гора |
| in the mountains |  | в горах |
| really | ['rl] | действительно, в самом |
|  |  | деле, разве |
| Oh, really? |  | 0, неужели? |
| elder | ['eld] | старший |
| daughter | ['dt] | дочь |
| also | ['lsou] | тоже |
| to be fond of |  | увлекаться |
| skiing | ['sk] | катание на лыжах |
| She is fond of skiing. |  | Она любит лыжный |
|  |  | спорт. |
| to ski |  | кататься на лыжах |
| skis |  | лыжи |
| every | ['evr] | каждый |
| big |  | большой |
| family | ['fml] | семья |
| I would not say so. |  | Я бы этого не сказал. |
| There are five of us. |  | Нас пятеро. |
| wife | [waf] | жена |
| Quite an English family! |  | Настоящая английская семья! |

Exercises

**1. Read the following:**

|  |  |
| --- | --- |
| • small, talk | •' at the restaurant |
| all, all right | in the mountains |
| for all of us | to the mountains |
| • It this your first visit to Mos- | • She could not leave her office. |
| cow? | Have you got a sister or a |
| Is she busy? | brother? |
| She goes to the mountains | My daughter is also in the |
| every winter. | mountains. |
|  | There are five of us. |

**2. Translate into Russian:**

The businessmen are still at the restaurant.

They are enjoying their meal and have a small talk.

They speak about Moscow and about their families.

David has got a sister.

Nick has got a brother.

Pete has got a son and a wife.

There are five people in Pete's family.

David says it's a typical English family.

There are usually five people in an English family.

***Спряжение глагола to be***

Настоящее простое время (Present Indefinite)

I am You are

He/ She/ It is=He/ She/ **it's**

We/ You/ They **are**

**Прошедшее простое время (Past Indefinite)**

I **was**

You **were**

He/She/It **was**

We/ You/ They **were**

Будущее простое время (Future Indefinite)

I **shall be** = I'**ll be**

You **will be** = you'**ll be**

He/ She/ It **will be** = He/ She/ It'**ll be**

**Настоящее совершенное время (Present Perfect)**

We **have been**

You **have been**

They **have been**

**3. Underline the verb *to be* and translate the following sentences into Russian:**

They are still at the restaurant.

She is not with me now.

Is she busy?

He is on holiday in the mountains.

My elder daughter is also in the mountains.

She is fond of skiing.

There are five of us.

This is my family.

I was in Moscow last year.

Nick and Pete are Russian businessmen.

One day they were at the Sheremetievo airport.

Have you been to London?

Have you been to England?

Now the businessmen are at the restaurant.

**4. Make sentences and translate them into Russian:**

|  |  |
| --- | --- |
| • They are enjoying | their meal their small talk their meal |

|  |  |  |
| --- | --- | --- |
| • It this your first visit to | Moscow |  |
|  | London |  |
|  | New York |  |
|  | Liverpool |  |
|  | New Zealand |  |
|  | Australia |  |
| • I was in | Moscow | last year |
|  | Russia |  |
|  | London |  |
|  | Sydney |  |
|  | Washington |  |
| • I like | Moscow |  |
|  | your city |  |
|  | Russia |  |
|  | Russian winter |  |
|  | English summer |  |
| • I have got | a sister |  |
|  | a brother |  |
|  | a wife |  |
|  | a family |  |

|  |  |  |  |
| --- | --- | --- | --- |
| • It's a pity | he | is | not with me now |
|  | she |  |  |
|  | they | are |  |

**5. Complete the dialogue and act out a similar one:**

• *P.:* David, is this your first...?

*D.:* Oh no,... last year. I like... It's a pity my sister... She wanted... so much.

**6. Write down everything that Pete said about his sister.**

**7. Complete the dialogues and act out similar ones:**

*D.:* Have you got a sister...?

*N.:* Oh, yes. I have... He is on... mountains.

*D.:* Oh, really? My elder daughter is also... Chechia now. She... skiing and goes...

*D.: •* Have you got...?

*P.:* I wouldn't... There are... Two daughters...

*D.:* Quite... family!

**8. Answer the following questions using the prompts:**

• Have you got a sister or a brother?

*(Yes, t have...)*

• Have you got a big family?

*(1 wouldn 't say so. There are...)*

* *prompts — подсказки*

*Unit six*

Making an appointment

**Text**

The three gentlemen have enjoyed their dinner and they are pre­paring to leave the restaurant:

*Pete:* Thank you for the nice evening, David.

*David:* Likewise. I enjoyed everything very much. And I liked the orchestra. I like Russian music immensely.

*Pete:* Very often they play English songs here. They sound su­ perb.

*David:* Then I was lucky to listen to Russian songs tonight. They are more than beautiful....

The waiter comes up to Pete and hands the bill over to him.

*David:* Oh, let me pay the bill, Pete.

*Pete:* Oh, no. It will be my pleasure... And when can you come to our office tomorrow?

*David:* Will ten o'clock be convenient to you?

*Pete:* Fine. Then Nick will pick you up tomorrow at ten to ten in the lounge.

*David:* OK. See you tomorrow then.

*Nick:* Good-bye. See you tomorrow. I won't be late I promise.

*David:* I hope I won't be late either.

*Pete:* Have a good sleep. See you tomorrow.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **six** | [sks] | шесть *(числ.)* |
| **to make an appointment** | [ə'pontment] | договориться о встрече |
| **making an appointment** |  | договоренность о встрече |
| **They have enjoyed their dinner.** |  | Они с удовольствием по­ужинали. |
| **to prepare** | [рr'реə] | готовить (ся) |
| **They are preparing to leave the restaurant.** |  | Они готовятся уходить из ресторана. |
| **Likewise.** | ['lakwaz] | *зд.* И я благодарю вас. |
| **orchestra** | ['ɔkstrə] | оркестр |
| **1 liked the orchestra.** |  | Мне понравился оркестр. |
| **music** | ['mjuzik] | музыка |
| **immensely** | ['menslɪ] | очень, чрезвычайно |
| **often** | ['ofn] | часто |
| **to play** |  | играть |
| **song** | [soŋ] | песня |
| **to play a song** |  | исполнять песню |
| **to sound** | [saund] | звучать |
| **superb** | [ˈsju:pə:b] | великолепно |
| **They sound superb.** |  | Они исполняли это |
|  |  | (звучали)великолепно. |
| **to be lucky** | ['lʌk] | иметь удачу |
| **I was lucky.** |  | Мне повезло. |
| **to listen** | [lsn] | слушать |
| **to listen to a song** |  | слушать песню |
| **more** |  | более, больше |
| **more than** |  | больше чем |
| **beautiful** | ['bju:təful] | красивый |
| **bill** |  | счет |
| **to hand the bill over to ...** |  | передать счет ... |
| **to pay** |  | платить |
| **Let me pay the bill.** |  | Разрешите мне оплатить счет. |
| **pleasure** | ['pleƷə] | удовольствие |
| **It will be my pleasure.** |  | Я это сделаю с большим удовольствием сам. |
| **tomorrow** | [tə'morou] | завтра |
| **When can you come to our office tomorrow?** |  | Вы можете приехать в наш офис завтра? |
| **ten** |  | десять *(числ.)* |
| **o'clock** |  | часов |
| **convenient** | [kən'vnjənt] | удобный |
| **Will ten o'clock be con­** |  | 10 часов вас устраивает? |
| **venient to you?** |  |  |
| **to pick lip** |  | заезжать за ... |
| **He will pick you up at** |  | Он заедет за вами на ма­ |
| **ten.** |  | шине завтра в 10 часов. |
| **See you tomorrow.** |  | До завтра. |
| **to promise** | [proms] | обещать |
| **either** | ['aðə] | тоже (в отрицат. предло­ |
|  |  | жениях) |
| **I won't be late either.** |  | Я тоже не опоздаю. |
| **I won't come either.** |  | Я тоже не приеду. |
| **I am iiot a teacher either.** |  | Я тоже не преподаватель. |
| **I didn't see him either.** |  | Я тоже не видел его. |
| **sleep** |  | сон |
| **Have a good sleep.** |  | Спокойной ночи. |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • evening | • skiing |
| everything | going |
| preparing | inviting |
| working | shaking |
| meeting |  |
| • either | • I liked the orchestra. |
| three gentlemen | Thank you for the nice evening. |
| the three gentlemen | I won't be late either. |
| their dinner | They sound superb. |
| They have enjoyed their  din­ner. |  |

• to leave the restaurant

They are preparing to leave the restaurant.

They have enjoyed their dinner.

We enjoyed everything very much.

He hands the bill over to Pete.

**2. Translate into Russian:**

The three businessmen have enjoyed their dinner and now they are preparing to leave the restaurant.

Pete thanks David for the nice evening.

David thanks him too.

He liked the Russian music at the restaurant.

Then David pays the bill.

Then they discuss when they will meet tomorrow.

They will meet at ten.

Nick will pick up David in the lounge at 10 to 10.

**3. Underline the verb *to be* in the following sentences. Translate the sen­tences into Russian:**

They have been at the restaurant for some time.

David was lucky to listen to Russian songs that night.

The songs were more than beautiful.

It will be my pleasure to pay the bill.

Will ten o'clock be convenient to you?

I won't be late.

I have never been to the Russia hotel. I have never been to London.

**4. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Likewise.  I like Russian music im­mensely.  They sound superb. | Они звучат прекрасно.  Они более чем красивые.  Мне посчастливилось послушать русские песни. |
| I was lucky to listen to Rus­sian songs. | И мне тоже (И я тоже). |
| They are more than beautiful. | Я очень люблю русскую музыку. |

**5. Complete the dialogue and act out a similar one:**

*P.:* Thank you for ...

*D.:* L ... I enjoyed ... the orchestra. I ... immensely.

*P.:* Very often... songs. They sound ...

*D.:* Then I was lucky ... tonight. They ... beautiful.

**6. Translate into English the *short* dialogues:**

* *short — короткий*

*• —* Разрешите, я заплачу по счету.

— Нет, что вы. Я сам заплачу с удовольствием.

• — Когда вы завтра сможете приехать к нам в офис?

— Вам удобно в 10 часов?

— Да, прекрасно.

**7. Complete the dialogue and act out a similar one:**

*P.:* Then Nick will pick ... lounge.

*D.:* OK. See ... then.

*N.:* Good-bye. See ... I won't...

*D.:* I hope I won't ... either.

*P.:* Have a good ... tomorrow.

**8. Представьте, что вы обедаете в ресторане с англичанином.**

• Какие предложения из диалога вы бы использовали? Вы­пишите их.

• Запишите предложения, которые бы вы использовали до­полнительно.

• Разыграйте этот диалог с кем-нибудь, кто будет исполнять роль англичанина.

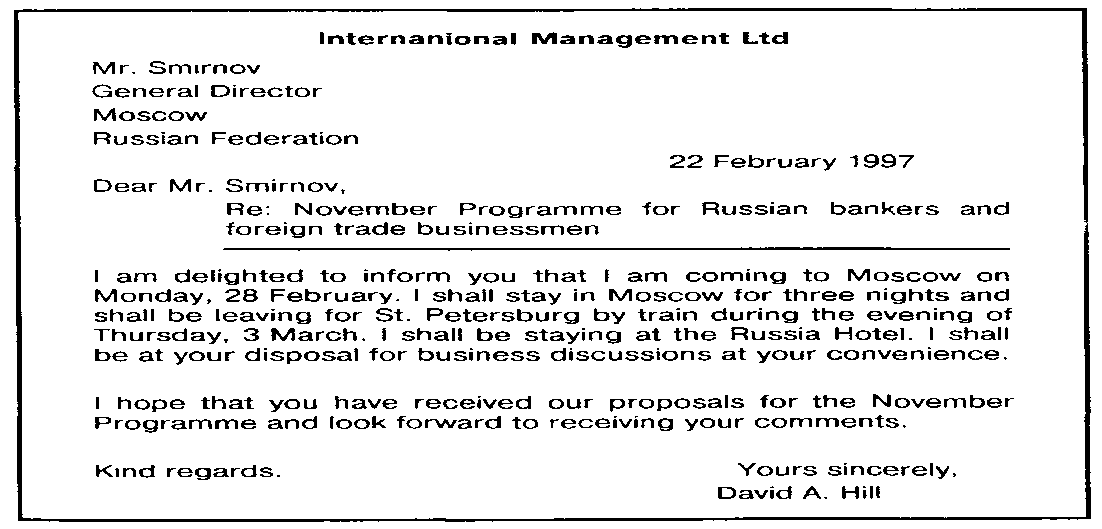
Unit seven

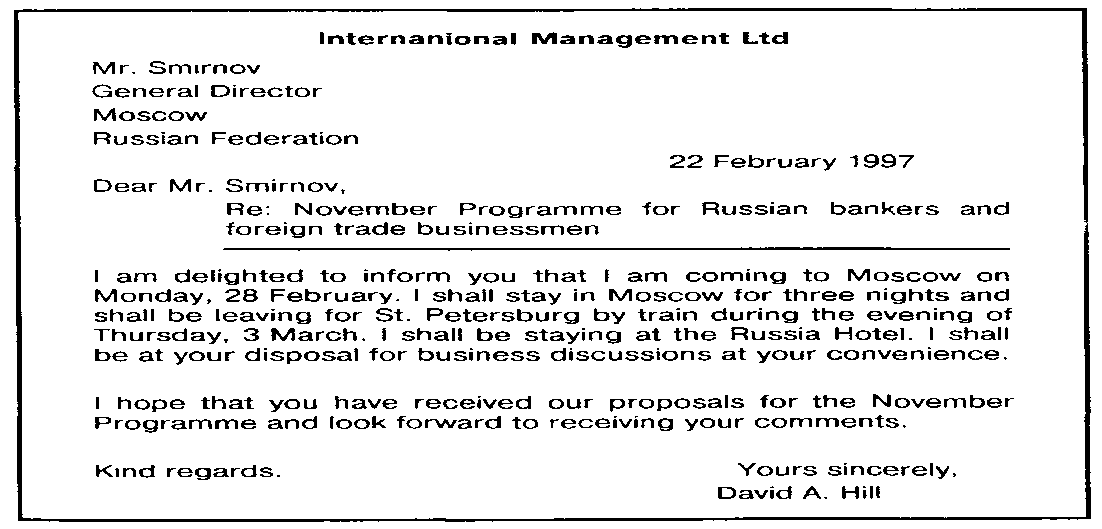
Business

**Text**

The next day at exactly nine o'clock Pete comes to his office. He knows that he should refresh the correspondence with David and prepare for the talks he will have with David at ten. First he starts looking through all the letters and faxes of Mr. Hill.

*Here is the the recent fax message of Mr. Hill:*





Then Pete looks through the letters of the participants of the Pro­gramme expressing their wishes and requests. He makes a note that he should discuss the following details with Mr. Hill:

• time

• hotel accommodation

• topics to be discusssed at the lectures

• business visits

• programme fee

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **seven** |  | семь *(числ.)* |
| **a business talk** |  | деловые переговоры |
| **to have a business talk** |  | проводить/иметь деловые переговоры |
| **to prepare for a business talk** |  | готовиться к деловым переговорам |
| **next** |  | следующий |
| **the next day** |  | на следующий день |
| **exactly** | [ k'zæktl ] | точно |
| **nine** |  | девять *(числ.)* |
| **at exactly nine o'clock** |  | ровно в 9 часов |
| **his** |  | его |
| **his office** |  | его офис |
| **to know** | [nou] | знать |
| **He knows that.** |  | Он это знает. |
| **to refresh** | [r 'fre∫] | освежать (в памяти) |
| **He should refresh it.** |  | Он должен освежить это в памяти. |
| **correspondence** | [,kors'pondəns] | переписка |
| **to start** |  | начинать |
| **to look through** | ['luk 'θru**:**] | просматривать |
| **He starts looking through**  **the correspondence.** |  | Он начинает просматри­вать переписку. |
| **letter** |  | письмо |
| **fax = fax message** |  | факс |
| **message** | ['mesəd] | послание (письменное или устное) |
| **recent** | ['rɪsənt] | недавний |
| **international** |  | международный |
| **management** |  | менеджмент |
| **development** |  | развитие |
| **Ltd. = ltd.** |  | компания с ограничен­ной ответственностью |
| **general** | ['dʒenərəl] | генеральный, общий |
| **director** |  | директор |
| **twenty second** |  | двадцать второй *(числ.)* |
| **February** |  | февраль |
| **the twenty second of February** |  | 22 февраля |
| **dear** |  | уважаемый, дорогой |
| **Dear Mr....** |  | Уважаемый г-н ... |
| **Re** |  | Относительно |
| **November** |  | ноябрь |
| **programme** |  | программа |
| **banker** | [ˈbæŋkə] | банковский работник, бан­кир |
| **foreign** | ['forn] | иностранный |
| **trade** | [tred] | торговля |
| **foreign trade** |  | внешняя торговля |
| **foreign trade business­men** |  | специалисты внешней торговли |
| **to be delighted** |  | очень радоваться |
| **to inform** |  | сообщать |
| **1 am delighted to inform you that ...** |  | Рад сообщить, что ... |
| **Monday** |  | понедельник |
| **the twenty eighth of...** |  | двадцать восьмое |
| **night** | [nat] | ночь, вечер |
| **I shall be leaving for St. Petersburg ...** |  | Я уезжаю в Санкт-Петер­бург ... |
| **I shall be staying at...** |  | Я останавливаюсь в ... |
| **train** |  | поезд |
| **by train** |  | на поезде |
| **during** |  | во время |
| **Thursday** | ['θə**:**sd] | четверг |
| **on the third of ...** |  | третьего |
| **March** |  | март |
| **at your disposal** |  | в вашем распоряжении |
| **to discuss** | [ds'kʌs] | обсуждать |
| **discussion** |  | обсуждение |
| **at your convenience** |  | как вам будет удобно |
| **to receive** |  | получать |
| **I have received your let­ter** |  | Я получил ваше письмо |
| **proposal** |  | предложение |
| **I look forward to ...** |  | С нетерпением жду |
| **comment** | ['komənt] | замечание |
| **kind regards** |  | с уважением (в конце письма) |
| **Yours sincerely** | ['jɔ**:**z sin'səl] | Ваш |
| **participant** | [pα:'tspənt] | участник |
| **to express** |  | выражать |
| **the letter expressing ...** |  | письмо, в котором выра­жается |
| **wish** |  | пожелание |
| **request** | [r'kwest] | просьба |
| **to make a note** |  | делать пометка |
| **He makes a note that he should discuss .** |  | Он делает пометку, что он должен обсудить . |
| **following** |  | следующий |
| **detail** |  | деталь, вопрос |
| **accommodation** | [ə,komə'de∫n] | размещение, проживание |
| **topic** |  | вопрос |
| **topic to be discussed** |  | вопрос, который нужно обсудить |
| **lecture** | [ ˈlekt∫ə] | лекция |
| **at the lecture** |  | на лекции |
| **fee** |  | плата |
| **the programme fee** |  | плата за эту программу (за обучение) |

**Exercises**

**1. Underline the sentence true to the text:**

• Pete and Nick prepare for the talk in the office.

Nick prepares for the talk in the office.

Pete prepares for the talk in the office.

• The preparations start at seven o'clock.

The preparations start at eight o'clock.

The preparations start at nine o'clock.

• The preparations start with looking through letters to Mr. Hill.

The preparations start with looking through letters of Mr. Smirnov.

The preparations start with looking through letters of Mr. Hill.

**2. Translate into Russian:**

He refreshes the correspondence with David.

He knows that he should refresh the correspondence.

He knows that he should prepare for the talks.

He will have the talks with David at ten.

He knows that he should refresh the correspondence with

David and prepare for the talks he will have with David at ten.

**3. *Find* equivalents in the fax message:**

* *find — находить*

Касательно ноябрьской программы.

Рад сообщить Вам, что приезжаю в Москву в понедельник 28 февраля.

Я пробуду в Москве трое суток.

В четверг 3 марта я еду в Санкт-Петербург.

Я остановлюсь в гостинице "Россия".

Я в Вашем распоряжении в любое удобное для Вас время для деловых переговоров.

Надеюсь, что Вы получили наше предложение. Жду Вашего мнения.

**4. Translate the fax message into Russian.**

**5. Complete the fax message:**

Re:

I am delighted to inform you that I am coming to ... I shall stay in.

and I shall be leaving ... I shall be staying at ... I shall be at your ... convenience

I hope that you have received . and look forward to receiving .

Kind ..

. . sincerely,

**6. Write a similar fax message, changing the dates and names.**

**7. Translate into Russian:**

Pete looks through the correspondence with Mr. Hill.

Then Pete looks through the letters of the participants.

The letters express wishes and requests of the participants.

Pete makes a note what details he should discuss.

He should discuss time, accommodation, lectures, visits and fee.

**8. Write out the sentences starting with the following words and trans­late them into Russian:**

I shall be staying ...

I shall be leaving ...

I shall be discussing ...

I shall be visiting ...

*Unit eight*

A business talk

**Text**

At exactly ten to ten Nick enters the Russia hotel and sees David in the lounge. They exchange gleetings and go to the car. A few minutes later they come to Pete's office. Now they are entering the office:

*Pete:* Good morning, David. I hope you had a good sleep and liked the hotel.

*David:* Thank you. The hotel and the restaurant are all right. We had a very nice evening at the restaurant. Everything was fine.

*Pete:* I also enjoyed last night. Now, shall we get down to business?

*David:* Yes, certainly. There are a few points to discuss. What would you like to start with?

*Pete:* If you don't mind, let's start with the time of the Pro­gramme. We are planning to send a group of ten per­sons not later than on the 10th of November.

*David:* How long will they stay?

*Pete:* They prefer to be in London for eight days or seven nights.

*David:* Good. Have you got any comments on the topics of the lectures?

*Pete:* On the whole the participants are quite satisfied with your choice. But if you could add "Accounting in com­panies and banks" it will be very good.

*David:* No problem. I'm making a note of that. We have got a very good lecturer.

*Pete:* And where will the lectures be read?

*David:* In one of the conference rooms of the hotel, where they will stay. I mean the Sherlock Holmes Hotel in Baker Street.

*Pete:* I hope it is in the centre of London.

*David:* Oh yes. It is very close to Oxford Street and Madam Tussaud's.

*Pete:* Very good. Then let's make a break for lunch.

*David:* Not a bad idea!

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **eight** | [et] | восемь *(числ.)* |
| **to enter** | ['entə] | входить |
| **to enter the room** |  | входить в комнату |
| **to enter the hotel** |  | входить в гостиницу |
| **to exchange** | [ks't∫endʒ] | обменивать (ся) |
| **greetings** | ['grɪ:tŋz] | приветствия |
| **to greet** |  | приветствовать |
| **a few minutes later** |  | несколько минут спустя, через несколько минут |
| **He had a good sleep.** |  | Он хорошо поспал. |
| **Have a good sleep.** |  | Спокойной ночи. |
| **last night** |  | вчера вечером |
| **to get down to business** |  | перейти к делу |
| **Shall we get down to business?** |  | Переходим к делу? |
| **certainly** | ['sə:tnl] | конечно |
| **There are a few points to discuss.** |  | Нужно обсудить несколь­ко вопросов. |
| **to start** |  | начинать |
| **What would you like to start with?** |  | С чего вы хотели бы на­чать? |
| **to send** |  | отправлять |
| **group** | [gru:p] | группа |
| **person** | [рə:sn] | человек |
| **on the tenth of ...** |  | десятого *(числ.)* |
| **how long** | ['hau 'loŋ] | сколько времени |
| **How long will they stay?** |  | Сколько времени они пробудут (здесь)? |
| **on the whole** | [on ðэ 'houl] | в целом |
| **to be satisfied with ...** | ['sætsfad] | быть удовлетворенным чем-либо |
| **choice** | [t∫os] | выбор |
| **to add** | [æd] | добавлять |
| **If you could add ...** |  | Если бы вы могли доба­вить ... |
| **accounting** | [ə'kauntɪŋ] | бухгалтерский учет и от­ |
|  |  | четность |
| **accountant** | [' əkauntənt] | бухгалтер |
| **company** | [ 'kʌmpən] | компания |
| **companies** |  | компании |
| **bank** | [bæŋk] | банк |
| **problem** | ['probləm] | проблема |
| **No problem.** |  | Без проблем. Нет про­блем. |
| **lecturer** | ['lekt∫ərə] | лектор |
| **where** | [weə] | где |
| **to read** | [rɪ:d] | читать |
| **Where will the lectures be read?** |  | Где будут лекции9 |
| **conference** | ['konfərəns] | конференция |
| **conference room** |  | конференц-зал |
| **to mean** | [mɪ:n] | иметь в виду |
| **close to** | [klouz] | близко от |
| **museum** | [mju:zəm] | музей |
| **break** | [brek] | перерыв |
| **to make a break** |  | сделать перерыв |
| **lunch** | [lʌnt∫] | ланч |
| **for lunch** |  | на ланч |
| **Not a bad idea!** | [a'də] | Неплохая идея! |

**Exercises**

**1. Underline the sentences true to the text:**

• Nick is ten minutes late for the meeting.

David is ten minutes late for the meeting.

The businessmen meet on time.

• Pete joins the businessmen in the lounge at 10 sharp.

Nick takes David to Pete's office.

David goes to Pete's office *by himself*

* *by himself — сам, самостоятельно*

*•* Before the businessmen get down to business they speak about the *weather.*

Before the businessmen get down to business they speak about their families.

Before the businessmen get down to business they speak about the hotel and the dinner at the restaurant

* *weather — погода*

*•* During their business talk the businessmen discuss only one point.

They discuss two points.

They discuss a few points.

• They start their talk with discussing the hotel accommodation.

They start their talk with discussing the topics of the lectures.

They start their talk with discussing the time of the Piogramme.

• They make a break for dinner.

They make a break for lunch.

They make a break for having a small talk.

***Настоящее простое время (Present Indefinite)***

**Present Indefinite глаголов образуется с помощью ин­финитива глагола без частицы *to* для всех лиц и чисел, кроме 3-го лица ед. ч. В 3-м лице ед. ч. к глаголу добав­ляется окончание *s*.**

***I make*** *a break*

*Не / She* ***makes*** *a break*

*We* ***make*** *a break*

*They* ***make*** *a break*

**Вопросительная форма образуется с помощью вспо­могательных глаголов *do/does*.**

***Do*** *you often* ***make*** *breaks during ... ? Yes, I do / No, I don't.*

***Does*** *he often* ***make*** *breaks? Yes, he does. /No, he doesn't.*

***Do*** *they often* ***make*** *breaks? Yes, they do / No, they don't*

**Отрицательная форма образуется с помощью вспомо­гательных глаголов *do not (don't)/does not (doesn't)***

*I* ***don't*** *usually* ***make*** *many breaks when ...*

*He / She* ***doesn 't*** *usually* ***make*** *many breaks when ...*

*We* ***don't*** *usually* ***make*** *many breaks when ...*

*They* ***don't*** *usually* ***make*** *many breaks when ...*

**Present Indefinite выражает обычное, повторяющееся, постоянно характеризующее кого-либо действие или со­стояние. Например:**

*Pete* ***is*** *a* *Russian businessman*

*Не* ***speaks*** *English fluently*

*He often* ***meets*** *English businessmen*

*His company sometimes* ***sends*** *Russian businessmen to England.*

**Present indefinite употребляется также в описательной части диалогов (как и в пьесах) для указания следующих друг за другом действий. Например:**

*At exactly ten to ten Nick* ***enters*** *the hotel. He* ***sees*** *David in the lounge. They* ***exchange*** *greetings and go to the car.*

**2. Translate into Russian:**

They are at the airport to meet David Hill.

They see David and come up to him.

Pete and David exchange greetings and Pete introduces Nick to David.

They shake hands and follow Nick to the car.

I also *sometimes* go to Sheremetievo airport.

I go there to meet or *to see off my* friends or collegues.

But I don't like this airport.

Do you like this airport?

* *sometimes — иногда*
* *to see off— провожать*

**3. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — Do you like the Sheremetievo airport? - Yes, I do.  (or: No, I don't.) |
| the Russia hotel  the Metropol hotel Moscow  St. Petersburg the dialogues here |

|  |  |
| --- | --- |
| • Example | — Do you sometimes go to London? - Yes, I do.  (or: No, I don't.) |
| to St. Petersburg  to Minsk  to Kiev  to Paris  to New York  abroad (за границу) |

|  |  |
| --- | --- |
| • Example | — Does David like the hotel?  — Yes, he does.  (or: It seems to me he doesn't.) |
| the restaurant  Pete's office  the Sherlock Holmes Hotel  the conference rooms of the hotel London  Britain  Moscow Russia |

**4. Read the following:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| • car | can | clock | office | centre |
| come | could | correspondence | nice | recent |
| discuss | accounting | convenience | certainly | city |
| comment | company | accommodation | evening | receive |
| topic | conference | conference | satisfy | receptionist |
| lecture | close | company | choice | lecture |

• Good morning!

Everything was fine.

How long will they stay?

accounting in companies and banks

I'm making a note of that.

• We had a very nice evening.

What would you like to start with?

They are satisfied with your choice.

It will be very good.

Where will the lecture be read?

In a conference room of the hotel where they will stay.

**5. Translate into Russian:**

1 hope you had a good sleep and liked the hotel.

The hotel and the restaurant are all right.

We had a very nice evening at the restaurant.

Everything was fine.

I also enjoyed last night.

**6. Complete the dialogue and act out a similar one:**

— Good moming I hope you ... hotel

— Thank you ... The hotel and ... We had a very nice .... Everything was ...

— 1 also ... night.

**7. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Now, shall we get down to business? | Нужно обсудить несколько вопросов |
| There are a few points to dis­cuss. | С чего вы хотели бы начать? |
| What would you like to start with? | Как долго они будут в Лон­доне? |
| If you don't mind let's start with the time of the Programme | Вы имеете в виду семь ночей? |
| We are planning to send a group of 10 persons in November. | А теперь не перейти ли нам к делу? |
| How long will they stay? | Они хотели бы пробыть в Лондоне восемь дней. |
| They prefer to be in London for eight days. | Мы планируем направить группу из 10 человек в ноябре. |
| Do you mean seven nights? | Если вы не возражаете, да­вайте начнем с времени про­ведения программы. |

**8. Complete the dialogue and act out a similar one:**

— Now, shall we ...

— Yes, certainly. There are a few ... What ... start with?

— If you don't mind ... time ... We are planning ... 10 ... not later than on ...

— How long ... ?

— They prefer ... 8 ... or ... nights

**9. Translate into Russian:**

— Have you got any comments on the topics of the lectures?

— On the whole the participants are quite satisfied with your choice.

— But if you could add "Accounting in companies and banks" it will be very good.

— No problem.

— I'm making a note of that.

— We have got a very good lecturer on this topic.

**10. Complete the dialogues and act out similar ones:**

• — Have you got any comments ... ?

— On the whole the participants ... choice. But if you could add ... good.

— No problem. I'm making ... We have got ...

• — And where will ... be read?

— In one of the ... rooms ... where they will stay. I mean ... hotel in Baker Street.

— I hope ... centre ...

— Oh, yes. It is very close to ...

— Very good. Then let's .. break ...

— Not a bad ...

Unit nine

Details

**Text**

After having lunch at the canteen of the company the business­men resume their talk.

*Pete:* There a few more things I would like to discuss with you.

*David:* Well, I'm at your service, sir.

*Pete:* In your offer you proposed a few external business visits for the group.

*David:* Yes, I proposed visits to the Bank of England, Metal Exchange, a lawyers' company and a small producing company.

*Pete:* That's right. Could you cut a visit to the Metal Ex­change? A few participants would like to have some time for a visit or two of their own interest.

*David:* Good. We shall have lectures in the moinings and busi­ness visits in the afternoons. Two afternoons are free. And the participants may easily pay their own visits. If they need my help I am always very glad to help.

*Pete:* Fine It's settled then And one more thing. What cultural excursions will the group make?

*David:* I propose visits to Windsor and Oxford.

*Pete:* Fine. Now comes the most important question. I mean the Programme fee.

*David:* Let me make some calculations first ... Taking into con­sideration all the changes we made in the programme the fee comes to ten thousand pounds.

*Pete:* In other words one thousand per person... I suppose I can agree to that. It seems to me we have discussed all the points and can sign a Contract.

*David:* When we meet tomorrow afternoon the Contract will be ready and we shall sign *it*.

*Pete:* See you at 3, if it is convenient for you.

*David:* Good. See you tomorrow then. Good-bye.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **nine** |  | девять *(числ )* |
| **after** | ['ft] | после |
| **after having lunch** |  | после ланча |
| **canteen** | [kn'tn] | столовая |
| **at the canteen** |  | в столовой |
| **to resume** | [r'zjm] | возобновить, продолжить |
| **to resume talks** |  | продолжить переговоры |
| **to resume work** |  | продолжить работу |
| **There are a few more things.** | [nz] | Еще несколько вопросов |
| **at your service** | ['svs] | к вашим услугам |
| **offer** | ['of] | предложение |
| **to offer** |  | предлагать (что-либо ве­щественное) |
| **to propose** | [pr'pouz] | предлагать (идею, руку и сердце) |
| **proposal** | [pr'pouzl] | предложение |
| **external** | [k'stnl] | внешний |
| **exchange** | [ks'ten] | биржа |
| **metal exchange** |  | биржа металлов |
| **lawyer** | ['lj] | юрист |
| **a lawyers' company** |  | юридическая фирма |
| **to produce** | [pr'djs] | производить |
| **a producing company** |  | фирма-изготовитель |
| **to cut** | [kt] | сокращать, резать |
| **Could you cut a visit to...?** |  | Вы могли бы исключить посещение ? |
| **morning** | ['mn] | утро |
| **in the morning** |  | утром |
| **free** | [fr] | свободный, бесплатный |
| **to pay a visit** |  | наносить визит |
| **They may easily pay their own visits.** | ['vzt] | Они могут сами осущест­вить те визиты, которые |
|  |  | им нужны |
| **to need** | [nd] | нуждаться |
| **to need help** |  | нуждаться в помощи |
| **always** | ['lwz] | всегда |
| **It is settled.** |  | Решено. |
| **cultural** | ['kltrl] | культурный |
| **excursion** | [k'skn] | экскурсия |
| **question** | ['kwestn] | вопрос |
| **tiling** | [] | вещь |
| **calculation** | [,klkju'len] | расчет, вычисление |
| **to make some calcula­tions** |  | сделать расчеты, вычис­ления |
| **to take into consideration** | [kn,sd'ren] | принимать во внимание |
| **taking into consideration** |  | принимая во внимание |
| **change** | [ten] | изменение.замена |
| **to make changes** |  | делать изменения |
| **to change** |  | менять |
| **thousand** | ['auznd] | тысяча *(числ )* |
| **pound** | [paund] | фунт |
| **other** | ['] | другой |
| **in other words** |  | другими словами |
| **per** | [p] | в, на, *предлог* (в опреде­ленных сочетаниях) |
| **per person** |  | на человека |
| **per day** |  | в день |
| **per week** |  | в неделю |
| **per year** |  | в год |
| **to suppose** | [s'pouz] | полагать |
| **to agree** | ['r] | соглашаться |
| **I can agree to that.** |  | Я могу с этим согласиться |
| **It seems to me ...** |  | Мне кажется . |
| **We have discussed ...** |  | Мы обсудили ... |
| **point** |  | пункт, вопрос |
| **to sign** | [san] | подписать |
| **contract** | ['kontrkt] | контракт |
| **We caii sign a contract.** |  | Мы можем подписать контракт. |
| **tomorrow afternoon** | [ta'moru, ft'nn] | завтра днем |
| **When we meet we shall discuss it.** |  | Мы обсудим это при встрече. |
| **to be ready** | ['red] | быть готовым |

**Exercises**

**1. Underline the sentences true to the text:**

• After having some coffee at the canteen the businessmen resume their talk.

After having a cold drink at the canteen the businessmen resume their talk.

They resume the talk after having lunch at the canteen.

• In his offer David proposed one external visit.

In his offer David proposed no external visits.

In his offer David proposed a few external visits.

• Pete asks David to cut a visit to the London Metal Exchange.

He asks David to cut a visit to a lawyer's company.

He asks David to cut a visit to a producing company.

• The Programme fee is ten thousand dollars per person.

The Programme fee is ten thousand pounds per person.

The Programme fee is one thousand pounds per person.

• The businessman agree to meet tomorrow to discuss some other details.

The businessman agree to meet to sign a Contract.

The businessman agree to sign a Protocol.

**2. Underline the *verbs* in Present Indefinite. Translate the sentences into Russian:**

After lunch the businessmen resume their talks.

Mr. Hill proposes a few external visits.

Mr. Smirnov asks him to cut one visit.

David agiees to cut the visit

They also discuss cultural exclusions

They agiee on the piogiamme fee

They agree to meet tomorrow afternoon.

Pete is satisfied with the results of the talks.

I don't think Nick /s- *present* at the talks.

* *verbs — глаголы*
* *to be present — присутствовать*

**3. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — Do the businessmen discuss only one point?  — No, they do not.  They discuss a few points. |
| one external visit  one cultural excursion  one problem  one question |

|  |  |
| --- | --- |
| • Example   * *enough — достаточно* | *—* Does Pete piopose to cut a visit to the Metal Exchange?  — Yes, he does. There isn't *enough* time for all these visits. |
| the Bank of England  a lawyer's company  a small producing company  a small trading company  a company outside London |

|  |  |
| --- | --- |
| • Example | — Does Pete agiee to the Programme fee?  — Yes, he does. He doesn't make any comments.  (or: No, he doesn't. He makes some proposals.) |
| the cultural visits  the external visits  the topic of the lectures  the place where  the lectures will be lead  the period of the Programme |

**4. Answer the following questions:**

|  |  |  |
| --- | --- | --- |
| • Example  *frank — искренний, честный* | *—* Do you like this dialogue?  — No, I don't, to *befrank.* It is very long  (or Yes, I do. It is very realistic.) | |
|  |  |

the dialogue of Unit 1

the dialogue at the restaurant

the fax message of Unit 7

the exeicises of this Unit

**5. Read the following:**

|  |  |  |
| --- | --- | --- |
| • discuss | business | |
| service | businessman | |
| small | businessmen | |
| some | visit, visits | |
| interest | to resume | |
| participants | to propose | |
| to settle | lawyers | |
| question | | lectures | |
| to sign | | calculations | |

• after having lunch

after discussing this point

after making some calculations

• There are a few more things to discuss.

In your offer you proposed a few visits.

They may pay a few visits of their own interest.

That's right.

The Contract will be ready tomorrow.

See you tomorrow.

I can agree to that.

**6. Translate into Russian:**

In your offer you proposed a few external visits.

Could you cut a visit to the Metal Exchange?

A few participants are planning some visits of their own interest.

We shall have lectures in the mornings.

We shall have external visits in the afternoons.

Two afternoons are free.

The participants may easily have a few visits of their own interest.

I am always glad to help the participants.

I agree to cut the visit to the Metal Exchange.

It is settled then.

**7. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| And one more thing. | И вот самый важный вопрос. |
| What cultural excursions will the Group make? | И еще один вопрос. |
| Now comes the most im­portant question. | Я имею в виду стоимость программы. |
| I mean the Programme fee. | Давайте посчитаем. |
| Let me make some calcula­tions. | Стоимость программы 1 тыся­ча фунтов за одного человека. |
| You should take into con­siderations all the changes we made in the Programme. | Стоимость программы 10 ты­сяч фунтов за группу. |
| The fee is ten thousand pounds for the Group. | Вы должны учесть все изме­нения в программе, которые мы сделали. |
| The fee is one thousand pounds per person. | Какие экскурсии будут у группы? |

**8. Complete the dialogues and act out similar ones:**

• — There are a few more things ...

— Well, ... service.

— In your offer ... external...

— Yes, ... the Bank of England, Metal ...

— That's right. Could you cut ... A few ... Would you like to have some time for a visit or two ...?

— Good. We shall have lectures ... and ... afternoons. Two ... free. And the ... may easily pay ... If they need my help, I am ...

— Fine. It ... settled ...

• — And one more... What cultural ...

— I ... Windsor and Oxford.

— Fine. Now comes ... important ... I mean ...

— Let me make some ... Taking into considerations ... the fee comes to ...

— In other words ... per person. I suppose I can ...

• — It seems time we have discussed ... and can ...

— When we meet tomorrow ... the Contract will be ... and we shall ...

— See you ... if it is ...

— Good. See ...

*Unit ten*

Contract

**Text**

The next day the businessmen meet at Mr. Smirnov's premises and Mr. Hill hands him over a copy of the Contract he has prepared.

*Here is a part of the Contract.*

**International Management Ltd**

Contract dated 2 March,199. .

This Contact is made between:

*International Management Ltd,* London, United Kingdom, herein­after referred to as Organiser and *Economtraining*, Moscow, Russian Federation, hereinafter referred to as Customer.

This Contract concerns the Programme for a Group of 10 senior bankers and foreign trade company executives (the Participants) from the Russian Federation as nominated by the Customer, scheduled to take place in London during 8 days in November, 199. .. The exact dates are to be specified before 20 October.

Both parties to this Contract are bound by the terms and condi­tions of the Contract as set out below.

**Article 3. Undertakings by the Organiser**

• The Organiser shall provide Business Skills Courses during the Programme which shall collectively amount to not less than 15 hours of intensive classroom tuition, to be divided into 15 classroom "Sessions". Classroom Sessions shall take place on Training Days (Monday through Friday).

• The Organiser shall provide professional trainers to teach the Business Skills Courses who shall have appropriate professional and/ or academic experience and expertise.

• The Organiser shall provide an appropriate conference room at the Hotel in which the Business Skills Courses shall be conducted.

After Pete studied the Contract carefully, the businessmen sign two copies, one for each party.

Then Pete invites David to celebrate the event at the restaurant in the evening. The next day David leaves Moscow for St. Petersburg.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **premises** | ['premsz] | помещение |
| **at somebody's premises** |  | в чьём-либо помещении |
| **copy** | ['kop] | экземпляр |
| **a copy of the Contract he has prepared** |  | один экземпляр контрак­та, который он подготовил |
| **part** |  | часть |
| **date** |  | дата |
| **to date** |  | датированный |
| **dated** |  | от |
| **second** | ['seknd] | второй |
| **to make** |  | делать |
| **is made** |  | сделан |
| **The Contract is made ...** |  | Данный контракт заклю­чен . |
| **between** | [b'twn] | между |
| **hereinafter** | [,hrn'ft] | далее |
| **to refer** | [r'f] | ссылаться |
| **referred to as** |  | именуемый |
| **Organiser** | [,naz] | Организатор |
| **Customer** | ['kstm] | Заказчик, Покупатель |
| **to concern** | [kn'sn] | касаться |
| **senior** | ['snj] | старший |
| **executive** | [i'zekjutv] | руководитель |
| **to nominate** | ['nomnet] | назначать, определять, |
|  |  | называть |
| **as nominated by** |  | названный, определен­ный кем-либо |
| **to schedule** | ['edjl] | назначать, намечать, пла­нировать |
| **scheduled** |  | намеченный |
| **to take place** |  | иметь место |
| **exact** | [i'zkt] | точный |
| **to specify** | ['spesfa] | определять |
| **to be specified** |  | быть определенным |
| **before** | [b'f] | ДО |
| **twenty** | ['twent] | двадцать (числ) |
| **twenieth** |  | двадцатый (числ) |
| **October** | [k'toub] | октябрь |
| **before the twentieth of October** |  | до 20 октября |
| **both** | [bou] | оба |
| **party** | ['pt] | сторона |
| **both parties to the Con­tract** |  | обе стороны, заключив­шие данный Контракт |
| **to bind** | [band] | связывать |
| **to be bound by** |  | быть связанным чем-либо |
| **terms** | [tmz] | условия (частные, дан­ные) |
| **conditions** | [kn'dnz] | условия (общие) |
| **terms and conditions** |  | все условия |
| **as set out below** |  | как указано далее |
| **article** | ['tkl] | пункт |
| **undertaking** | [.nd'tek] | обязательство |
| **to provide** | [pr'vad] | обеспечивать |
| **skills** |  | умение, мастерство, зна­ния |
| **course** | [ks] | курс |
| **collectively** | [k'lektvl] | вместе |
| **to amount to not less than** | ['maunt] | составлять не менее |
| **fifteen** | [,ff'tn] | пятнадцать (числ.) |
| **hour** | [au] | час |
| **classroom** |  | аудитория |
| **tuition** | [tj'n] | обучение |
| **to divide** | [d'vad] | делить |
| **session** | [sen] | занятие |
| **through** | [r] | через |
| **Friday** |  | пятница |
| **Monday through Friday** |  | с понедельника по пят­ницу |
| **to train** |  | обучать |
| **trainer** |  | лектор, преподаватель |
| **to teach** |  | учить |
| **appropriate** | ['prouprt] | соответствующий |
| **experience** | [k'sprns] | опыт |
| **expertise** | [,eksp'tz] | знания |
| **to conduct** |  | проводить |
| **shall be conducted** |  | будут проводиться |
| **to study** |  | изучать |
| **After he studied the Contract...** |  | После того как он изучил контракт ... |
| **carefully** |  | внимательно, аккуратно |
| **to celebrate** |  | праздновать |
| **event** |  | событие, случай |

**Exercises**

**1. Underline the sentences true to the text:**

• The businessmen meet in the lounge to sign the Contract.

They meet in David's room of the hotel.

They meet in Pete's office.

• The Contract has been prepared by Pete.

The Contract has been prepared by David.

The Contract has been prepared by Nick.

• Unit 10 gives the complete text of the Contract.

Unit 10 gives a part of the Contract.

Unit 10 gives the complete text of one article.

• Pete studies the Contract carefully.

Pete doesn't read the Contract

Pete looks through the Contract.

• Pete invites David to the restaurant to celebrate the event.

Pete is very busy. He cannot invite David to celebrate the event

David invites Pete to the restaurant to celebrate the event.

• The next day David leaves for London.

The next day David leaves for St. Petersburg.

The next day David leaves for New York.

**2. Find English equivalents in the text of the Contract:**

• Контракт от 2 марта

Контракт заключен между ...

именуемый в дальнейшем "Организатор"

именуемый в дальнейшем "Заказчик"

Предметом Контракта является Программа ..

участники, указанные Заказчиком

Программа, которая должна проходить в Лондоне

Точные даты должны быть определены до...

Обе стороны, заключившие данный Контракт, связаны усло­виями, указанными ниже

• обязанности Организатора

Организатор обеспечивает проведение курса обучения дело­вым качествам (умениям).

курс, который в целом составит не менее 15 часов

интенсивное обучение в аудитории

обучение, которое будет состоять из 15 аудиторных занятий

учебные дни

с понедельника по пятницу

Организатор обеспечивает профессиональных лекторов.

для проведения курса обучения деловым качествам (умениям)

лекторы, которые должны иметь соответствующий профес­сиональный и/ или научный опыт

Организатор обеспечивает соответствующий конференц-зал, где будет проходить обучение.

**3. Make sentences and translate them into Russian:**

|  |  |
| --- | --- |
| • This Contiact is made between | International Managment Ltd and Economtraining  an English company and a Rus­sian one  two parties |
| • This Contract concerns | a training Programme for bankers  a training Programme for foreign trade businessmen  a training Programme for Russian executives |
| • The exact dates are to be specified | in October  not later than 20 October  before 20 October |
| • The Organiser shall provide | Business Skills Courses professional trainers a conference room |

**4. Translate into Russian:**

International Managment Ltd hereinafter referred to as Organiser

Economtraining hereinafter referred to as Customer

executives as nominated by the Customer

terms and conditions as set out below

tuition to be divided into 15 classroom sessions

Monday through Friday

exper ience and expertise

appropriate professional experience

appropriate professional experience and expertise

appropriate conference room

Business Skills Courses

a room in which the Business Skills Couises shall be conducted

**5. Write in figures:**

|  |  |
| --- | --- |
| • one | • seven |
| three | eight |
| five | ten |
| six | fifteen |
|  | twenty |

**6. Read the following:**

a group of ten senior bankers and foreign trade company executives

during eight days in November nineteen ninety seven

article three

part one point five

part one point six

part one point seven

fifteen hours of classroom tuition

**7. Complete as in the text:**

This Contract is made between ... Organiser and ... Customer.

Both parties ... bound ... set out below.

The Organiser shall ... trainers to teach ... Courses who shall have appropriate ...

The Organiser shall provide an appropriate ... in which the Busi­ness Skills Courses ...

**8. Complete the sentences and make similar ones:**

This Contract concerns ... Programme ... as nominated by the Customer.

This Programme is scheduled to take ... November, 1997.

The exact dates are ... 20 October.

The Organiser shall provide ... Courses amounting to 15 hours of ... tuition.

The tuition shall be divided ...

Classroom sessions shall take place on ...

*Unit eleven*

Fax messages

**Text**

On 15 October after booking airtickets for the Participants Pete sends the following fax message to David:

from: Economtraining 1/2

to: International Management Ltd

**Fax Message No...**

Re: Contract dated 2 March,199...

In accordance with Article 3 of the above Contract we are in­forming you of the Arrival Date of the Group. It is 12 November and the flight number is SU 241. We hope this will enable you to reserve the accommodation in good time. We have also made the reservation for the return flight on 20 November.

In accordance with Article 7 we are attaching the list of the par­ticipants (Page 2). Please send us your official invitation to sup­port our visas at the British Embassy.

Please also send us the time-table of the Programme showing the exact topics of the classroom sessions and the dates of ex­ternal visits. It will enable the participants to plan the dates of their own business visits about which we spoke in Moscow.

As to the Group Leader we are proposing Mr. Lvov. You must know him. He has been to London a few times with similar groups. He speaks English fluently and knows his business inside out. We are sure he will be of great help.

If you have any queries please do not hesitate to contact us.

Faithfully yours,

Pete Smirnov

General Director

David Hill sends the official invitation for the group by fax the next day. Then all the participants fill in the questionnaires and attach two photos to every questionnaire. The secretary takes all these mate­rials and the invitation and hands in all the papers to the Embassy to get visas. In a few days the visas are ready.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **eleven** | ['levn] | одиннадцать *(числ. )* |
| **to book** | [buk] | заказывать |
| **airticket** | ['etkt] | авиабилет |
| **in accordance with** | ['кdns] | в соответствии |
| **above** | ['bv] | над, вышеуказанный |
| **the above Contract** |  | вышеуказанный контракт |
| **to inform** | [n'fm] | сообщать |
| **We are informing you of ..** |  | Сообщаем о ... |
| **We are informing you that ..** |  | Сообщаем, что ... |
| **arrival** | ['ravl] | прибытие |
| **the arrival date** |  | дата прибытия |
| **This will-enable you to ...** |  | Это вам даст возмож­ность ... |
| **to reserve** |  | заказывать, бронировать |
| **to reserve the accom­modation** |  | заказать гостиницу |
| **in good time** |  | заблаговременно |
| **to make the reservation** |  | сделать заказ |
| **We have also made the reservation for .** |  | Мы тоже сделали заказ на/для ... |
| **to return** | [rt'n] | возвращать (ся) |
| **return** |  | возвращение |
| **to attach** | ['t] | прилагать |
| **We are attaching ...** |  | Прилагаем ... |
| **list** |  | список |
| **page** |  | страница |
| **to support** | [s'pt] | поддерживать |
| **visa** |  | виза |
| **British** |  | британский,английский |
| **Embassy** | ['embs] | посольство |
| **time-table** |  | расписание |
| **to show** |  | показывать |
| **the time-table showing ...** |  | расписание с указанием ... |
| **to speak (spoke, spoken)** |  | говорить |
| **as to** |  | что касается |
| **to propose** |  | предлагать |
| **We are proposing ...** |  | Предлагаем ... |
| **to know** | [nou] | знать |
| **You must know him.** |  | Вы должны его знать. |
| **He has been to London ... a few times** |  | Он был в Лондоне уже несколько раз ... |
| **similar** | ['sml] | подобный |
| **fluently** | ['flntl] | свободно |
| **He knows his business inside out.** |  | Он прекрасно знает своё дело. |
| **to be sure** | [u] | быть уверенным |
| **to be of great help** |  | оказать большую помощь |
| **query** | ['kwr] | вопрос |
| **queries** |  | вопросы |
| **to hesitate** | ['heztet] | колебаться |
| **to contact** | ['kontkt] | связаться с |
| **Please do not hesitate to** |  | Обязательно свяжитесь с |
| **contact us.** |  | нами. |
| **faithfully yours** | ['feful'jz] | С уважением ваш |
| **questionnaire** | [,kwest'ne] | вопросник,анкета |
| **to fill in a questionnaire** |  | заполнить анкету |
| **to take (took, taken)** |  | брать |
| **materials** | [m'trlz] | материалы |
| **papers** | ['pepz] | документы |
| **in** |  | через |
| **in a few days** |  | через несколько дней (в будущем) |

**Exercises**

**1. Underline the sentences true to the text:**

• The Customer books airtickets for the participants after 20 October.

The Customer books airtickets on or before 15 October.

The Customer books airtickets in November.

• Unit 11 gives the text of the fax message Pete sends to David.

The Unit gives the text of the fax message David sends to Pete. The Unit quotes the text of the fax message the Organiser sends to the Customer.

• The arrival date is 20 November.

The arrival date is 15 October.

The arrival date is 12 November.

• The message gives the flight number.

The message does not give the flight number.

The flight number is BA 241.

• The Organiser has made a reservation for the return flight.

The Customer has not made a reservation for the return flight.

The Customer has made a reservation for the return flight.

• The message speaks only about the flights.

The message speaks only about the participants and visas.

The message speaks only about the Group Leader.

It speaks about a few points.

**2. Read the following:**

Pete sends the following message.

David sends the official invitation.

The secretary takes all these materials or papers to the Embassy.

She hands in all the materials or papers to the Embassy.

In a few days they get appropriate visas.

**3. Translate into English:**

|  |  |
| --- | --- |
| • в соответствии со статьей 3 вышеуказанный контракт забронировать гостиницу заказать обратный билет список участников для поддержки виз расписание Программы | • что касается руководителя группы  свободно говорить по-английски  Он прекрасно знает свое дело.  Он окажет вам большую помощь. |

**4. Make sentenses and translate them into Russian:**

|  |  |
| --- | --- |
| • The message speaks about | the Group Leader  visas the time table  external visits |
| • The message does not speak about | the lectures  the Programme fee  the trainers |
| • The Customer | informs the other party of the arrival date  sends the list of the participants  proposes Mr. Lvov as Group Leader |
| • The Organiser | sends the invitation the next day sends the invitation in a few days  does not send the invitation |

**5. Make short dialogues:**

|  |  |
| --- | --- |
| • Example  • Example | — Do all the participants fill in question­naires?  — Why, cetainly they do. |
| attach two photos to their questionnaires get their visas  like the Programme  go abroad regularly |
| — Do the participants go to the Embassy to get their visas?  — No, they don't. The secretary gets their passports. |
| Do all the participants  Does Mr. Smirnov...  Does Mi. Lvov...  Does Nick...  Does Nataly, one of the participants, .. |

**6. Complete as in the fax message:**

In accordance with ... Contract we are informing you of Group.

In accordance ... we are attaching ...

As to the Group Leader we are ...

This will enable you to reserve ... time.

It will enable the participants to plan ... visits about which we spoke ..

**7. Complete as in the fax message and make similar sentences:**

The arrival date is ... and the flight number ... 241.

We have also made ... return ... November.

Please send us ... invitation to support ... Embassy.

Please also send us the time-table showing ... topics of.

Please also send us the time-table showing ... external ...

You must know Mr. Lvov. He has been to ... with...

He speaks ... and he knows his business ...

He will be of ... If you have any queries ... contact us.

**8. Make a plan of the fax using the following sentences in the appropri­ate *sequence:***

* *sequence — последовательность*

The Customer proposes Mr. Lvov as Group Leader.

The Customer informs the Organiser of the arrival date.

The Organiser is requested to send an official invitation.

The Organiser is informed that the return airtickets have been booked.

The Customer asks the Organiser to send the time-table of the Programme

**9. Write a similar fax, changing**

• the names

• the dates

• and some other details

*Unit twelve*

Telephoning

**Text**

Two weeks before the group is to leave Moscow for London Pete telephones David. His secretary answers the call.

*Secretary:* International Management here, can I help you?

*Pete:* Good afternoon. My name is Smirnov from Economtraining, Moscow, Russia. Could I speak to Mr. Hill, please?

*Secretary:* Hold on, please. I'll just see if Mr. Hill is available ... I'm putting you through.

*Pete:* Thank you

*David:* Speaking

*Pete:* David, good afternoon. I am sorry to disturb you but we have a problem I am afraid

*David:* What kind of problem is it?

*Pete:* Well, you see, one of the participants has fallen ill and he won't be able to join the group.

*David:* I'm certainly sorry to hear that. First I 'll have to make another reservation for a single room since the number of participants isn't even now. Besides it will cause changes in the Programme Fee.

*Pete:* Can you reduce the fee by one thousand pounds auto­matically?

*David:* I'm afraid it can't be done. Some of the expenses are not directly connected with the number of participants. For example hiring coaches for excursions, for airporthotel transfers and so on. I'll make calculations and send you the appropriate Amendment to the Contract.

*Pete:* Good. If I find the amended fee quite reasonable I shall immediately instruct the bank to make the transfer.

*David:* The reduction will be about nine hundred pounds and I hope you will pay for the Programme next week, as the Contract says.

*Pete:* When you make calculations please remember it's a force majuere case. Neither we nor you are responsible. We should split the expenses involved.

*David:* I agree with you and I'll take that into account. In an hour or so I'll send you the amendment.

David keeps his promise and sends the amendment in thirty min­utes. Pete finds the amended Programme Fee quite acceptable, signs the Amendment and sends it by fax to David

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **twelve** |  | двенадцать *(числ.)* |
| **telephone** |  | телефон |
| **to telephone** |  | звонить по телефону |
| **telephoning** |  | звонок по телефону |
| **conversation** | [konv'sen] | беседа |
| **telephone conversation** |  | разговор по телефону |
| **The group is to leave Moscow ...** |  | Группа должна вылететь из Москвы |
| **to answer** | ['ns] | отвечать |
| **call** | [kl] | звонок |
| **to answer the call** |  | отвечать на звонок, сни­мать трубку |
| **Can I help you?** |  | Чем могу быть полезен9 Слушаю вас |
| **Hold on, please.** |  | Не вешайте трубку |
| **available** | ['velbl] | доступный, наличный |
| **I'll see if he is available.** |  | Я посмотрю сейчас, на месте ли он |
| **I'm putting you through.** |  | Соединяю вас |
| **Speaking.** |  | Слушаю |
| **to be sorry** |  | быть огорченным |
| **to disturb** | [ds'tb] | беспокоить |
| **I'm sorry to disturb you.** |  | Простите, что беспокою вас |
| **kind** |  | вид, сорт,тип |
| **What kind of problem is it?** |  | Какая проблема? (Какого рода проблема9) |
| **to fall ill** |  | заболеть |
| **He has fallen ill.** |  | Он заболел. |
| **to be able** |  | быть в состоянии |
| **to join** |  | присоединить (ся) |
| **to join the group** |  | присоединиться к группе |
| **He won't be able to join the group** |  | Он не сможет приехать вместе с группой. |
| **to hear** | [h] | слышать |
| **I'm sorry to hear that** |  | Очень печально это слы­ |
|  |  | шать. |
| **to make another reserva­tion** |  | сделать другой заказ (гостиницы) |
| **I'll have to make another** |  | Придется перезаказать |
| **reservation.** |  | гостиницу. |
| **single** | [sl] | единственный, один |
| **single room** |  | номер на одного |
| **since** |  | так как, поскольку |
| **number** |  | количество |
| **even** |  | ровный, четный |
| **even number** |  | четное количество |
| **besides** |  | кроме того |
| **to cause** | [kz] | причинять, вызывать |
| **to reduce** | [r'djs] | уменьшать (ся) |
| **to reduce the fee by ...** |  | уменьшить стоимость на .. |
| **automatically** | [,t'mtkl] | автоматически |
| **I'm afraid it can't be done.** |  | Боюсь, что этого нельзя |
|  |  | сделать. |
| **expenses** | [ks'pensz] | расходы |
| **directly** | [d'rektl] | прямо |
| **to be connected with...** |  | быть связанным с .. |
| **for example** |  | например |
| **to hire** | [ha] | снимать, арендовать, брать |
|  |  | в лизинг |
| **coach** | [kout] | автобус (большой, для ме­ждународных перевозок) |
| **transfer** | ['trnsf] | переезд |
| **and so on** |  | и так далее |
| **to amend** |  | дополнять, изменять |
| **amendment to the Con­tract** |  | дополнение, изменение к контракту |
| **to find** |  | находить |
| **reasonable** | ['rznbl] | разумный, приемлемый |
| **immediately** | ['mdjtl] | сразу, немедленно |
| **to instruct** | [n'strkt] | давать указание |
| **to make a transfer** |  | сделать перевод |
| **reduction** | [r'dkn] | уменьшение |
| **about** | ['baut] | около |
| **hundred** | ['hnndrd] | сто *(числ.)* |
| **force mareure** | [,fs m'] | форс-мажор, непреодо­лимая сила, ни от кого не зависимые отрицатель­ные обстоятельства, ос­ложнения |
| **case** |  | случай |
| **a force majeure case** |  | в случае форс-мажора |
| **neither ... nor ...** | ['na ... 'n] | ни .. ни ... |
| **responsible** | [r'sponsbl] | несущий ответственность |
| **to agree** | ['r] | соглашаться |
| **to agree with somebody** |  | соглашаться с кем-либо |
| **to take into account**  ***syn.* to take into conside­ration** |  | принимать во внимание |
| **promise** | ['proms] | обещание |
| **to keep one's promise** |  | сдерживать обещание |
| **thirty** | ['t] | тридцать *(числ.)* |
| **acceptable** | [k'septbl] | приемлемый |

**Exercises**

**1. Underline the sentences true to the text:**

• Pete telephones David.

David telephones Pete.

David's secretary telephones Pete.

• He makes this call two days before the group is to leave Moscow.

He makes the call one week before the Russian businessmen are to leave Moscow.

He makes the call two weeks before the businessmen are to leave

• One of the participants has fallen ill.

Mr Lvov, Group Leader, has fallen ill .

Two participants have fallen ill.

• David will have to change the hotel reservation.

Pete says he has changed the hotel reservation.

Pete says he will have to change the hotel reservation.

• This change causes the change of the fee.

This change does not cause the change of the fee.

The businessmen do not speak about the change of the fee.

• David promises to telephone to settle the problem.

David promises to send a fax message to settle the problem .

David settles the problem dining the telephone talk.

**2. Read the following:**

|  |  |
| --- | --- |
| • go | • colleague |
| group | greet |
| get | gleetings |
| good | change |
| glad | changes |
| single | page |

|  |  |  |  |
| --- | --- | --- | --- |
| again |  | message |  |
| piogiamme |  | gentleman |  |
| agiee |  | gentlemen |  |
|  |  | apologise |  |
| • planning | • meeting |  | • skiing |
| putting | entering |  | checking in |
| producing | sending |  | checking out |
| having | working |  | parking |

|  |  |
| --- | --- |
| • answers the call  The secretary answers the call. the programme  the fee  It will cause changes in the Programme.  Can you reduce the fee? | • the number  It is not directly connected with the number of partici­pants. thirty  David sends the amendment in thirty minutes.  Thiough  I am putting you through. |

***Настоящее продолженное время (Present Continuous)***

**Present Continuous глаголов образуется с помощью вспомогательного глагола *to be* в соответствующей форме (am/is/are) и ing *=* формы глагола:**

I **am *speaking*** *English.*

*Не / She* ***is speaking*** *English.*

*We* ***are speaking*** *English.*

*They* ***are speaking*** *English.*

**Вопросительная форма образуется путем изменения порядка слов:**

|  |  |
| --- | --- |
| ***Are*** *you* ***speaking*** *Greek?* | *Yes, I am*.  *No, I am not.* |
| *Is she* ***speaking*** *Greek?* | *Yes, she is.*  *No, she isn't.* |
| ***Are*** *they* ***speaking*** *Greek?* | *Yes, they are.*  *No, they aren't.* |

**Отрицательная форма образуется добавлением части­цы *not:***

*I* ***am not speaking*** *Spanish.*

*She* ***isn't speaking*** *Spanish.*

*We* ***aren't speaking*** *Spanish.*

*They* ***aren't speaking*** *Spanish.*

**Настоящее продолженное время выражает действие, происходящее в данный момент, в данный период или в ближайшем будущем**. Например:

*We* ***are having*** *a lesson now.*

**3. Underline the verbs and translate the sentences into Russian:**

I am putting you through.

Now they are entering the office.

They are leaving Moscow next week.

We are planning to send a group in November.

We sometimes send groups to England.

I'm making a note of that.

I often make notes at business talks.

David is staying at the Russia hotel.

He often stays there.

They are working at a very important project now and cannot leave for the mountains.

She likes her work, they usually work at a few interesting projects at a time.

**4. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — Is she busy now?  — Oh, yes, she is sending a fax message. |
| Pete / to speak with David  Nick / to prepare for a talk  your boss / to have a business talk  the secretary / to speak over the telephone |

**5. Translate into English:**

Петр звонит Дэвиду.

Сейчас Дэвид отправляет Петру факс.

Петр занят. Он читает факс.

Что делает сейчас Дэвид?

**6. Translate into Russian:**

David is answering Pete's call.

Two weeks before the group is to leave Moscow Pete telephones David.

The group is leaving for London in November.

The secretary answers Pete's call.

Can I help you?

Could I speak to Mr. Hill, please?

Hold on, please.

I'll see if he is available.

I'm putting you through.

Thank you.

**7. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Speaking. | У нас возникло некоторое осложнение. |
| I'm sorry to disturb you. | Какое осложнение? |
| We have a problem, I'm afraid. | Слушаю. |
| What kind of problem is it? | Извините за беспокойство. |
| One of the participants has fallen ill. | Он не сможет поехать с группой. |
| He won't be able to join the group. | Очень печально (слышать это). |
| I'm sorry to hear that. | Во-первых, придется переза­казать номер. |
| First I'll have to make an­other reservation. | Я имею в виду номер на од­ного человека. |
| I mean reservation for a single room.  The number of participants isn't even now. | Количество участников сей­час нечетное.  Один из участников заболел. |

**8. Insert prepositions:**

Besides it will cause changes . . the Programme fee.

Can you reduce the fee ... 1000 pounds automatically?

Some .. the expenses are not directly connected ... the number of participants.

The number . . participants isn't even now.

.. example, hiring coaches ... excursions, ... airport — hotel transfers and so on.

I'll make calculations and send you the appiopriate amendment ... the Contract.

**9. Insert articles:**

If I find ... amended fee quite reasonable I shall immediately instruct ... bank to make ... transfer.

.. reduction will be about 900 pounds and I hope you will pay for programme next week, as ... Contract says.

When you make calculations please remember it's ... force majeure case. We should split ... expenses.

In ... hour or so I'll send you ... amendment.

**10. Complete the dialogues and act out similar ones:**

• — International ... here. Can I , . you?

— Good afternoon. My ... Russia. Could I speak ...?

— Hold ... I'll just see ... available. I'm ... through.

— Thank ...

• — Speaking.

— David, good afternoon. I'm sorry ... problem, I'm afraid.

— What kind ...?

— Well, you see, one ... ill and he won't be able ...

— I'm certainly ... First I'll have to make ... since the number ...

• — Besides it will cause ... fee.

— Can you reduce ...?

— I'm afraid, it can't be done. Some of the expenses ... con­nected .. participants. For example, hiring coaches ... transfers and so on. I'll make calculations and ... appropriate ...

• — If I find the amended fee quite ... I shall immediately ... bank transfer

— The reduction will be about ... and I hope you will pay ... as the Contract says.

— When you make calculation ... force majeure ... Neither we nor you are responsible. We should ...

— I agree with ... and I'll take ... In an hoor or so I'll ...

**11. Sum up each dialogue. The following words may be of help:**

First Mr ... speaks to ...

First the businessmen speak about ...

Mr. . mentions ...

They discuss ..

They agree

Unit thirteen

Travelling

***Text***

On the twelfth of November the group safely leaves the Sheremetievo airport and flies to London. They have seats in different compartments, for smokers and non-smokers, and in different rows. Practically they all have English speaking neighbours.

*Here are a few extracts of their talks:*

*—* It's a very nice plane, isn't it?

— Oh, yes, quite comfortable. By the way, is smoking allowed here?

— Why, certainly. It's a smoking compartment.

— Have you got a lighter by any chance, please? Mine does not seem to work.

— Yes, here you are.

— Thank you.

— You are welcome.

— Excuse me, what's the time please?

— It's a quarter past ten.

— It's Moscow time, isn't it?

— Oh yes. If you want London time, then ... let me see ... the difference is three hours.

— I see, it's now a quarter past seven, London time.

— By the way do you know when we arrive in London?

— The steward says the flight is three hours forty minutes long. What time will it be? Oh, about eleven o'clock, London time.

— Then I'll adjust my watch in London.

— So shall I.

— Excuse me, may I have your newspaper please.

— Yes,certainly. Here you are.

— Thank you... Excuse my curiosity, are you Russian?

— Yes, I am. I'm going to London on a short stay.

— Are you a tourist then?

— No, I'm going to England for some training as a businessman.

— You speak very fluent English.

— I'm learning English after my office hours. There are many Russian businessmen who are learning English.

— Good for you. But we Englishmen are lazy. Not many of us speak foreign languages.

— I like your self-criticism.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **thirteen** | [,'tn] | тринадцать *(числ.)* |
| **to travel** |  | путешествовать |
| **travelling (traveling)** |  | путешествие, поездка |
| **twelfth** |  | двенадцатый *(числ.)* |
| **on the twelfth of November** |  | 12-го ноября |
| **safely** |  | благополучно |
| **tony** |  | лететь (на самолете) |
| **the group flies** |  | группа летит (на самолете) |
| **seat** |  | место |
| **compartment** | [km'ptmnt] | салон, отделение, отсек, часть, купе |
| **smoker** |  | курящие |
| **non-smoker** |  | некурящий |
| **to smoke** |  | курить |
| **smoking** |  | курение |
| **to allow** |  | разрешать |
| **Is smoking allowed here?** |  | Здесь разрешено курить? |
| **-Have you got a lighter, please?** |  | У вас есть зажигалка? |
| **row** | [rou] | ряд |
| **neighbour** | ['neb] | сосед |
| **extract** | ['ekstrkt] | отрывок |
| **comfortable** | ['kmftbl] | удобный, комфортабель­ный |
| **by the way** |  | между прочим |
| **by any chance** |  | случайно |
| **to excuse** |  | извинять |
| **Excuse me,** |  | Извините, |
| **What's the time, please?** |  | Какой сейчас чае? |
| **quarter** |  | четверть |
| **It's a quarter past ten** |  | Сейчас 10.15. |
| **Let me see.** |  | Одну минуту. Сейчас по­думаю. |
| **difference** | ['dfrns] | разница |
| **to arrive** |  | прибыть |
| **to arrive in London/Britain in Moscow / Russia** |  | прибыть в Лондон/Брита­нию/ в Москву/Россию |
| **steward** | [stjud] | стюард |
| **forty** |  | сорок *(числ.)* |
| **long** |  | длинный |
| **The flight is three hours long.** |  | Полет длится три часа. |
| **to adjust** | ['st] | *зд.* переставлять, коррек­тировать |
| **watch** |  | часы |
| **— I shall adjust my watch in London** |  | — Я переведу часы в Лондоне |
| **- So shall I.** |  | — И я тоже |
| **newspaper** | ['njspep] | газета |
| **May I have your news­paper, please?** |  | Можно взять вашу газе­ту? |
| **curiosity** | [,kjur'ost] | любопытство |
| **Excuse my curiosity.** |  | Простите за любопытство. |
| **training** |  | обучение |
| **fluent** | [flunt] | свободный |
| *syn.* **to speak fluent Eng­lish** |  | говорить свободно по-английски |
| **to speak English fluently** |  |  |
| **to learn** |  | учить |
| **There are many business­men who ...** |  | Есть много бизнесменов, которые ... |
| **Good for you.** |  | Молодец |
| **lazy** |  | ленивый |
| **many** |  | много |
| **not many of us** |  | немногие из нас |
| **language** | ['lwi] | язык |
| **self-criticism** |  | самокритика |

**Exercises**

**1. Read the following:**

twelfth

on the twelfth

leaves the Sheremetievo airport

They have seats in different compartments.

They all have English speaking neighbours.

What's the time, please?

The difference is three hours.

The steward says the flight is about three hours.

**2. Underline the sentences true to the text:**

• The group leaves Moscow on the twelfth of October.

They leave Moscow on the twentieth of October.

They leave Moscow on the first of October.

• They have seat in the same compartment.

They have seats in different compartments.

The text says nothing about it.

• There are no Englishmen in the plane.

There is only one Englishman on board the plane.

There are rather many Englishmen on board.

• Smoking is allowed in every compartment of that plane.

Smoking is not allowed in that plane.

Smoking is allowed only in one of the compartments of the plane.

• The flight is exactly three hours long.

The flight is about two hours long.

The flight is about four hours long.

• One of the Russians gets a compliment for his fluent English from a Frenchman.

He get a compliment for his fluent English from an American.

He get a compliment for his fluent English from an Englishman.

**3. Underline the verbs in the following sentences. Translate the sen­tences into Russian:**

• They are flying to London.

We often fly to Paris.

The passengers are speaking on different topics.

They are speaking English.

Do you speak English?

Some passengers are smoking.

I don't smoke. I don't like smoking.

Smoking is not allowed here.

It's not a smoking compartment.

• Some passengers are reading newspapers and magazines.

Do you sometimes read books in English?

There are many Russian businessmen who are learning English.

My friend is also learning English.

I know that my colleagues are learning French.

I don't know what foreign language Michael is learning.

**4. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — Is Pete learning English? |
|  | — Yes, He is. He's a student... |
| Pete | |
| Nick | |
| Ann | |
| Maria | |
| your chief | |

|  |  |
| --- | --- |
| • Example | — Does he often speak English at the office?  — Yes, he does...  (or: No, he doesn't...) |
| Pete  Ann  Nick  your boss  your colleague |

|  |  |
| --- | --- |
| • Example | — Are the passengers enjoying their flight?  — It seems to me, they are. |
| the participants  the Englishmen  the Russians  the businessmen |

**5. Translate into Russian:**

It's a very nice plane, isn't it?

It's quite comfortable.

By the way, is smoking allowed here?

It's a smoking compartment.

Have you got a lighter by any chance, please?

Mine doesn't seem to work.

**6. Insert articles:**

Excuse me, what's ... time, please?

It's ... quarter past ten.

It's ... quarter past seven.

.. difference between London and Moscow is three hours.

.. steward says flight is three hours forty minutes long.

**7. Complete short dialogues:**

|  |  |
| --- | --- |
| • Example | — Then I'll adjust my watch in London  — So shall I. In London it will be about |
| Paris  New York  Frankfurt  Tokyo |

|  |  |
| --- | --- |
| • Example | — May. I have your newspaper please?  — Yes, certainly. Here you are  — Thank you ... |
| * *pen — ручка* * *magayne — журнал*   a form to fill in  passport |

**8. Insert prepositions:**

— Excuse my cuiiosity, are you Russian?

— Yes, I am. I'm going .. London ... a short stay.

— Are you a tourist then?

— No, I'm going. England .. some training ... a businessman.

— You speak very fluent English.

— I'm learning English ... my office hours.

**9. Translate into English:**

— Многие русские бизнесмены сейчас учат английский язык.

— Вы молодцы. А мы, англичане, довольно ленивы. Не многие из нас знают иностранные языки.

— Мне нравится ваша самокритичность.

**10. Complete the dialogues and act out similar ones:**

**•**

— It's a plane, isnt't it?

— Oh, yes, quite ... By the way, is smoking ...?

— Why, certainly. It's a ...

— Have you got ... chance, please? Mine does not seem ...

— Yes, here

— You are

•

— Excuse me, what ...?

— It's a quarter ...

— It's ... time, isn't it?

— Oh, yes. If you want London time, let me see, the difference ...

— I see it's now ... London time.

•

— By the way, do you know when ...?

— The steward says ... What time will it be?

— Oh, about ...

— Then I'll ajust ...

— So shall I.

•

—Excuse me, ... newspaper, please?

—Yes, ... Here ...

—Thank . . Excuse my curiosity, are you ...?

—Yes? I am. I'm going ...

—Are you a tourist then?

—No. I'm going to England for ... businessmen.

•

—You speak ...

—I'm learning ... hours. There are many ...

—Good for you. But we Englishmen ... Not many ... languages.

—I ... cikicism.

Unit fourteen

Passports

***Text***

When the plane arrives at the Heathrow airport the passengers get out of the plane and go into the building of the airport. After passing along endless corridors they get to the passport control point called Immigration. There are two gates. One is for passengers from EC (European Community) countries. And the other gate is for passengers from all other countries. After queuing up for some time Mr. Lvov and the group come up to the queue marshal who signals what officer is free. And each person goes to the counter indicated.

*Here is a typical talk between the English Immigration officer and a Russian businessman:*

*Russian:* Good morning.

*Officer:* Good morning, sir. May I see your passport and landing card, please?

*Russian:* Certainly. Here you are.

*Officer:* Thank you.... What's the reason for your visit to the UK?

*Russian:* I'm on a business tour to attend a training programme.

*Officer:* And how long are you staying here?

*Russian:* A week or so.

*Officer:* Have you got a return ticket?

*Russian:* Yes, certainly. Here is my ticket.

*Officer:* May I see the invitation of the company who will re­ceive you here?

*Russian:* Just a minute I'll ask our Group Leader to present it .... Here is the invitation.

*Officer:* Thank you .... Everything is OK. Here is your passport, ticket and the invitation.

Some Russian businessmen have difficulty in speaking with the English Immigration officers and answering then questions. Usually English officers do not like strangers to help them with interpreting. In such cases the officers ask their own interpreters for help. Most probably these interpreters are staff members of Immigration. For some Russian businessmen of the group it was the first experience with Englishmen and the only words they could say were:

*I am sorry. I do not speak English.*

Others could say a few words, like these:

*I have come as a businessman for training. I shall stay in England for eight days. I shall stay at Sherlock Holmes hotel in London.*

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **fourteen** | [,f'tn] | четырнадцать *(числ.)* |
| **passport** |  | паспорт |
| **control** |  | контроль, проверка |
| **to get out of** |  | выходить из |
| **building** | ['bld] | здание |
| **to pass along a corridor** |  | пройти по коридору |
| **endless** |  | бесконечный |
| **point** |  | пункт, место |
| **passport control point** |  | паспортный контроль |
| **to be called** |  | вызывать, приглашать |
| **gate** |  | ворота, *зд* выход |
| **European Community** |  | Европейское Сообщество |
| **country** |  | страна |
| **to queue up** | ['kj'р] | стоять в очереди |
| **queue marshal** |  | распорядитель очереди |
| **to signal** |  | давать сигнал |
| **officer** |  | чиновник, работник |
| **counter** |  | стойка |
| **to indicate** |  | указывать |
| **the counter indicated** |  | указанная (им) стойка |
| **landing card** |  | карточка прилетевшего в страну пассажира |
| **reason** |  | причина |
| **the United Kingdom** |  | Англия/ Великобритания/ |
| **(U.K./ UK/ the United Kingdom of Great Britain and Northern Ireland)** |  | Соединенное Королевст­во Великобритании и Северной Ирландии |
| **to be on a business tour** |  | совершать деловую по­ездку |
| **to attend** |  | посещать |
| **a week or so** |  | около недели |
| **to ask** |  | спрашивать |
| **to present** |  | представлять, давать |
| **difficulty** | ['dfklt] | трудность |
| **to have difficulty in do­ing something** |  | испытывать затруднение в чем-то |
| **stranger** | ['stren] | незнакомец |
| **to interpret** | [n'tprt] | переводить (устно) |
| **They do not like strang­ers to help them** |  | Они не любят, когда по­сторонние лица хотят помочь |
| **in such cases** |  | в этих случаях |
| **most probably** |  | скорее всего |
| **staff member** |  | штатный сотрудник |
| **only** |  | единственный, только |
| **the only words** |  | единственные слова |
| **like these** |  | такие, как |
| **a few words like these** |  | несколько слов, таких как |
| **to come** |  | приезжать, приходить |
| **I have come as a busi­nessman** |  | Я приехал в качестве бизнесмена |

**Exercises**

**1. Underline the sentences true to the text:**

• The plane arrives at the Heathrow airport.

The text does not say at what airport the plane arrives.

The plane arrives at the Gatwick airport.

• The passport control point is very close to the entrance into the building of the airport.

The passport control point is not close to the entrance.

• The passport control point is called Passports.

The passport control point is called Passport Control.

The passport control point is called Immigration.

• There are three gates at the passport control point.

There is only one gate at the passport control point

There are two gates at this point.

• There are very few passengers and the group comes to the officers in no time.

There are very many passengers and the Russians have to queue up.

• There is only one English officer at the point.

There are two English officers at the passport control point.

There are a few English officers at the point.

• When the officer is free he invites another passenger to come.

It is the queue marshal who indicates to the passenger what immi­gration officer is free.

• English Immigration officers usually ask Group Leaders or other Russians for help if they have difficulty in speaking with Russians.

English Immigration officers usually speak Russian.

English Immigration officers usually ask their own interpreters for help when they have difficulties in speaking with Russians.

**2. Translate into Russian:**

Some Russian businessmen have difficulty in speaking with the English Immigration officers.

They have difficulty in answering questions.

Usually English officers do not like strangers to help them with interpreting.

In such cases the officers ask their own interpieters for help.

Most piobably these interpreteis are staff members of Immigration.

**3. Read the following:**

• these intepreters

these officers

these businessmen

the gate

• One of the gates is for passengers from European Community countries.

The other gate is for passengers from all other countries.

What's the reason for your visit to the United Kingdom?

Here is the invitation.

**4. Insert articles:**

After queueing up for some time Mr. Lvov and .. group come up to ... queue marshal who signals what Immigration officer is free. And each person goes to .. counter indicated. For some Russian busi­nessmen of ... group it was ... first experience with Englishmen. They had some difficulty in speaking with ... Immigration officers.

**5. Insert prepositions:**

Some Russian businessmen have difficulty ... speaking .. English Immigration officers and answering their questions. Usually English officers do not like strangers to help them ... interpreting. ... such cases the officers ask their own interpreters .. help.

**6. Translate into English:**

Извините, я не знаю английского.

Я приехал на обучение.

Я из России.

Я бизнесмен.

Я пробуду в Англии 8 дней.

Я остановлюсь в отеле.

Вот мой паспорт.

Вот мое приглашение.

Одну минуту, я попрошу помочь мне руководителя группы.

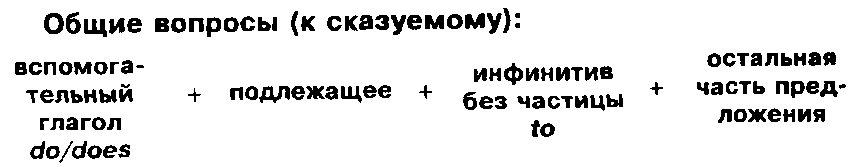
**7. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — May I see your passport, please?  — Yes, certainly Here it is. |
| ticket  return ticket  the invitation of the English company the invitation of the English sponsors landing card |

|  |  |
| --- | --- |
| • Example   * *back — обратно* | *—* May I have the card back?  — Yes, certainly. Here you are. |
| have the passport *back*  have the ticket *back*  have the invitation *back*  have another form  have another card |

**Вопросительные предложения**

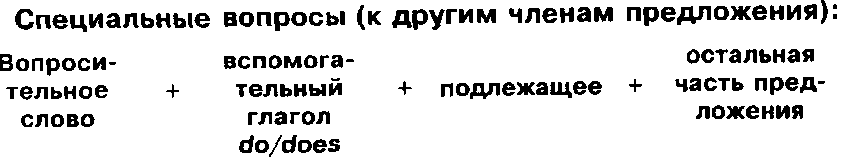
**Настоящее простое время (Present Indefinite)**



***Do*** *you* ***speak*** *English?*

***Does*** *he/ she speak English?*

***Do*** *they speak English?*

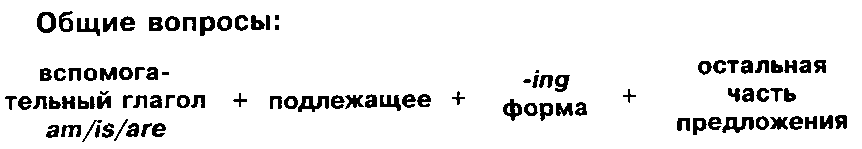


***What*** *foreign language* ***do you*** *speak?*

***What*** *foreign language* ***does he/ she*** *speak?*

***What*** *foreign language* ***do they*** *speak?*

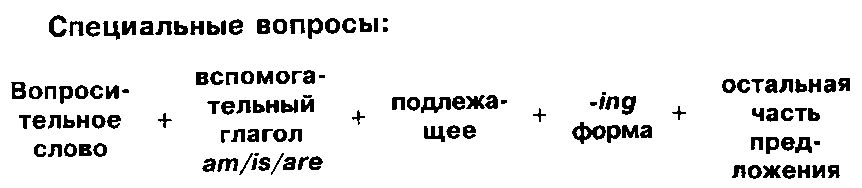
**Настоящее продолженное время (Present Continuous)**



***Are you*** *stay****ing*** *in London long?*

***Is he/ she*** *stay****ing*** *in London long?*

***Are they*** *stay****ing*** *in London long?*



***Where are you*** *stay****ing*** *in London?*

***Where is he/ she*** *stay****ing*** *in London?*

***Where are they*** *stay****ing*** *in London?*

**Вопросительные слова**

**what** — что, какой

**how long** — как долго, сколько времени

**when** — когда

**where** — где, куда

**who** — кто

**why** — почему

**8. Say how the following questions are formed:**

What's the reason for your visit to the United Kingdom?

Where are you staying?

Are you staying in London?

When are you leaving?

What company is inviting you?

Who is inviting you?

Are you with the Group?

Is there a leader of the Group?

Where is your Group Leader?

**9. Complete the dialogues and act out similar ones?**

•

— Good morning

— Good morning, sir. May I see .. card, please?

— Certainly. Here.

— Thank you. What's the reason ...?

— I'm on a business . . programme.

— And how long are ..?

— A week ...

— Have you got ...?

— Yes, certainly. Here ...

•

— May I see ... receive . ?

— Just a minute, I'll .. Group Leader ... Here is ...

— Thank you. Everything is... Here is ...

*Unit fifteen*

Luggage and customs

**Text**

After undergoing formalities at Immigration the group goes to the Luggage Reclaim point. They find the monitor showing their Flight Number and see their suitcases and bags on the belt. But one of the participants of the group does not see his suitcase and asks Andrew Lvov, the Group Leader, for help. Andrew comes up to an official:

*Andrew:* Excuse me, one of our suitcases is missing. Where can it be?

*Official:* What's your flight number, sir?

*Andrew:* It's SU 241 from Moscow.

*Official:* Some luggage is over there. I hope you'll find yours there. There wasn't enough space on the belt. We had to remove some and put it on the floor.

*Andrew:* Thank you.

Andrew and the gentleman who did not find his suitcase go to the place shown by the official and see the suitcase. The gentleman picks up the suitcase, puts it on the trolley and joins the group. So all the participants have collected their luggage.

Now they are moving to the Customs point. By the way, it is not necessary to fill in any declaration forms. They see the sign "Nothing to declare" and the green walls of the passage. They all have nothing to declare and pass through this corridor. They see a few Customs officials standing behind the rack. The officials say nothing to them and they safely pass.

Some other passengers pass through the red wall corridor since they have something to declare and probably they have to fill in some forms and pay customs duty. Usually every country has a list of the things liable to duty " in addition to the duty free allowance".

In a second or two our group gets out into the hall of the airport and sees the crowd of people meeting passengers who have just arrived.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **fifteen** |  | пятнадцать *(числ.)* |
| **luggage** | ['l] | багаж |
| **reclaim** |  | получение (обратно), вос­требование |
| **to reclaim** |  | получать (обратно), вос­требовать |
| **to undergo formalities** |  | пройти формальности |
| **belt** |  | транспортер |
| **to miss** |  | обнаружить отсутствие |
| **One suitcase is missing.** |  | Не хватает одного чемо­ |
|  |  | дана |
| **over there** |  | вон там |
| **yours** |  | ваш |
| ***зд* = your suitcase** |  |  |
| **space** |  | место, пространство |
| **to remove** |  | убрать, переставить, пе­ |
|  |  | реложить |
| **We had to remove it** |  | Мы вынуждены были убрать его |
| **to put** |  | класть, ставить |
| **floor** |  | пол |
| **to put it on the floor** |  | поставить на пол |
| **place** |  | место |
| **place shown by** |  | место, указанное |
| **trolley** | ['trol] | тележка |
| **to collect** |  | получать, забирать |
| **They have collected their luggage** |  | Они получили багаж |
| **to move** |  | двигать (ся) |
| **Customs** |  | Таможенный контроль, Таможенная служба |
| **sign** |  | вывеска, знак |
| **nothing** |  | ничего |
| **to declare** |  | заявлять, декларировать |
| **green** |  | зеленый |
| **wall** |  | стена |
| **official** |  | официальное лицо |
| **behind** |  | за, сзади |
| **rack** |  | стойка (для багажа) |
| **red** |  | красный |
| **They have something to declare.** |  | Они имеют какие-то ве­щи, которые нужно дек­ ларировать. |
| **They have to fill in some forms.** |  | Они должны заполнить формы |
| **customs duty** | ['kstmz 'djt] | таможенная пошлина |
| **in addition to ...** |  | дополнительно к |
| **duty free** |  | беспошлинно |
| **allowance** | ['launs] | разрешенное количество |
| **hall** |  | холл |
| **crowd** | [kraud] | толпа |
| **just** | [st] | только что |
| They have **just** arrived |  | Они только что прибыли |

**Exercises**

**1. Underline the sentences true to the text:**

• The group undergoes formalities at Immigration and then goes to leclaim their luggage.

The group reclaims the luggage and then undergoes formalities at Immigration.

• Some participants had difficulties at Immigration.

Some participants had difficulties at the Luggage reclaim point.

One participant had a difficulty in finding his suitcase.

• The difficulty was *eliminated* with the help of an Immigration officer.

The difficulty was eliminated with the help of a Customs officer.

The difficulty was eliminated with the help of an official responsi­ble for luggage.

* *to eliminate — устранять*

*•* All the participants of the group have a few things to declare for Customs.

All the participants have nothing to declare.

A few participants have something to declare.

• They all pass through the led wall corridor.

They all pass through the green wall corridor.

Most of them pass through the red wall corridor.

• Some other passengers pass through the red wall corridor.

All the passengers pass through the green wall corridor.

The text does not speak about this detail.

• All the countries have the same list of things liable to duty.

Every country has a different list of things liable to duty.

All the countries have similar lists of things liable to duty.

**2. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Luggage Reclaim point | Таможенный контроль |
| Immigration point | Выдача багажа |
| Customs | востребовать (получить) багаж |
| "Nothing to declare" | багажная лента-транспортер |
| things liable to duty | паспортный контроль |
| customs duty | чиновник |
| belt | работник (официальное лицо) |
| to leclaim luggage | "Не имею предметов, подле­жащих декларированию" |
| to collect luggage | предметы, за ввоз которых не­обходимо заплатить пошлину |
| an officer | таможенный сбор |
| an official | получить багаж |

**3. Insert the verbs as in the text and say in what forms they are used:**

After undergoing formalities at Immigration the group ... to the Luggage Reclaim point. They ... the monitor showing their Flight Number and ... their suitcases and bags on the belt. But one of the participants of the group ... his suitcase and ... Andrew Lvov for help.

**Настоящее законченное время (Present Perfect)**

**Present Perfect образуется с помощью вспомогатель­ного глагола *have/has +* 3-я форма глагола (причастия на­стоящего времени):**

*I* ***have collected*** *the luggage.*

*He/ She* ***has collected*** *the luggage.*

*We* ***have collected*** *the luggage.*

*They* ***have collected*** *the luggage.*

**Вопросительные предложения образуются изменением порядка слов:**

***Have/has* + подлежащее + 3-я форма глагола**

— ***Have you collected*** *the luggage?*

*— Yes,* ***we have****./* Л/о, *we* ***have not****.*

*—* ***Has he/she collected*** *the luggage?*

*—* ***Yes, he/ she has****. / No,* ***he/ she hasn 't****.*

*—* ***Have they******collected*** *the luggage?*

*— Yes,* ***they have****./ No,* ***they haven't****.*

**Отрицательная форма образуется добавлением части­цы nor: *have not (haven's/has not (hasn't)***

*I* ***haven't collected*** *the luggage.*

*He/ She* ***hasn't collected*** *the luggage.*

*We* ***haven't collected*** *the luggage.*

*They* ***haven't collected*** *the luggage.*

**Present Perfect выражает действие, законченное или выполненное к настоящему моменту.** Например**:**

So, *all of them have collected the luggage.*

*There is a crowd meeting passengers who have just arrived.*

*Have you been to the Heathrow airport?*

*Have you been to Britain?*

**При перечислении нескольких последовательных дей­ствий, законченных к данному моменту, Present Perfect не употребляется. В таких случаях употребляется Настоящее простое время (Present Indefinite).** Например:

*They соте to the Luggage Reclaim point and collect their luggage.*

**4. Translate into Russian:**

Have you ever been to London, Nick?

Have you been to London?

1 have made a hotel reservation for you.

We have received your fax message.

I am sorry I have not spoken to him yet.

We have discussed all the details.

**5. Make short dialogues:**

|  |  |
| --- | --- |
| • Example | — Have you ever been to London?  — Yes, I have. I was there last October. (or: No, I haven't. But I hope one day I'll see London.) |

|  |  |
| --- | --- |
| Britain | January |
| France | February |
| Paris | March |
| New York | April |
|  | May |
|  | June |
|  | July |
|  | August |
|  | September |
|  | November |
|  | December |

|  |  |
| --- | --- |
| • Example | — I know that the group has arrived, but l haven't seen them yet.  — I haven't seen them either. But I hope we shall meet one of these days. |

Mr. Lvov

the participants

the bankers

the foreign trade executives

our businessmen

**6. Insert articles:**

Andrew Lvov and ... gentleman who did not find his suitcase go to ... place shown by ... official and see ... suitcase. ... gentleman picks up ... suitcase, puts it on ... trolley and joins ... group. So all ... par­ticipants have collected their luggage.

**7. Insert prepositions:**

Now they are moving ... the Customs point ... the way, it is not necessary to fill in any declaration forms. They see the sign "Nothing to declare" and the green walls ... the passage. They all have nothing to declare and pass ... this corridor. They see a few Customs officials standing ... the rack. The officials say nothing ... them and they safely pass.

**8. Insert words as in the text:**

Some passengers pass through the red wall corridor since they have something ... and probably they have to ... some forms and pay ... Usually every country has a list of the things ..., in addition to "the duty free" allowance.

**9. Translate into Russian:**

Excuse me, one of our suitcases is missing.

Where can it be?

What's your flight number?

Some luggage is over there.

There wasn't enough space on the belt.

We had to remove some.

We had to put it on the floor.

**10. Read the following:**

One of our cases is missing.

Some luggage is over there.

We had to remove some suitcases.

Where can it be?

What's your night number?

There wasn't enough space.

**11. Complete the dialogue and act out a similar one:**

— Excuse me, one of our suitcases ... Where ...

— What's .

— It's SU ..

— Some .. over there. I hope you'll find yours .. There wasn't enough ... We had to .. and floor.

— Thank ...

**12. Sum up the text. The following plan may be of help:**

• the group undergoes formalities at the Immigration point

• they go to the Luggage Reclaim point

• one suitcase is missing

• the official helps them to find the missing suitcase

• the group has nothing to declare and they safely pass through the green corridor

• they get out into the hall where passengers are usually met

*Unit sixteen*

Meetings

**Text**

Andrew sees David Hill in the crowd of people meeting different passengers.

*David:* Andrew, welcome to London. I'm very glad to see *you.*

Good morning, all of you (addressing the group).

*Andrew:* Good morning, David. I'm happy to see you too. It is

such a good thing to be in London again. *David:* I hope you have had a nice trip and you all feel well.

*Andrew:* Yes, the flight was OK. Should I now introduce the participants? They know your name but I'm afraid you don't know who is who.

*David:* Let's make all the introductions later at lunch time.

*Andrew:* It's quite reasonable.

*David:* Now let's go to the coach. It's waiting for us outside.

Ask your people to keep the lugguage on the trolleys.

*Andrew:* Yes, certainly. It's a rather long way.

*David:* Follow me please... Take care... Here we are...

The group comes up to the coach and the driver helps them to put the luggage into the luggage compartment. And a few minutes later when everybody is aboard the coach starts its way to London. The motorway is very busy and the traffic is rather heavy. Some parts of the road are under construction.

*David:* Oil, well, you see, we shall have to move slowly for some time. Because of this construction work. This motorway, between London and Heathrow, is often un­der construction.

*Andrew:* By the way, is there only one international airport near London?

*David:* Oh, no, there are three, actually. Heathrow, Gatwick and Stanstead.

*Andrew:* And is Gatwick far away?

*David:* If I'm not mistaken it's about fifty kilometres from the centre. It's much smaller than Heathrow. And Stanstead is quite new. Sometimes Moscow flights come and leave there. But not very often.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **sixteen** |  | шестнадцать *(числ.)* |
| **to address somebody** |  | обращаться к кому-либо |
| **such** |  | такой |
| **such a good thing** |  | такая хорошая вещь |
| **trip** |  | поездка |
| **to have a nice trip** |  | хорошо съездить |
| **to feel well** |  | чувствовать себя хорошо |
| **Should I introduce you?** |  | Вас представить? |
| **let's** |  | давайте |
| **Let's make all the intro­** |  | Давайте проведем офици­ |
| **ductions'** |  | альные представления |
| **to wait** |  | ждать |
| **to wait for some­** |  | ждать кого-либо/что-либо |
| **body/something** |  |  |
| **outside** | [,aut'sad] | вне |
| **people** | [ppl] | люди |
| **There are many people** |  | Снаружи много (немного) |
| **outside.** |  | народа. |
| **There are few people** |  | Снаружи мало народа. |
| **outside.** |  |  |
| **rather** |  | довольно |
| **to take care** |  | заботиться |
| **Take care!** |  | Осторожно! |
| **driver** |  | водитель |
| **into** |  | в |
| **to put the luggage into** |  | положить багаж в багаж­ |
| **the luggage compartment** |  | ное отделение |
| **everybody** |  | все, каждый |
| **to be aboard** |  | быть в автобусе (на борту |
|  |  | самолета, судна) |
| **way** |  | путь, дорога |
| **The coach starts its way** |  | Автобус отправляется в |
| **to London.** |  | Лондон. |
| **motorway** |  | шоссе |
| **busy** | ['bz] | оживленный |
| **The motorway is very** |  | На шоссе большое дви­ |
| **busy.** |  | жение. |
| **traffic** |  | движение, транспорт; пробки |
| **heavy** | ['hev] | оживленное |
| **The traffic is heavy.** |  | Движение транспорта здесь |
|  |  | очень сильное. |
| **road** |  | дорога |
| **under** |  | под |
| **construction** |  | строительство |
| **The road is under con­** |  | Идет строительство до-­ |
| **struction.** |  | роги. |
| **Oh, well, you see...** |  | Да, видите ли ... |
| **slowly** |  | медленно |
| **We shall have to move** |  | Нам придется двигаться |
| **slowly.** |  | медленно. |
| **for some time** |  | какое-то время |
| **because** | [b'koz] | потому, что |
| **because of something** |  | из-за чего-либо |
| **work** |  | работа, работы |
| **construction work** |  | строительные работы |
| **near** |  | около |
| **near London** |  | около Лондона |
| **actually** |  | фактически |
| **to be far away...** |  | находиться далеко от ... |
| **to be mistaken** |  | ошибаться |
| **if I'm not mistaken...** |  | если я не ошибаюсь... |
| **fifty** |  | пятьдесят *(числ.)* |
| **from** |  | от |
| **It's 50 km from central** |  | Это в 50 км от Лондона. |
| **London** |  |  |
| **smaller** |  | меньше |
| **much smaller** |  | намного меньше |
| **than** |  | чем |
| **It's smaller than Heath-** |  | Он меньше, чем Хитроу. |
| **row.** |  |  |
| **new** |  | новый |
| **sometimes** |  | иногда |

Exercises

**1. Read the following:**

• welcome, way, motorway, well, work, waiting

meeting, morning, thing

there are three

is the only one

far away for us

• I hope you have had a nice trip.

I hope you feel well.

It's waiting for us outside.

Is there only one airport?

**2. Underline the sentences true to the text:**

• David and Andrew seem to know *each other* very well.

David and Andrew have never met before.

* *each other — друг друга*

• Andrew introduces every participant to David at the airport.

Andrew offers to make introductions but David says it can be done later.

David introduces himself and says the participants may introduce themselves later.

• David and the group go to taxis to get to London.

They go to the coach.

They go to the bus.

• The motorway is very busy.

The motorway is not busy at all.

• There is only one international airport in London.

There are two international airports there.

There are three international airports in this city.

• Moscow flights usually come to Heathrow.

They usually come to Stanstead.

They usually come to Gatwick.

**3. Insert verbs as in the dialogue and act out a similar one:**

— Andrew, welcome to London. I ... very glad to see you. Good morning, all of you.

— Good morning, David. I ... happy to see you too. It ... such a good thing to be in London again.

— I hope you ... a nice trip and you all ... well.

**4. Insert articles as in the dialogue and act out a similar one:**

— Should 1 now introduce ... participants? They know your name, but I'm afraid you don't know who is who.

— Let's make all ... introductions later at lunch time.

— It's quite reasonable.

**5. Insert prepositions as in the dialogue and act out a similar one:**

— Now, let's go ... the coach. It's waiting ... us out side. Ask your people to keep the luggage ... the trolleys.

— Yes, certainly it's a rather long way.

— Follow me, please. Take care ... Here we are.

**6. Insert the *missing* words and translate the text into Russian:**

* *missing — недостающий*

The group comes up to ... and... helps them to put the luggage into ... And a few minutes later when everybody ... the ... starts its way to London. The ... is very busy and ... is rather heavy. Some parts of the road are under ...

**7. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| We shall have to move slowly. | В Лондоне только один меж­дународный аэропорт? |
| This motorway is often under construction. | Фактически здесь три аэро­порта. |
| By the way ... | Стэнстед совсем новый аэро­порт. |
| If I'm not mistaken ... | Иногда скэда прилетают и отсюда самолеты улетают на Москву. |
| Is there only one interna­tional airport in London? | А Гатвик далеко? |
| There are three, actually. | Он находится примерно в 50 километрах от центра. |
| Is Gatwick far away? | Он намного меньше, чем Хитроу. |
| It's about fifty kilometres from the centre. | Нам придется ехать очень медленно. |
| It's much smaller than Heathrow. | На шоссе часто идут дорож­ные работы. |
| Stanstead is quite new. | Между прочим... |
| Sometimes Moscow flights come and leave there. | Если я не ошибаюсь... |

**8. Complete the dialogue and act out a similar one:**

— Well, you see, we shall have to ... Because of this ... work. This motorway ... is often ...

— By the ..., is there only ...?

— Oh, no, there are ...

— And is ... away?

— If I'm ..., it's about ... It's much smaller ... And Stanstead ... Sometimes Moscow flights ... But not very ...

*Unit seventeen*

Hotel in London

**Text**

In an hour or so the coach brings the group to the hotel. It's the Sherlock Holmes Hotel in the very heart of London, near Oxford Street. The participants get out of the coach, pick up their suitcases and go inside. Mr. Hill comes up to the Receptionist.

*David:* Good morning. There is a reservation for a group from Russia.

*Receptionist:* Good morning, sir. In whose name was the reserva­tion made?

*David:* It is International Management Group. Mr Lvov and nine more people.

*Receptionist:* Just a moment, sir... Yes, here it is. Four singles and three twin rooms. Is that correct?

*David:* Absolutely.

*Receptionist:* Are they all staying for seven nights?

*David:* Yes, that's right.

*Receptionist:* Will you ask the guests to fill in these forms, please?

*David:* Andrew, can the participants fill in the forms in English?

*Andrew:* Almost all of them speak English and there is no problem. As for the others I'll naturally help them.

Andrew returns all the forms filled in to the receptionist and gets the electronic keys to the rooms with the room number and the name of the guest written on the key. Andrew distributes the keys and turns to the receptionist again.

*Andrew:* May I have the Rooming List, please. It will be eas­ier for me to deal with my people, especially if they have some problems. Sometimes such things occur.

*Receptionist:* Here is the List for you, sir.

*Andrew:* Thank you. *Receptionist:* You are welcome. Enjoy your stay here.

*David:* Andrew, will you ask everybody to be here down­stairs in an hour, or at twelve o'clock. We shall have lunch at the restaurant. Then let's all meet in the conference room for introductions and some an­nouncements.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **seventeen** |  | семнадцать *(числ.)* |
| **to check into a hotel** |  | зарегистрироваться в гос­тинице |
| **to check in** |  | зарегистрироваться |
| **in an hour or so** |  | примерно через час |
| **to bring** |  | приносить |
| **to bring somebody to .** |  | привезти кого-либо в . . |
| **very** |  | очень |
| **heart** | [ht] | сердце |
| **in the very heart of ..** |  | в самом центре .. |
| **to go inside** |  | идти внутрь |
| ***ant.* to go outside** |  | идти наружу, выходить |
| **whose** | [hz] | чьё |
| **in whose name** |  | на чьё имя |
| **more** |  | более |
| **and nine more people** |  | и ещё девять человек |
| **Just a moment.** |  | Одну минуту |
| **twin** |  | двойной |
| **twin room** |  | номер на 2 человека |
| **correct** |  | правильный |
| **Is that correct?** |  | Правильно? |
| **That's right.** |  | Да, правильно. |
| **guest** | [est] | гость |
| **Will you ask them to ...?** |  | Пожалуйста, попросите их |
| **almost** | ['lmoust] | почти |
| **almost all of them** |  | почти все они |
| **naturally** |  | естественно |
| **the forms filled in** |  | заполненные формы |
| **key to the room** |  | ключ от квартиры |
| **with** |  | с |
| **with the name written** |  | с написанной фамилией |
| **to distribute** |  | раздать |
| **to turn** |  | повернуть (ся) |
| **to turn to somebody** |  | обратиться к кому-либо |
| **easy** |  | легкий |
| **easier** |  | легче |
| **to deal (dealt, dealt)** |  | иметь дело |
| **to deal with somebody** |  | иметь дело с кем-либо |
| **to deal in something** |  | заниматься чем-либо |
| **especially** | ['spel] | особенно |
| **such** |  | такой |
| **such a thing** |  | такая вещь |
| **such things** |  | такие вещи |
| **to occur** | ['k] | случаться |
| **downstairs** | [,daun'stez] | внизу, вниз |
| **announcement** |  | объявление |

Exercises

**1. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • When does the group come from the Heathrow airport to the hotel? | In an hour.  In two hours.  In three hours or so. |

|  |  |
| --- | --- |
| • Where is Sherlock Holmes located? | In the centre of London.  Near London.  Near Gatwick |
| • Who speaks with the Recep­tionist about the reservation? | It's Andrew Lvov.  It's David.  It's the Group Leader. |
| • In whose name was the reservation made? | In the name of Economtraining.  In Mr. Lvov's name.  In the name of IMD. |
| • Were there any problems with checking in? | Yes, there were some.  No, there were not. |
| • Who helps the participants to fill in the forms? | David does.  Andrew does.  The Receptionist does. |
| • What list does the Recep­tionist give Andrew? | The list of participants.  The list of rooms.  The rooming list. |
| • When does David offer to meet in the conference room? | In ten minutes.  After lunch After dinner |

**2. Underline the correct form:**

In an hour or so the coach *(bring, brings)* the group to the hotel.

The participants *(get, gets)* out of the coach, *(pick, picks)* up their luggage and *(go, goes)* inside.

Mr. Hill *(come, comes)* up to the receptionist.

Andrew *(return, returns)* all the forms to the receptionist and *(get, gets)* the electronic keys.

Andrew *(distribute, distributes)* the keys and *(turn, turns)* to the re­ceptionist again.

**3. Translate into Russian:**

• There is a reservation for a group from Russia.

There is a serious problem.

There are no problems.

There are a few announcements to make.

• checking into the hotel

filling in the forms

distributing keys

asking for a Rooming List

• the forms filled in

the name of the guest written on the key

**4. Read the following:**

morning, good morning, rooming list, thing

Sometimes such things occur.

The coach brings the group to the hotel.

In whose name was the reservation made?

Is that correct?

Here is the list for you.

Andrew distributes the keys.

**5. Insert articles:**

There is ... reservation for ... group from Russia.

In whose name was ... reservation made?

Just ... moment, sir.

Will you ask ... guests lo fill in these forms, please?

Can ... participants fill in .. forms in English?

For almost all of them there is no problem. As to ... others I'll naturally help them.

**6. Insert prepositions:**

May I have the rooming list, please? It will be easier ... me to deal ... my people.

Here is the List . you, sir.

Will you ask everybody to be here an hour?

Let's meet ... twelve o'clock.

We shall have lunch ... the restaurant.

Let's meet ... the conference room ... introductions and some an­nouncements.

**7. Complete the dialogues and act out similar ones:**

•

— Good morning. There is a reservation ...

— Good morning, sir. In whose ...?

— It is ... group Mr. Lvov and ..

— Just a ... Yes, here .. Four singles and .. Is that ...?

— Absolutely.

•

— Are they . 7 nights?

— Yes, that's ...

— Will you ... fill in ..

— Andrew, can in English?

— Almost all of them ... problem. As for the others ...

•

— May I have the Rooming ...? It will be easier for me to deal ... especially .. problems. Sometimes ... occur.

— Here is .

— Thank you.

— You ... Enjoy...

**8. Complete David's words and then change his words *a little:***

* *a little — немного*

Andrew, will you ask everybody to be here ... We shall have lunch ...

Then let's all meet ... announcements.

*Unit eighteen*

Training programme

**Text**

After the Group had lunch Mr. Hill invited everybody to one of the conference rooms on the first floor of the hotel.

*David:* Ladies and gentlemen First let me say a few words about myself and the company who is the organiser of this Programme.

My name is David Hill. I'm Doctor of Economics. In the recent past I worked for a foreign trade company and then for a bank. Now I specialise in business man­agement and in training businessmen from East Euro­pean countries. For some time I worked in Poland and Hungary. Now I'm closely cooperating with Russia.

I'm working for international Management Ltd. It's a well established English company specialising in busi­ness and computer skills training. The Company also provides financial consulting and business development. Here before you there are booklets on the history and scope of activities of our company. You may certainly keep these booklets.

Now I'll be greatful to you if you could introduce yourselves in just a few wolds.

Then each participant said a few words about himself or herself in English or in Russian and Mr. Lvov acted as an interpreter.

*Here is what of one of the participants said:*

Mr Hill, let me first thank you for the nice reception and for a good beginning of the Programme. I hope the Programme will be a success and we shall learn a lot of useful things.

My name is Oleg Pilov. I'm financial manager of a de­partment in a commercial bank in Moscow. And I'm especially interested in topics relating to financing for­eign transactions for small businesses.

After everybody made introductions Mr. Hill distributed the Timetable of the Programme and invited the par­ticipants to have a panoramic tour of London by private coach. The Russian speaking guide told the Group a lot of interesting things about London and the participants enjoyed the sights. Many of them made pictures with their cameras.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **eighteen** |  | восемнадцать *(числ.*) |
| **to begin (began, begun)** |  | начинать (ся) |
| **beginning** |  | начало |
| **at the beginning of some­thing** |  | в начале чего-либо |
| **floor** | [fl] | пол; этаж |
| **the ground floor** |  | первый этаж |
| **the first floor** |  | второй этаж |
| **the second floor** |  | третий этаж |
| **on the ... floor** |  | на .. этаже |
| **myself** |  | сам |
| **Let me say a few words about myself.** |  | Разрешите сказать не­сколько слов о себе. |
| **Economics** |  | экономика |
| **doctor** |  | доктор |
| **Doctor of Economics** |  | доктор экономических наук |
| **to specialise** | ['spelaz] | специализироваться |
| **East Europe** |  | Восточная Европа |
| **East European countries** |  | страны Восточной Европы |
| **Poland** |  | Польша |
| **Hungary** |  | Венгрия |
| **closely** |  | тесно |
| **to cooperate** |  | сотрудничать |
| **to establish** |  | устанавливать |
| **well-established com­pany** |  | положительно зареко­мендовавшая себя фирма |
| **computer** |  | компьютер |
| **computer skills training** |  | обучение компьютерной грамотности |
| **financial** | [fa'nn] | финансовый |
| **consulting** |  | консалтинг |
| **booklet** |  | брошюра |
| **history** |  | история |
| **scope** |  | сфера, масштаб, объем |
| **activities** |  | деятельность |
| **grateful** |  | благодарный |
| **I'm grateful to you** |  | Я признателен вам |
| **I'll be grateful to you if** |  | Буду признателен, если |
|  |  | вы . |
| **in a few words** |  | несколько слов |
| **in just a few words** |  | всего в нескольких словах |
| **each** |  | каждый |
| **each participant** |  | каждый участник |
| **to act** |  | действовать, высгупать |
| **to act as an interpreter** |  | выступать в качестве пе­реводчика |
| **to be a success** | [sk'ses] | пользоваться успехом |
| **useful** |  | полезный |
| **department** |  | отдел, ведомство, депар­ |
|  |  | тамент |
| **commercial** | [k'ml] | коммерческий |
| **to be interested in some­thing** |  | интересоваться чем-либо |
| **to relate to something** |  | относить (ся) к чему-либо |
| **topics relating to some­thing** |  | вопросы, относящиеся к чему-либо |
| **transaction** |  | сделка |
| **private** |  | частный |
| **private coach** |  | частный автобус |
| **guide** | [gad] | гид |
| **to tell somebody something** |  | говорить кому-либо что-либо |
| **sight** | [sat] | вид |
| **to enjoy sights** |  | наслаждаться видом |
| **sightseeing** | ['sat,s)] | осмотр достопримеча тельностей |
| **to go sightseeing** |  | осматривать достоприме­чательности |
| **to make pictures** |  | фотографировать |
| **camera** |  | фотоаппарат |
| **to make pictures with a camera** |  | фотографировать фото­аппаратом |

**Прошедшее простое время (Past Indefinite)**

**Past Indefinite правильных глаголов (regular verbs) об­разуется с помощью окончания *ed,* добавляемого к инфи­нитиву без частицы to:**

*I* ***invited*** *them to the conference room.*

*He/ She* ***invited*** *them to the conference room.*

*We* ***invited*** *them to the conference room.*

*They* ***Invited*** *us to the conference room.*

***Past* Indefinite неправильных глаголов (irregular verbs) образуется не по правилам и обычно указывается в сло­варях в скобках после инфинитива. Далее указывается 3-я форма глагола, необходимая для образования Present Perfect. Неправильные глаголы следует заучивать сразу в трех формах. Например:**

***to go — went — gone to take — took — taken***

***to have — had — had to speak — spoke — spoken***

***to meet — met — met to see —saw — seen***

**Вопросительная форма для правильных и неправиль­ных глаголов в Past Indefinite образуется с помощью вспомогательного глагола *did:***

*—* ***Did*** *you* ***invite*** *them to the conference room9*

*- Yes, I* ***did****./ No, I* ***didn't****.*

*—* ***Did*** *he/ she* ***invite*** *them to the conference room?*

*- Yes, he/she* ***did****/No, he/she* ***didn't****.*

*—* ***Did*** *they* ***meet*** *in the conference room?*

*- Yes, they* ***did****./No, they* ***didn't***

**Отрицательная форма образуется с помощью вспомо­гательного глагола в отрицательной форме *did not {didn't):***

*I* ***didn't invite*** *them to the conference room.*

*He/ She* ***didn't invite*** *them to the conference room.*

*We* ***didn't meet in*** *the conference room.*

*They* ***didn't go*** *to the conference room.*

**Прошедшее простое время (Past Indefinite) выражает действие, происшедшее или происходившее в прошлом.**

**Например.**

*Mr. Hill* ***met*** *the group at the airport.*

*They* ***didn't go*** *to London by taxi.*

***Did*** *they* ***have*** *any problems?*

**Exercises**

**1. Read the following irregular verbs:**

|  |  |  |
| --- | --- | --- |
| *Инфинитив* | *Простое прошедшее время* | *3-я форма (причастие прошед­шего времени)* |
| • to be | was/ were | been |
| to come | came | come |
| to make | made | made |
| to speak | spoke | spoken |
| to meet | met | met |
| to see | saw | seen |
| to take | took | taken |
| to keep | kept | kept |

**2. Write down the following regular verbs in Past Indefinite:**

|  |  |
| --- | --- |
| • to fill | • to specialise |
| to fill in | to train |
| to distribute  to work | to provide  to study |
|  | to enjoy |

**3. Underline the verbs in the following sentences and say in what tenses they are used:**

• Are you on business in London?

How long have you been in London?

I was in London in 1996.

• We have just had lunch. They are still having lunch.

We had lunch at 8 o'clock.

• He works as a manager.

He is working at this company.

He worked at this company from 1990 to 1995.

• He speaks fluent French.

He is now speaking English.

He spoke for 3 hours at the conference.

**4. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • On what floor was the conference room, where the participants met, located? | On the ground floor.  On the first floor.  On the second floor. |
| • Did Mr. Hill speak for a long time? | He said only two wolds.  He said a few sentences.  He spoke for two hours. |
| • About what did Mr. Hill speak? | About himself only.  Only about his company.  About his company and himself. |
| • What did the group do after Mr. Hill introduced himself? | They asked him a lot of ques­tions.  They introduced themselves. |
| • What paper did Mr. Hill distribute then? | The Programme.  The Rooming List.  The Timetable. |
| • What tour did the partici­pants make then? | A panoramic tour of London.  A tour of Madame Tussaud's.  A tour of the Tower of London. |
| • Did the participants make any pictures? | Yes, they did.  No, they did not want to.  No, they did not have any cameras. |

**5. Read the following:**

word, words, to word, wording

to work, worked, work, works, worker, working

with me, with them, with us, with a camera, with their cameras

Many of them make pictures with their cameras.

**6. Insert prepositions:**

Let me say a few words ... myself and the company who is the or­ganiser ... this Programme. I'm Doctor ... Economics. ... the recent past I worked ... a foreign trade company and then ... a bank. Now I specialise ... business management and ... training businessmen ... East European countries. ... some time I worked ... Poland and Hungary. Now I'm closely cooperating ... Russia.

**7. Insert articles:**

• I'm working for IMD. It's ... well established company specialis­ing in business training. ... company also provides financial con­sulting. Here before you there are booklets on ... history and scope of activities of our company. I'll be grateful if you could introduce yourself in just ... few words.

• Thank you for ... nice reception and for ... good beginning of ... Programme. I hope ... Programme will be ... success and we shall learn .. lot of things.

• I'm ... financial manager of ... department in ... commercial bank in Moscow.

**8. Complete these short *speeches* and act out similar ones:**

• Ladies and gentlemen! First let me say a few words about myself and the company . My name is David Hill. I'm . . In the recent past ... Now I specialise. . For some time I worked ...

• I'm working for .. It's a well established .. The company also provides ... Here before you there are booklets ... You ... keep ... Now I'll be grateful ... introduce yourself ...

• Let me first thank you for ... I hope .... success ... My name is Oleg Pilov. I'm .. manager .. bank ... And I'm especially interested ... foreign transactions for small ...

* *speech — речь*

***9.* Role play**

• *Imagine* you are the Organiser of a training programme for foreign participants in Russia.

• Write down the main points of the opening speech.

• Make the opening speech.

* *role play — ролевая игра*
* *to imagine — представить (себе)*

*Unit nineteen*

Trade finance

**Text**

Next morning after having breakfast at the self-sevice bar of the hotel restaurant the participants went to the conference room to have a lecture on Trade Finance.

There was a folder on the big round table for each participant with the material relating to the lecture.

*Here is one of the sheets of the file:*

**Trade finance**

* Trade needs finance
* This must come from either the trader or from a lending in­stitution.
* If the trade is international then the amount of finance is noimally greater
* In general, trade is handled on credit
* The buyer pays for the goods at a specified time after receipt
* If the trade is international then delivery time adds to the de­lay in payment
* This adds to the need for finance
* Also in international trade the buyer uses one currency, the seller another
* This requires an organisation with facilities for changing cur­rencies
* On both counts the Bank is the best source of finance

Thus this page gave the most important hints on the subject.

And Mr. Hill, the lecturer, explained and developed each state­ment. The participants sometimes interrupted him and asked questions. Sometimes Mr. Lvov came to help when there was a problem of speaking or understanding.

The lecturer devoted some part of the lecture to financing small business companies who usually enjoy better terms, reduced taxes and other facilities especially during the first years oftheir work.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **nineteen** |  | девятнадцать *(числ.)* |
| **finance** |  | финансы |
| **to finance** |  | финансировать |
| **next** |  | следующий |
| **next morning** |  | на следующее утро |
| **next evening** |  | вечером следующего дня |
| **next week** |  | на следующей неделе |
| **next lesson** |  | на следующем уроке |
| **breakfast** | ['brekfst] | завтрак |
| **to have breakfast** |  | завтракать |
| **folder** |  | папка, скоросшиватель |
| **on** |  | на |
| **round** |  | круглый |
| **table** |  | стол |
| **on the table** |  | на столе |
| **file** |  | папка, досье |
| **to need something** |  | нуждаться в чем-либо |
| **the need for something** |  | потребность в чем-либо |
| **to come from** |  | приезжать из |
| **(came — come)** |  |  |
| **either ... or ...** | ['а...'] | или или |
| **trader** |  | *зд.* продавец |
| **to lend (lent — lent)** |  | предоставлять кредит |
| **institution** |  | организация |
| **lending institution** | [nst'tjn] | кредитная организация |
| **amount** |  | сумма |
| **great** | [ret] | великий, большой |
| **greater** |  | еще больший |
| **Then the amount of fi­nance is greater.** |  | В этом случае сумма фи­нансирования увеличива­ется |
| **in general** |  | в целом |
| **to handle** |  | обращаться с, иметь дело |
|  |  | с, вести |
| **credit** |  | кредит |
| **on credit** |  | на условиях кредита, в |
|  |  | кредит |
| **to handle trade on credit** |  | вести торговлю, исполь­зуя кредит |
| **buyer** | [ba] | покупатель |
| **goods** |  | товар,товары |
| **These goods are very good.** |  | Этот товар очень хоро­ший |
| **receipt** | [r'st] | получение |
| **delivery** |  | поставка |
| **delivery time** |  | срок поставки |
| **delay** |  | задержка |
| **payment** |  | платеж |
| **delay in payment** |  | задержка платежа |
| **to use** |  | использовать |
| **currency** | ['krns] | валюта |
| **to require** |  | требовать |
| **organisation** |  | организация |
| **facilities** | [f'sltz] | средства, возможности, |
|  |  | льготы |
| **to change** |  | менять |
| **on both counts** |  | в обоих случаях |
| **best** |  | лучший |
| **source** | [ss] | источник |
| **the best source of fi­nance** |  | наиболее выгодный ис­точник финансирования |
| **thus** |  | таким образом |
| **to give (gave, given)** |  | давать |
| **hint** |  | намек, совет |
| **the most important hints** |  | наиболее важные советы |
| **subject** |  | предмет, вопрос |
| **hints on the subject** |  | советы по данному во­просу |
| **to explain** |  | объяснять |
| **to develop** |  | развивать (ся) |
| **statement** |  | заявление, утверждение; отрицательный отчёт |
| **to interrupt** |  | прерывать |
| **to understand (understood, understood)** |  | понимать |
| **to devote** |  | посвящать |
| **to devote something to** |  | посвящать что-либо чему |
| **something /somebody** |  | или кому-либо |
| **better** |  | лучше |
| **to reduce** | [r'djs] | уменьшать (ся) |
| **tax** |  | налог |
| **reduced taxes** |  | сокращенные, умень­шенные налоги |

**Exercises**

**1. Read the following:**

• morning • understanding

during financing

having changing

speaking lending

• next morning, next evening

• after having breakfast

after having lunch

after having dinner

before having dinner

• There was a problem of speaking English.

There was a problem of understanding English.

It was a lecture on financing small business companies.

They enjoyed better terms during the first years of their work.

**2. Underline the answers true to the text:**

|  |  |  |  |
| --- | --- | --- | --- |
| • When did the participants go to the conference room to have the first lecture? | | The next morning.  The next afternoon.  The same day the group came to London. | |
| • What material was prepared for the participants? | | A video cassette on the topic of the lecture.  Material relating to the lecture.  A video cassette with sights of London. | |
| • To what topic or subject was the first lecture de­voted? | | To banks.  To trade finance.  To management. | |
| • Who was the lecturer? | | Mr. Hill.  Another Englishmen. An American economist. | |
| • Why did the participants interrupt the lecturer? | | To ask questions.  To explain some statements to the other participants.  To develop some statements for the other participants. | |
| • What did Mr. Lvov do during the lecture? | He didn't speak.  He only read the material in the folder.  He helped the participants to speak English and understand the lecturer. | |
| • About what aspects of small business did the lecturer speak? | Only about some better terms during the first years of business.  Only about reduced taxes dur­ing the first years of business.  About better terms, reduced taxes and other facilities especially during the first years of business. | |

**3. Translate into English:**

Затем они отправились в конференц-зал.

М-р Хилл читал лекции "Финансирование торговли".

Перед каждым участником была папка с материалами.

Иногда участники прерывали м-ра Хилла и задавали вопросы.

Андрей помогал им, когда у них возникали затруднения с английским языком.

Лектор посвятил часть лекции малому бизнесу.

Он говорил о более выгодных условиях, сниженных налогах и других льготах.

**4. Match English and Russian sentences:**

|  |  |
| --- | --- |
| Trade needs finance. | В обоих случаях лучшим ис­точником финансирования являются банки. |
| This must come from either the trader or from a lending institution | Для торговли необходимо финансирование. |

|  |  |
| --- | --- |
| If the trade is international then the amount of finance is normally greater. | Оно (финансирование) должно исходить от продавца или финансовой организации. |
| In general, trade is handled on credit. | Покупатель оплачивает товар в указанный срок после по­лучения товара. |
| The buyer pays for the goods at a specified time after receipt. | Это увеличивает потребность в финансировании торговли. |
| This adds to the need for fi­nance | Если это внешняя торговля, то сумма финансовых средств обычно увеличивается. |
| On both counts the bank is the best source of finance. | Обычно торговля осуществ­ляется с использованием кредитов. |

**5. Insert articles:**

Finance must come from either ... trader or from .. lending in­stitution.

If tiade .. is international then ... amount of finance is normally gieatei.

. buyei pays for ... goods at ... specified time after receipt.

If .. trade is international then delivery time adds to ... delay in payment.

Also in international trade ... buyer uses one currency, .. seller another.

**6. Insert prepositions:**

In general trade is handled ... credit.

Then delivery time adds ... the delay ... payment.

This adds ... the need ... finance.

This requires an organisation ... facilities ... changing cuiiencies. . both counts the bank is the best source ... finance.

**7. Translate into English:**

папка с материалами Торговля осуществляется с

использованием кредитов.

папка (скоросшиватель) источник финансирования

финансирование торговли в указанное время

продавец после получения

покупатель задержка платежа

в кредит валюта

**8. *Sum up* what Mr. Hill said about:**

* *sum up — суммировать*

• trade finance in general

• financing small business companies

**9. Agree or disagree:**

Small business companies pay reduced taxes in Russia.

**10. Role play:**

Imagine you are a lecturer. Speak on financing small business companies in Russia

*Unit twenty*

Banking

***Text***

The next day the session was devoted to the United Kingdom

Banking Sector.

*Here is the short summary of the lecture:*

|  |  |
| --- | --- |
| The UK Banking Sector | |
| Retail Banks | 21 |
| Discount Houses | 8 |
| British Merchant Banks | 31 |
| Other British Banks | 167 |
| American Banks | 44 |
| Japanese Banks | 29 |
| Other Overseas Banks | 290 |
| Total | 590 |
| In addition there are 92 Building Societies | |

* *Retail Banks:* They render numerous services for private customers and have extensive branch networks in the UK. They participate dnectly in the UK clearing system.
* *Discount Houses:* They are mostly engaged in discounting bills of exchange for the corporate sector.
* *British Merchant Banks:* These are wholesale banks handling big money for private and corporate customers. They are engaged in mergers, take-overs and acquisitions. They also provide consulting services.
* *Other British Banks:* Comprise all other UK registered banking institutions and certain banks in the Channel Islands and the Isle of Man. They are controlled by UK companies or individuals.
* *American Banks:* Comprise the branches and subsidiaries of US banks.
* *Japanese Banks:* Comprise the branches and subsisdiaries of banks based in Japan.
* *Overseas Banks:* Comprise the branches and subsidiaries of non- American or non- Japanese banks and Consortium banks. These are jointly owned by other financial institutions, one of which must be based overseas.
* *Building Societies:* In the past they mostly extended mortgage loans, but nowadays they also widely practice taking in deposits and they practically operate as banks.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **twenty** |  | двадцать *(числ.)* |
| **banking** |  | банковское дело |
| **The lecture was devoted to banking.** |  | Лекция была посвящена банковскому делу |
| **retail** |  | розничный |
| **retail bank** |  | банк, обслуживающий мелких клиентов |
| **discount** |  | скидка; учет (векселей) |
| **discount house** |  | учетный дом — фир­ма/банк, занимающийся учетом векселей и опера­циями на денежном рынке |
| **merchant** | ['mtnt] | купец |
| **merchant bank** |  | торговый банк — банк, специализирующийся на финансировании внеш­ней торговли, а также на операциях на рынке ка­питалов, организации слияний и поглощений фирм и предприятий, различных консультаци­онных услугах |
| **thirty one** |  | тридцать один *(числ.)* |
| **one hundred and sixty seven** |  | сто шестьдесят семь *(числ.)* |
| **Japanese** | [,pnz] | японский |
| **overseas** |  | за морем, зарубежом, за границей |
| **two hundred and ninety** |  | двести девяносто *(числ )* |
| **total** |  | общий, итоговый; итог, итого |
| **five hundred and ninety** |  | пятьсот девяносто *(числ )* |
| **to build (built, built)** | [bld, blt] | строить |
| **society** | [s'sat] | общество |
| **building society** |  | строительное общество — учреждение, специализи­рующееся на привлече­нии сбережений населе­ния и кредитовании жи­лищного строительства |
| **to render** |  | оказывать |
| **numerous** | ['njmrs] | многочисленный |
| **services** |  | услуги |
| **extensive** |  | обширный |
| **branch** |  | отделение, ветвь |
| **networks** | ['netwks] | сеть |
| **branch networks** |  | сеть отделений |
| **extensive branch net­works** |  | разветвленная, широкая сеть отделений |
| **to participate** |  | участвовать |
| **clearing** |  | клиринг — расчеты путем взаимного зачета требо­ваний (платежей) |
| **clearing system** |  | клиринговая система |
| **to be engaged in something** |  | заниматься чем-либо |
| **to discount** |  | учитывать |
| **bill** |  | вексель, банкнота, доку­мент о признании долга |
| **to discount bills** |  | учитывать вексели |
| **bill of exchange** |  | переводный вексель — при­каз выплатить предьявите­лю определенную сумму |
| **corporate** |  | корпоративный — отно­ |
|  |  | сящийся к компаниям |
| **wholesale** | ['houlsel] | оптовый |
| **wholesale bank** |  | оптовый банк — банк, специализирующийся на крупных операциях |
| **money** |  | деньги |
| **merger** |  | слияние двух или более компаний для образова­ния одной новой |
| **take-over** |  | поглощение одной ком­панией другой (часто во­преки ее желанию) |
| **acquisition** | [,kw'zn] | приобретение |
| **to comprise** |  | включить |
| **certain** |  | определенный |
| **the Channel** |  | пролив Ла-Манш |
| **island** |  | остров |
| **Isle of Man** |  | остров Мэн |
| **subsidiary** | [sb'sdjr] | филиал |
| **to be based** |  | находиться |
| **consortium** |  | консорциум |
| **jointly** |  | совместно |
| **to own** |  | владеть |
| **to be owned by somebody** |  | находиться во владении кого-либо |
| **to extend** |  | простираться |
| **loan** |  | кредит |
| **to extend a load** |  | предоставлять кредит |
| **mortgage** | ['m] | ипотека, ипотечный кре­дит — передача кредитору права на недвижимость в качестве залога за полу­ченную ссуду |
| **nowadays** |  | сейчас |
| **widely** |  | широко |
| **to practice doing some­thing** |  | использовать практику чего-либо |
| **deposit** |  | депозит — 1) вклад денег в кредитном учреждении; 2) краткосрочная меж­банковская ссуда |
| **to take in deposits** |  | принимать депозит |
| **to operate** |  | работать; управлять |
| **to operate as banks** |  | работать как банк |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • the next day  in the past other banks | • the Channel Islands  the Isle of Man  the United Kingdom  the corporate sector |

• They are engaged in mergers.

They are engaged in take-overs.

They are engaged in acquisitions.

They are mostly engaged in discounting bills.

• Here is the short summary of the lecture.

There are ninety-two building societies in the UK.

These are wholesale banks.

**2. Find answers in the text and read these sentences:**

To what topic was the lecture devoted?

How many retail banks are there in Britain?

How many discount houses are there?

How many merchant banks are there?

How many other British banks are there?

What foreign banks are located in the UK?

How many building societies are there in Britain?

**2. Translate into Russian:**

|  |  |
| --- | --- |
| • banking | • merchant banks |
| banking sector | overseas banks |
| retail banks | building societies |
| discount houses | clearing system |
| to discount bills | acquisition |
| private customer | consulting services |
| corporate customer | branch |
| corporate sector | subsidiary |
| merger | mortgage |
| take-over | mortgage loan |

**4. Match terms and definitions:**

|  |  |
| --- | --- |
| retail banks | banks extending mortgage loans, taking in deposits and providing other banking services |
| discount houses | banks serving private customers |
| merchant banks | banks serving private and corporate customers with big money |
| building societies | banks discounting bills of exchange |

**5. Complete as in the text:**

There are a few types of foreign banks based in Britain. They are American, Japanese and other overseas banks.

American banks ...

Japanese banks ...

Overseas banks ...

**6. Insert articles:**

... next day ... session was devoted to ... United Kingdom Banking Sector. Here is ... short summary of... lecture.

... UK Banking Sector comprises retail banks, discount houses, merchant banks, foreign banks, building societies and other banks.

**7. Insert prepositions:**

Retail banks render numerous services ... private customers and have extensive branch networks ... the UK. They participate directly ... the UK clearing system.

Merchant banks are wholesale banks. They handle big money ... private and corporate customers. They are engaged ... mergers, take­overs and acquisitions.

**8. Complete the sentences:**

Discount houses are mostly engaged in discounting ...

American banks comprise the branches ...

Japanese banks comprise ...

In the past British building societies mostly extended mortgage ... but nowadays they also ... as banks.

**9. Underline the verbs and translate the sentences into Russian:**

Other British banks comprise all other banking institutions regis­tered in the UK and banks in a few islands. They are controlled by UK companies or individuals. Overseas banks are foreign banks ex­cluding (исключая) American and Japanese banks. They comprise the branches and subsidiaries of those banks and Consortium banks too. All these banks are owned by other financial institutions. One of the owners of every bank must be based overseas.

**10. Role play:**

Imagine you are the lecturer. Speak on the types of banks in Great Britain.

**11. Agree or disagree:**

Types of banks in Russia are similar to those in Great Britain.

**12. Say what you know about commercial banks in Russia.**

*Unit twenty one*

The Bank of England

**Text**

After the session on Banking Sector Mr. Hill suggested that in the afternoon the participants should visit the museum of the Bank of England. It was one of the external visits of the Programme.

The museum of the Bank of England is located practically in the building of the Bank, in the City of London. The museum has a lot of exhibits showing the history of the Bank from its foundation in 1694 to its role today as the nation's central bank. Visitors can also see a video on the history of the Bank.

*Here is a part of the text of the video:*

To understand the role and importance of the Bank better we should learn first how it emerged.

During the seventeenth century banking in England was in the hands of goldsmiths who held deposits, made loans to the mer­chants and the Crown. But even the wealthiest goldsmiths could not carry on a deposit and lending business on the scale the Govern­ment required.

So in sixteen ninety four a joint stock company to raise money for the Government and finance wars was incorporated. It later got to be known under the title "Bank of England".

Although privately owned and financed, the Bank of England de­veloped essentially as a government bank, raising money to finance the needs of the British Government, managing its national debt, printing banknotes and minting coins.

In 1946 the Bank was nationalized and it operates today as the UK's central bank executing monetary policy on behalf of the Government and supervising the markets in one of the world's larg­est and most sophisticated centres.

Besides the Bank has always been a repository of gold...

After seeing the video the participants of the Programme made a round of the museum and asked Mr. Hill a few questions.

*Participant:* Excuse me, Mr. Hill. May I ask you a question?

*Mr. Hill:* Why, certainly.

*Participant:* One day I heard the nickname of the Bank. Old Lady. Such a funny name! Where does it come from?

*Mr. Hill:* Nobody knows exactly. Different explanations are given. Many of us associate this nickname with an old cartoon. This cartoon shows the Prime Minister asking an old lady sitting on the money-chest marked "Bank of England" for gold coins.

*Participant:* So, that's it! Very fascinating indeed!

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **to suggest** | [s'est] | предлагать |
| **He suggests that they should visit the museum** |  | Он предложил им посе­тить музей. |
| **afternoon** |  | вторая половина дня (после 1200) |
| **in the afternoon** |  | днем |
| **to be located** |  | находиться, размещаться |
| **the City (of London)** |  | Сити |
| **lot** |  | партия |
| **a lot of...** |  | много |
| **exhibit** | ['zbt] | экспонат |
| **to show (showed, shown)** |  | показывать |
| **foundation** |  | основание |
| **sixteen ninety four** |  | 1694 г. |
| **nation** |  | нация, народ |
| **central** |  | центральный |
| **visitor** |  | посетитель |
| **importance** |  | важность |
| **to emerge** | ['m] | появляться, возникать |
| **century** |  | век |
| **the seventeenth century** |  | семнадцатый век |
| **goldsmith** |  | ювелир |
| **to hold (held, held)** |  | держать, сдерживать |
| **to hold deposits** |  | держать депозиты |
| **to make (made, made) loans to somebody** |  | предоставлять кредиты кому-либо |
| **crown** |  | корона |
| **the Crown** |  | английская корона, знак качества |
| **wealth** | [wel] | богатство |
| **wealthy** |  | богатый |
| **wealthiest** |  | самый богатый |
| **to carry on** |  | вести, проводить |
| **to carry on business** |  | вести дела |
| **to carry on a deposit business** |  | заниматься депозитами |
| **to carry on «i lending business** |  | заниматься кредитованием |
| **scale** |  | масштаб |
| **on the scale** |  | в масштабе, в объеме |
| **on the scale the Govern­ment** |  | в объеме, установленном правительством |
| **required** | [r'kwad] | требуемый |
| **joint stock company** |  | акционерное общество |
| **to raise money** |  | собирать деньги, изыски­вать средства |
| **war** | [w] | война |
| **to incorporate** | [n'kpret] | регистрировать |
| **The company was incor­porated in 1694** |  | Компания была основана в 1694 г. |
| **It got to be known-** |  | Это стало известно |
| **title** |  | заголовок |
| **under the title** |  | под заголовком, как |
| **although** | [l'ou] | хотя |
| **essentially** |  | существенно |
| **to manage** |  | управлять, руководить |
| **debt** | [det] | долг |
| **to manage debts** |  | управлять долгами |
| **to print** |  | печатать |
| **banknote** |  | банкнота |
| **to mint coins** |  | чеканить монеты |
| **to execute a policy** |  | проводить политику |
| **on behalf of somebody** | [b'hf] | от имени кого-либо |
| **to supervise something/ somebody** |  | руководить чем-либо/кем-либо |
| **large** |  | большой |
| **market** |  | рынок |
| **largest** |  | самый большой |
| **sophisticated** | [s'fstketd] | изощренный, замыслова­тый |
| **the most sophisticated martket** |  | самый богатый рынок |
| **repository of gold** |  | хранилище золота |
| **to make a round of...** |  | совершать обход по |
| **nickname** |  | прозвище |
| **old** |  | старый |
| **funny** |  | смешной |
| **explanation** |  | объяснение |
| **to associate** |  | ассоциировать |
| **cartoon** | [k'tn] | карикатура |
| **prime minister** |  | премьер-министр |
| **money-chest** |  | сундук с деньгами |
| **fascinating** | ['fsnet] | прекрасный, очарователь­ный, зачаровывающий |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • the Bank of England  the nation's central bank | • in the City of London one of the external visits |
| the museum of the Bank | on behalf of the Government |
| the history of the Bank | the session |
| the building of the Bank | the programme |
|  | the markets |
|  | the nickname |

He suggested that the participants should go to the museum of the Bank.

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • When did Mr. Hill suggest that the group should visit the museum of the Bank of England? | Before the session on Banking Sector.  After the session on Banking Sector  Diring the session on Banking Sector |
| • Was this visit on the Programme? | Yes, it was  No, it wasn't  It isn't quite clear |
| • Where is the museum of the Bank of England located? | In the very centre of the Bank of England.  Rather far from the Bank of England.  Practically in the building of the Bank of England. |
| • When was the Bank founded? | In 1694.  In 1794.  In 1894. |

|  |  |
| --- | --- |
| • What video can visitors see at the museum of the Bank of England? | On the history of the City.  On the history of London.  On the history of the Bank. |
| • What original material does the Unit quote? | The video.  The audio recording.  The lecture of Mr. Hill. |
| • What did the participants do then? | They asked the lecturer a few questions.  They asked Mr. Hill a few questions.  They asked the Group Leader a few questions. |

**3. Underline the verbs and translate the sentences into Russian:**

To understand the role and importance of the Bank better we should learn first how it emerged.

In 1694 a joint stock company to laise money for the Govern­ment and finance wars was incorporated.

This Bank is privately owned and financed.

It raises money to finance the needs of the British Government.

It manages the national debt.

It prints banknotes and mints coins.

In 1946 the Bank was nationalized.

It operates today as the UK's central bank.

It executes monetary policy on behalf of the Government.

It supervises the markets in London.

Besides it has always been a repository of gold.

**4. Sum up what the film said about the history of the Bank of England.**

**5. Complete the dialogue:**

— Excuse me, Mr. Hill, may I ask you.

— Why, ...

— One day ... Old Lady ... funny. Where ... from?

— Nobody ... Different ... are given. Many of us ... nickname ... old cartoon. This cartoon shows ... marked ... for gold coins.

— So, that's it! ... fascinating ...

**6. Repeat where the nickname of the Bank conies from.**

**7. Make sentences:**

|  |  |
| --- | --- |
| • Example | Mr. Hill suggested that the participants should visit the museum of the Bank of England. |
| see the video film  make a round of the museum  make one of the external visits |

**8. Make complete dialogues:**

|  |  |
| --- | --- |
| • Example   * *stare — государственный* | *—* Excuse me, may I ask you a question?  — Why, certainly.  — Where does the nickname of the Bank come from? |

Is the Bank a joint stock company now?

Is it a private company now?

Is it a *state* owned bank?

Is it nationalized?

When was it nationalized?

**9. Role play:**

Imagine you are an English lecturer. Read a short lecture on the history of the Bank of England.

**10. Say what you know about the Central Bank of Russia.**

*Unit twenty two*

The underground

**Text**

After their visit to the museum of the Bank of England the Group returns to the hotel by underground.

Londoners call their underground train network "the tube". It covers the whole city. It's a fast, convenient and easy way to travel. Stations are never far apart, especially in central London. Each of the eleven lines has its own name and a distinctive color to aid rec­ognition.

There are two kinds of tube tickets: single and return tickets sold at tube stations. Besides they sell Travelcards for the tube, buses and the Docklands Light Railway, or DLR. Travelcards can be bought at underground stations, Travel Information Centres, British Rail sta­tions and selected newsagents. Travelcards are valid either for one day or seven days.

At the tube station the participants buy single tickets and come up to the electronic gate. They put the tickets, magnetic strip down, into the slot machine on the right side of the gate. The gate opens and after removing the ticket each passes the gate. Then they go down by moving stairs.

*David:* Keep you tickets until your journey is completed.

*Sergei:* Why is it necessary?

*David:* Well, you see, sometimes inspectors check them. Be­sides you have to leave many stations in the same way as you get in. You should put the ticket into the slot machine again to have the gate open. Otherwise you won't be able to leave the station.

*Sergei:* I see. Thank you.

*Ivan:* This line on the wall is green. I suppose this corridor will take us to the green line.

*David:* You are quite right. We are to take the green line to get to Baker Stieet station.

*Vladimir:* By the way, can I get to Piccadily Circus by this line?

*David:* Let me see, no, I'm afiaid not. You'll have to change trains at Charring Cross.

*Vladimir:* Thank you I'll remember it. Charring Cross.

*David:* Be carefull. Don't be lost

*Vladimir:* Thank you. I have got a map of London and there is the Underground map here too. I have heard so much about Piccadily. And I like the song about it. One of our pop stars sings it. The song is fantastic. And 1 should see the street of Picadilly with my own eyes!

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **the underground** |  | метро |
| **to go by underground** |  | ехать на метро |
| **at the underground sta­tion** |  | станция метро |
| **to call** |  | называть |
| **network** |  | сеть |
| **to cover** |  | покрывать, охватывать |
| **whole** | [houl] | весь |
| **the whole city** |  | весь город |
| **fast** |  | быстрый |
| **convenient** | [kn'vnjnt] | удобный |
| **distinctive** |  | отличительный, характер­ный |
| **colour** | ['кl] | цвет |
| **to aid recognition** |  | помогает узнавать |
| **single ticket** |  | билет в одну сторону |
| **return ticket** |  | билет туда и обратно |
| **Travelcard** |  | единый билет |
| **bus** |  | автобус |
| **Docklands Light Railway (DLR)** |  | рельсовая дорога в Док-ленд (без водителя, рабо­тающая только с помо­щью компьютеров) |
| **selected newsagent** |  | отдельные газетные ки­оски |
| **to be valid for...** |  | действовать в течение .. |
| **gate** |  | ворота, турникет |
| **to have the gate open** |  | чтобы турникет открылся |
| **magnetic strip** |  | магнитная полоса |
| **slot machine** |  | автомат (с прорезью для монет и жетонов) |
| **on the right side of** |  | справа от |
| **on the left side of** |  | слева от |
| **moving stairs** |  | эскалатор |
| **to keep (kept, kept)** |  | держать |
| **journey** | ['n] | поездка |
| **to complete** |  | заканчивать |
| **complete** |  | полный |
| **to check** |  | проверять |
| **otherwise** | ['waz] | иначе |
| **You won't be able to ... to change trains** |  | Вы не сможете делать пересадку |
| **You'll have to change trains.** |  | Вам нужно сделать пере­садку |
| **to be lost** |  | потерять дорогу, заблу­диться |
| **map** |  | карта |
| **pop star** |  | эстрадная звезда |
| **eye** | [a] | глаз |
| **to see something with one's own eyes** |  | видеть что-либо своими собственными глазами |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • the underground  the tube  at the tube station  on the right side of the gate | • in the same way  otherwise either for one or seven days  by the way |

• Put the ticket into the slot machine.

By the way, can I get to Piccadilly Circus by this line?

There is the Underground map here too.

I like the song about it.

**2. Underline the answers true to the text:**

|  |  |  |
| --- | --- | --- |
| • By what means of transport did the gioup return to the hotel? | By taxis.  By underground. By bus. | |
| • What do Londoners call their underground? | The tube.  Metro.  Network. | |
| • Does it cover the whole city? | No, it doesn't.  Yes, it does.  It covers only the central pen of London. | |
| • How many lines are there in the London tube? | Eleven.  Twelve.  Ten. | |
| • How many types of tube tickets can be bought? | One, only single tickets.  Two, single and return tickets.  One, only Travelcards. | |
| • Where are Travelcards used? | For buses only.  For the tube only.  For railway only.  For all the above means of transport. | |
| • Where can Travelcards be bought? | Only at tube stations.  Only at Travel Information Centres.  Only at rail stations.  At all the above points. |

**3. Insert articles:**

Londoners call their underground train network " ... tube". It covers ... whole city. It's ... fast, convenient and easy way to travel. Each of ... eleven lines has its own name and ... distinctive colour to aid recognition.

**4. Insert prepositions:**

There are two kinds ... tube tickets: single and return tickets sold ... tube stations. Besides, they sell Travelcards ... the tube, buses and DLR. Travelcards can be bought ... underground stations, Travel Information Centres, British Rail stations and some newsagents. Travelcards are valid either ... one day or seven days.

**5. Underline the verbs and translate the sentences into Russian:**

Usually there are a few *counters* selling tickets. They sell single and return tickets. There are usually a few electronic gates at the tube stations. You should put the ticket, magnetic strip down, into the slot machine on the right side of the gate. The gate opens. You should remove the ticket then and pass the gate. You should keep ticket until the journey is completed. When you get to the *destination* you should put the ticket again into the slot machine and remove it. Otherwise the gate will not open.

* *counters — окошко*
* *destination — пункт назначения*

***Простое будущее время (Future Indefinite)***

**Future Indefinite глаголов образуется с помощью *вспо­могательного глагола shall/will* и основного глагола без частицы to:**

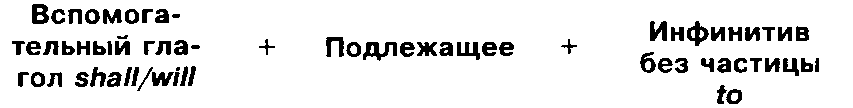
*I* ***shall buy*** *a single ticket.*

*He/ She* ***will buy*** *a single ticket.*

*We* ***shall buy*** *single tickets.*

*They* ***will buy*** *single tickets.*

Вопросительные предложения образуются изменением порядка слов:



***Will*** *you* ***buy*** *a single ticket?*

***Will*** *he/she* ***buy*** *a single ticket?*

***Shall we buy*** *single tickets?*

***Will*** *they* ***buy*** *single tickets?*

*— Yes, I* ***shall/****No. I* ***shan't.***

*— Yes, he/she* ***will/****No he/she* ***won't.***

*— Yes, we* ***shall/****No, we* ***shan't.***

*— Yes, they* ***will****/ No,**they* ***won't.***

**Отрицательная форма образуется добавлением частицы *not к вспомогательному глаголу:***

***shall not (shan't) / will not (won't)***

*I* ***shall not buy*** *a return ticket.*

***(shan't)***

*He/ she* ***will not buy*** *a return ticket.*

***(won't)***

*We* ***shall not buy*** *return tickets.*

***(shan't)***

*They* ***will not buy*** *return tickets.*

*(won't)*

**6. Translate into Russian:**

We shall keep the tickets until your journey is completed.

We shall go to the Baker Stieet station.

He will not go to the Baker Street station.

He will change trains at Piccadilly.

He will go to Piccadilly Circus.

He will return to the hotel later.

**7. Write down a few sentences about the London tube.**

**8. Complete the dialogues and act out similar ones:**

•

— Keep your tickets ..

— Why ... necessary?

— Well, you see .. inspector ... Besides, you have to leave many stations. You should put .. slot machine ... open. Otherwise you won't be able . .

— .. thank you.

•

— This line on the wall . . I suppose this corridor .. green line

— You are .. We are to take .

•

— By the way, can I get ...?

— Let me see ... You'll have to ...

— Thank you. I'll ...

— Be careful. Don't ..

**9. Complete Vladimir's words:**

I have got ... and there is ... I have heard ... I like the song . One of our pop stars .. The .. fantastic. And 1 should see ... with my own

*Unit twenty three*

The buses

**Text**

Londoners are pioud of then "big red buses". These days some may not be red but they always carry the red roundel.

On many London buses passengers buy tickets from the driver when they get on. Some buses, however, have a conductor, and the passengers get on the bus and wait for the conductor to ask them where they are going and sell them the tickets.

Tiavelcards are very popular for bus travel

One day after the session the participants have free time. Ivan and Sergei decide to go to the National Gallery in Trafalgar Square. They get out of the hotel and go to the nearest bus stop.

*Ivan:* Excuse me, what bus can take us to Trafalgar Square, please?

*Passer-by:* I'm sorry. I'm afraid I don't know.

Ivan asks again.

*Ivan:* Excuse me. Can you tell me where to get a bus to Trafalgar Square, please?

*Policeman:* Yes. Cross over the road. Can you see the cinema?

The bus stop is just round the corner.

*Ivan:* Do you know the number of the bus?

*Policeman:* I think it's a thirteen.

*Ivan:* Thank you very much.

At the bus stop.

*Ivan:* Excuse me. Is this the stop for the Tiafalgar Square bus?

*Man.* That's right. It's number 13. It stops at Trafalgar Square and goes on to Liverpool Station. Therefore ask the driver to tell you where to get off.

*Ivan:* Thank you very much.

On the bus.

*Sergei:* Two returns to Trafalgar Square.

*Bus driver:* 1 pound.

*Sergei:* Can you tell us when we get to Trafalgar Square, please?

*Bus driver:*OK.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **to be proud of something** |  | гордиться чем-либо |
| **these days** |  | в эти дни |
| **may be** |  | может быть |
| **to carry** |  | нести, иметь |
| **roundel** |  | кружок |
| **to sell (sold, sold)** |  | продавать |
| **free** |  | свободный |
| **free time** |  | свободное время |
| **to have free time** |  | иметь свободное время |
| **to decide** |  | решать |
| **square** | [skwe] | площадь |
| **the nearest stop** |  | ближайшая остановка |
| **to cross** |  | пересекать, переходить |
| **to cross over the road** |  | переходить через дорогу |
| **cinema** |  | кино |
| **to go on (went, gone)** |  | продолжаться |
| **therefore** | ['ef] | поэтому |
| **to get off (got, got)** |  | выходить |
| **pound** | [paund] | фунт |
| **pound sterling** |  | фунт стерлингов |
| **2 pounds (sterling)** |  | 2 фунта (стерлингов) |
| **10 pounds** |  | 10 фунтов (стерлингов) |
| **a 10 pound banknote = a 10 pound note** |  | банкнота достоинством 10 фунтов (стерлингов) |

Exercises

**1. Read the following:**

|  |  |
| --- | --- |
| • the buses | • the nearest bus stop |
| the red roundel | the National Gallery |
| the numbei of the bus | the cinema |
| the driver | round the corner |
| the conductoi | the number |
| the passengers |  |

• The conductor will sell them the tickets.

Cross over the road.

Is this the stop for the Trafalgar Square bus?

That's right.

**2. Underline the answers true to the text:**

|  |  |  |  |
| --- | --- | --- | --- |
| • Are Londoners proud of their buses? | Yes, they are.  No, they are not.  The text doesn't speak about that. | | |
| • Are all the buses red in Eng­land? | Yes, they are.  No, they are not.  Some of them are, but all the buses carry red roundel. | | |
| • How are bus tickets sold? | Only drivers sell them.  Only conductors sell them. Either drivers or conductors sell them. | | |
| • Are Travelcards valid for bus travels? | | Yes, they are.  No, they are not.  It's not quite clear. |
| • Where did Ivan and Sergei go by bus one day? | | To Piccadilly Circus.  To Trafalgar Square.  To Downing Street. |
| • Do both of them speak Eng­lish? | | Yes, they do.  Only Ivan speaks English. Only Sergei speaks English. |
| • What tickets did they buy? | | Single ones.  Return ones.  Travelcards. |

**3. Insert articles:**

These days some English buses may not be red but they always carry ... red roundel. On many London buses passengers buy tickets from ... driver when they get on. Some buses, however, have ... con­ductor, and ... passengers get on . . and wait for ... conductor to ask them where they are going and sell them ... tickets.

**4. Insert prepositions:**

Londoners are proud ... their "big red buses". Single and return tickets may be bought either ... drivers or conductors. Travelcards are very popular ... bus travel.

One day Ivan and Sergei decide to go ... the National Galleiy ... Trafalgar Square. They get ... the hotel and go ... the nearest bus stop.

**5. Complete the dialogues and act out similar ones:**

**•**

— Excuse me, what bus can take ...?

— I'm sorry, I'm afraid ...

— ... Can you tell me where to get ...?

— Yes. Cross over ... Can ... cinema? The bus stop ...

— Do you know the number ...?

— I think . .

— Thank ..

•

— Is this the stop for ...?

— That's right. It's number . . It stops at ... and goes on to ... Therefore ask the driver ...

•

— Two returns to ...

— One . .

— Can you tell us .. ?

**6. Translate into Russian:**

In a few minutes they'll be in Trafalgar Square. They will imme­diately see the National Gallery. It's in the centre of the Square. I believe they'll spend an hour or so visiting the Gallery.

*Unit twenty four*

Changing money

**Text**

In the evening a few participants went to a bureau de change next to the hotel to change some dollars into pounds.

In London money can be changed either at banks, at bureaux de change or at customers' services desks in big department stores.

Banks are usually open from 9.30 a. m. until 3.30 p. m. Some are open on Saturday, but never on Sunday. They accept plastic cards Visa, Access as well as Eurocheques, traveller's cheques and, of course, cash. Many banks have cash dispensing machine services.

Bureaux de change are usually open for longer hours and every day. They often charge a bigger commission than banks.

The exchange rates are often shown in the running lines placed in the windows or on the walls of the bureaux de change for everybody to see.

Now Sergei comes up to the counter of the bureau de change:

*Sergei:* Good evening.

*Cashier:* Good evening, sir. Can I help you?

*Sergei:* Could I change two hundred dollars into pounds, please?

*Cashier:* Yes, certainly.

*Sergei:* How much will it be?

*Cashier:* About one hundred and twenty pounds.

*Sergei:* Good. Here you are.

*Cashier:* Thank you. And how would you like it, in twenties, tens or smaller notes?

*Sergei:* In tens, please.

*Cashier:* Fine. Here is the money and your receipt, please.

*Sergei:* Thanks. Excuse me, will you be open tomorrow, on Sun­day?

*Cashier:* Yes. But we work shorter hours on Sundays. We'll close at 7 p. m.

*Sergei:* Thank you. And one more thing. Can I change these coins of fifty cents each.

*Cashier:* I'm afraid 1 can't take small change. We change only notes.

*Sergei:* Do you believe I can change them somewhere else?

*Cashier:* I'm afraid you can't. This is a rule with banks and bureaux de change.

*Sergei:* I see. Thank you. *Cashier:* You are welcome.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **bureau de change** | ['bjuru d 'ten] | обменный пункт, пункт обмена валюты |
| **bureaux de change** |  | обменные пункты Note: вывеска "Обменный пункт" — Burean de change, Change (Exchange — Биржа) |
| **desk** |  | письменный стол |
| **at the customers' services** |  | в отделе обслуживания |
| **desk** |  | покупателей |
| **department stores** |  | универсальный магазин |
| **never** |  | никогда |
| **to accept** | [k'sept] | принимать |
| **as well as** |  | а также |
| **traveller's cheque** |  | дорожный чек |
| **cash** |  | наличные (деньги) |
| **cash dispensing machine** |  | автомат, выдающий на­ |
|  |  | личные (деньги) |
| **longer** |  | более длинный |
| **for longer hours** |  | дольше |
| **to charge** |  | взимать, брать |
| **to charge a commission** |  | взимать комиссию |
| **rate** |  | курс |
| **exchange rate** |  | курс обмена валюты |
| **to run (ran, run)** |  | бежать |
| **running** |  | бегущий |
| **in the running lines** |  | бегущей строкой |
| **window** | ['wndou] | окно |
| **hundred** |  | сотня |
| **two hundred** |  | двести |
| **two hundred pounds ster­ling** |  | двести фунтов (стерлингов) |
| **receipt** | [r'st] | квитанция |
| **short** |  | короткий |
| **shorter** |  | короче |
| **We work shorter hours** |  | Мы закрываемся раньше. |
| **to close** |  | закрывать |
| **cent** |  | цент |
| **There is one hundred cents in one dollar.** |  | В долларе сто центов. |
| **small change** |  | сдача |
| **to believe** | [b'lv] | полагать, верить |
| **else** |  | еще |
| **somewhere else** |  | где-либо ещё |
| **rule** |  | правило |
| **I see.** |  | Понятно. |

**Exercises**

**1. Find the answers in the text and write them down:**

Where can money be changed in London?

Can only cash be changed?

Where can exchange rates be seen?

**2. Complete as in the text:**

Banks are usually open from ... until ... Some are ... on Saturday but never ... Many banks have machine services. Bureaux de change are usually ... longer hours and .. day They often charge than banks.

**3. Read the following:**

bureaux de change

either at banks or at bureaux de change or at customers' services desks

They are open every day.

They are open every day but not on Sunday.

They charge a commission.

They charge a bigger commission.

The exchange rates are shown in the windows.

They are shown in the running lines.

The running lines are sometimes placed on the walls for every­body to see.

**4. Write down what the text said about:**

|  |  |
| --- | --- |
| • exchange rates  • forms of money to be changed  • working houis | • commissions  • cash dispensing machines  • place, where money can be changed |

**5. Underline the answer true to the text:**

|  |  |
| --- | --- |
| • Where did the participants go to change some money? | To a bank.  To a bureau de change.  To a departments store. |
| • Where was it located? | In the hotel.  Near the hotel.  Rather far from the hotel |
| • What money did they want to change? | Roubles.  Pounds.  Dollars. |

|  |  |
| --- | --- |
| • How much money did Sergei want to change? | 200 roubles.  200 pounds.  200 dollars. |
| • For what sum did he change that money? | 120 roubles.  120 pounds.  120 dollars. |
| • In what notes did he get the money? | In tens.  In fives.  In twenties. |
| • Did he also change the coins he had? | Yes, he did.  No, he didn't. |
| • Where can small change be changed? | At banks.  At bureaux de change.  Nowhere. |
| • Was the bureau de change open on Sunday, as the cashier said? | Yes, it was open 24 hours.  No, it was closed.  Yes, it was, but only till 19.00. |

**6. Read the following:**

|  |  |
| --- | --- |
| • Here is the money.  Here is the re­ceipt | • I'm afraid you can't change it.  I'm afraid banks don't accept coins either.  I'm afraid other bureux de change do not accept coins either.  I'm afraid customer's services desks don't accept coins either. |

**7. Complete the dialogues and act out similar ones:**

•

— Good ...

— Good ... Can I help ...?

— Could I ... 200 ...

— How much ...?

— About 120 ...

— Good. Here you ...

— Thank you. And how ... smaller notes?

— In ...

— Fine. Here is receipt, please.

— Thank you.

•

— Excuse me, will ... Sunday?

— Yes, but ... shorter ... We'll close ...

•

— One more thing. Can I .. coins .?

— I'm afraid I can't ... We .. notes.

— Do you believe ... somewhere else?

— I'm afraid ... This is a rule ...

**Артикли**

**В английском языке существует два артикля:**

**неопределенный,**

**определенный.**

**• Неопределенный артикль употребляется с существи­тельными в единственном числе, когда просто называется данное существительное.** Например

*This is* ***a*** *bank.*

*This is* ***a*** *bureau de change.*

**Во множественном числе в этих случаях не употребля­ется никакого артикля**. Например.

These *are banks Jhese are bureaux de change.*

*Money can be changed either at banks, at bureaux de change or m\_big department stores.*

Существует **две** **формы** неопределенного артикля — **a, an.** Например.

***a*** *bank*  ***an*** *office*

***a*** *dollar* ***an*** *Englishman*

***a*** *pound* ***an*** *hour*

***•* Определенный артикль употребляется с существи­тельными в единственном и множественном числе, когда о данном предмете говорится как об уже известном.** На­пример**.**

***The*** *participants are at a bureau de change now.*

***The*** *bureaux de change are open on Sunday till 7.*

**Существует только одна форма определенного артикля — *the.***

**В некоторых сочетаниях употребляется только опреде­ленный артикль**. Например

**•** с наименованиями аэропортов, гостиниц:

***the*** *Sheremetievo airport*

*the Russia hotel*

***the*** *Sherlock Holmes hotel*

*• с* частями дня

*in* ***the*** *evening*

*in* ***the*** *morning*

*in* ***the*** *afternoon*

**В некоторых случаях не употребляется никакого артик­ля**. Например.

• с наименованиями городов, стран, улиц, площадей с имена­ми людей.

*England*

*London*

*Trafalgar Square, Baker Street*

*Mr. Hill*

• с существительными, после которых стоят числительные.

*Room* 437

*Unit 26*

*Exercise 10*

в некоторых сочетаниях:

*to go on business*

*to be on holiday*

*to have breakfast*

*to have lunch*

*to have dinner*

**8. Underline the articles in the text and explain their usage in every *particular* case.**

* *particular — отдельный, частный, определенный*

***9.* Say up what you have learned from the text and dialogue about changing money in Great Britain.**

**10. Say what you know about:**

• changing money in Moscow

• *current* exchange rates

* *current — текущий, последний*

*Unit twenty five*

Hotel services

**Text**

During their stay at the hotel the participants of the Group Head a few talks with the hotel staff, that is with the receptionist, waiters, chambermaids, operators etc. *Here are some of the talks:*

•

*Participant:* Excuse me, is there any message for me, please?

*Receptionist:* What's your room number, sir?

*Participant:* It's four one two.

*Receptionist:* Just a minute... Yes, Mr. Brown of Milton & Co telephoned you at three o'clock. And he will call you at eight this evening.

*Participant:* Thank you for the message.

*Receptionist:* Welcome.

•

*Waiter:* Would you like tea or coffee, madame?

*Participant:* I don't mind ... Tea, please.

*Waiter:* Here you are.

*Participant:* Thank you. May I also have some milk, please?

*Waiter:* Yes, here you are. And if you wish some sugar it's

here on the table. Help yourself, please.

*Participant:* Thanks a lot.

•

*Participant:* Excuse me, is this channel paid?

*Chambermaid (making the room):* What's the number of the channel?

*Participant:* It's ten.

*Chambermaid:* No, it's not paid. Only Channel Twelve is paid.

*Participant:* Thank you very much. And will you remove these

bags, please?

*Chambermaid:* If you don't need them I'll certainly remove them.

•

*Participant:* Excuse me, how can I make a local call from my

room, please?

*Receptionist:* It's very easy. Dial 0 and then the number you want. But please note that all the calls are paid.

*Participant:* Do you mean all calls in the London area?

*Receptionist:* Yes, that's a rule practically with every hotel in England.

*Participant:* I see. When should I pay then?

*Receptionist:* Any time before you leave.

*Participant:* Thank you. I'll do that by all means.

*Participant:* Operator? Good morning? How can I call Moscow?

*Operator:* Do you mean a long distance call?

*Participant:* Yes, Moscow, Russia.

*Operator:* Dial 0 then..... and then your number in Moscow.

*Participant:* Thank you very much.

*Operator:* You are welcome.

*Participant:* Will you call me at 6 o'clock tomorrow morning?

*Operator:* What's your room number, madame?

*Participant:* Four three seven.

*Operator:* Good. Don't worry. Have a good sleep.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **staff** |  | штат сотрудников, персо­ |
|  |  | нал |
| **hotel staff** |  | персонал гостиницы |
| **chambermaid** | ['embmeid] | горничная |
| **operator** |  | телефонист |
| **tea** |  | чай |
| **milk** |  | молоко |
| **to wish** |  | желать, хотеть |
| **sugar** | ['u] | сахар |
| **to make a call** |  | позвонить |
| **easy** | ['z] | легкий |
| **It's very easy** |  | Это очень легко. |
| **to dial** |  | набирать (номер) |
| **to note** |  | обращать внимание, за­ |
|  |  | мечать |
| **Please note ...** |  | Обратите внимание |
| **to mean (meant, meant)** |  | значить, означать |
| **When should I ...?** |  | Когда я должен 9 |
| **by all means** |  | обязательно |
| **long distance call** |  | междугородный звонок |
| **to worry** | ['wr] | беспокоиться |

**Exercises**

**1. Underline the articles in the text and explain their usage.**

**2. Underline the nouns in the text with which no articles are used and explain why.**

**3. Complete as in the text:**

During their stay at the hotel .. had a few talks with ... staff, ... re­ceptionist, waiters ... etc. The text reproduces some ... talks.

**4. Read the following:**

Is there any message for me, please?

Is this channel paid?

What's the number of the channel?

That's a rule practically with every hotel in England.

**5. Insert prepositions:**

Is there any message ... me, please? Mr Brown telephoned you . three o'clock. He will call you . . eight this evening Thank you . the message. The sugar is ... the table.

What's the number ... the channel?

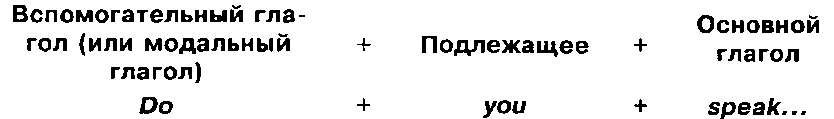
Can I make a local call... my room?

That's a rule practically ... every hotel in England.

I'll do that ... all means.

***Образование вопросительных предложений***

**Общие вопросы**



**Do *you speak*** *English?*

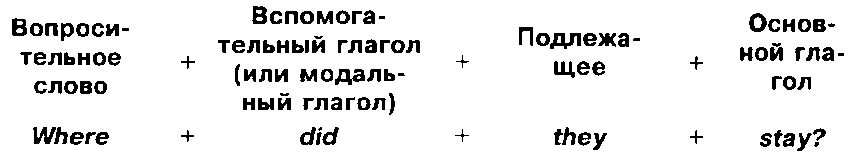
***Did they speak*** *English much?*

***Have you read*** *the text?*

***As he working*** *now?*

***Can you repeat*** *it please?*

**Специальные вопросы**



**Вопросительные слова**

**what** что, какой

**when** когда

**where** где

**why** почему

***Where*** *did they stay?*

***Why*** *are you learning English?*

**6. Underline *auxiliary* and *modal* verbs in the following questions:**

Is there any message for me, please?

Is this channel paid?

Would you like tea or coffee?

May I also have some milk, please?

Will you remove these bags, please?

Do you mean all calls in the London area?

What's your room number?

What's the number of the channel?

How can 1 make a call from my room?

When should 1 pay then?

* *auxiliary — вспомогательный*
* *modal — модальный*

**7. Complete the dialogues and act out similar ones:**

**•**

— Excuse me, is there ... message ...?

— What's your ... number, sir?

— It's ...

— Just ... Yes, Mr. Brown ... at three o'clock. And he will ...

— Thank ...

**•**

— Would ... tea or ...?

— I don't ... Tea ...

— Here ...

— Thank you. May I ... milk ...?

— Yes, here ... And if... sugar ... table. Help ...

**•**

— Excuse me, is ... paid?

— What's the number ...?

— It's ...

— No ... Only channel 10 ...

— Thank you ... And ... remove ...

— If... need ... certainly ...

•

— ... how can I ... call from ...?

— It's very ... Dial 0 and then ... But please note ... paid.

— Do you mean all ... area?

— Yes ... rule...

— I see. When ... pay ...?

— Any time before ...

— ... I'll ... means.

*Unit twenty six*

Madame Tussaud's

**Text**

One day the group went to Madame Tussaud's, one of London's most popular tourist attractions, receiving well over a million visitors a year.

Madame Tussaud was born Marie Gresholtz in Strasbourg, France, in 1761. She spent her childhood in Paris with her mother and her uncle who, when she was rather young, took Marie to help mould the heads of the Revolution victims.

In 1802 Marie fled Paris, and arrived in Britain with her macabre collection, first touring the country. Then she set up an exhibition of historical figures, living and dead, in London in 1835. The collection moved to Marylebone Road, the present location of the museum, in 1884. Madame Tussaud died in 1850 at the age of 89.

The Great Hall of the museum shows the present royal family, kings and queens of England, present royals of other countries, public figures, pop stars, writers, famous sportsmen and other figures.

Some time after the group visited the museum David Hill asked one of the participants about his impressions:

*David:* Well, Ivan, and how did you like the museum?

*Ivan:* Oh, it's great. I heard so much about it. But the mu­seum surpassed all my expectations.

*David:* It's really fantastic. And were you photographed with your personal hero or any celebrity?

*Ivan:* Oh, yes. With Arnold Schwartzenegger, Yeltsin, the Beatles and some others. And I wished my son could be with me when I enjoyed the Spirit of London.

*David:* Do you mean the ride through the old city in a car in the museum?

*Ivan:* Yes, quite so. It was superb. The historic sights of the past, sounds and smell of the city.

*David:* By the way, do you know how much all these innova­ tions could cost?

*Ivan:* No idea.

*David:* About 21 million pounds.

*Ivan:* Quite a lot. But it 's very impressive, especially for chil­dren, I mean the Spirit of London. As to the wax fig­ures they are unforgettable for all, to my mind.

*David:* I agree with you.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **attraction** |  | привлекательность, пре­ |
|  |  | лесть |
| **over** |  | свыше |
| **well over 1 million** |  | намного больше 1 мил­ |
|  |  | лиона |
| **to be born** |  | родиться |
| **to spend (spent, spent)** |  | проводить (время) |
| **child** |  | ребенок |
| **children** |  | дети |
| **childhood** |  | детство |
| **mother** |  | мать |
| **uncle** | ['nkl] | дядя |
| **to mould** |  | отливать форму |
| **head** |  | голова |
| **victim** |  | жертва |
| **to flее (fled, fled)** |  | бежать, спасаться бегством |
| **macabre** |  | мрачный, ужасный |
| **to set up (set, set)** |  | организовывать |
| **exhibition** | [,eks'bn] | выставка |
| **to live** |  | жить, житие |
| **living** |  | жизнь |
| **life** |  | жизнь |
| **dead** |  | умерший, мертвый |
| **to be dead** |  | быть умершим |
| **She is dead now.** |  | Она умерла. |
| **to die** |  | умирать |
| **She died in .** |  | Она умерла в .. |
| **location** |  | месторасположение |
| **age** |  | возраст |
| **at the age of** |  | в возрасте |
| **royal** |  | королевский |
| **king** |  | король |
| **queen** |  | королева |
| **public figure** |  | общественный деятель |
| **writer** |  | писатель |
| **famous** | ['fems] | известный |
| **impression** |  | впечатление |
| **to impress** |  | производить впечатление |
| **What impressed you** |  | Что больше всего произ­ |
| **most9** |  | вело на вас впечатление9 |
| **to surpass** |  | превосходить |
| **to expect** |  | ожидать |
| **expectation** |  | ожидание |
| **It surpassed my expec­** |  | Это превзошло все мои |
| **tations.** |  | ожидания. |
| **hero** | ['hrou] | герой |
| **celebrity** |  | знаменитость |
| **I wished he could be with me.** |  | Жаль, что его не было |
|  |  | вместе со мной |
| **spirit** |  | дух |
| **ride** |  | поездка |
| **sound** |  | звук |
| **innovation** |  | нововведение, новинка |
| **to cost** |  | стоить |
| **to forget** |  | забывать |
| **unforgettable** |  | незабываемый |

**Exercises**

**1. Translate into Russian:**

It is one of the most popular touiist attractions receiving many visitors.

receiving well ovei a million visitors a year

Her uncle who, when she was rather young, asked her to help him ..

who took Mary to help mould the heads of the French Revo­lution victims

In 1802 she fled Paris

... her macabre collection...

She arrived with her collection, first touring the country.

She set up an exhibition of famous figures, living and dead.

**2. Complete as in the text:**

Madame Tussaud's is one of London's. . attractions.

Madame Tussaud was born... She spent her childhood .. When Mary was still rather young her uncle took her to help mould... In 1802 Mary fled Paris and... collection, first touring the country. Then she set up . in 1835. The collection moved to Marylebone Road... in 1884. Madame Tussaud died.. at the age of. .

**3. Insert articles, as in the text**

. Great Hall of.. museum shows.. piesent royal family, .. kings and .. queens of... other countries,... public figures,... pop stars,... writers, . famous sportsmen and... other figures.

**4. Underline the articles in the text and explain their usage.**

**5. Sum up what the text said about:**

• Madame Tussaud herself

• her museum

**6. Use the verb in the correct tense:**

One day the group *(to go)* to Madame Tussauds's. Some time after the group *(to visit)* the museum Mi. Hill *(to ask)* one of the partici­pants about his impressions.

**6. Underline the auxiliary and modal verbs in the following questions:**

How did you like the museum?

How do you like this figure?

How did you like the Spirit of London ride?

Were you photographed?

Do you mean the ride through old London?

Do you know how much it could cost?

**7. Match English and Russian equivalents:**

|  |  |  |
| --- | --- | --- |
| It is unforgettable. | между прочим | |
| Oh, it's great. | по-моему | |
| It surpassed my expectations. | что касается восковых фигур. | |
| It was superb. | Это незабываемо. | |
| It was fantastic. | Это превосходно. | |
| It was very impressive. | Это фантастично. | |
| my personal heroes and many celebrities. | Это великолепно. | |
| I wished my son could be with me. | Это очень впечатляет. | |
| I enjoyed the Spirit of Lon­don. | Это превзошло все мои ожи­дания. | |
| Do you mean the ride through the old city? | мои личные герои и знаме­нитости | |
| the sights of the past, sounds and smell of the city | Мне понравилась экспозиция "Дух Лондона". | |
| innovation | Вы имеете в виду поездку по старому городу? | |
| How much could it cost? | сцены из прошлого, звуки и запахи старого города | |
| Do you know how much it | | нововведение, новинка | |
| could cost? | |  | |
| Quite a lot! | | Сколько это могло стоить? | |
| to my mind | | Вы знаете, сколько это могло стоить? | |
| by the way | | O, очень большая сумма. | |
| as to the wax figures | | Я согласен с вами. | |
| I agree with you. | | Не имею понятия. | |
| No idea. | | Жаль, что со мной не было сына. | |

**8. Complete the dialogue (You may change the original):**

— How did... like...?

— Oh, it's... I heard... But... expectations.

— It's really... And were you photographed with...?

— Oh, yes, with... and others. And I... my son... the Spirit of London.

— Do you mean the ride through...?

— Yes, quite... It was... The historic sights...

**—** By the... do you know how much...

— .. idea.

—... 21 million...

— Quite... But still it's... especially for... I... the... of London. As to... figures they are... to my...

— I... with you.

*Unit twenty seven*

Accounting

**Text**

At one of the sessions the participants of the Group discussed the subject of Accounting and Inter national Accounting Standards.

*Here is a part of fhe lecture:*

What is accounting?

Accounting can be defined as the measuring and recording of all relevant financial data concerning a particular entity, that is business, government organisation, etc.

Financial reporting is the communicating of such information in appropriately summarised form. In the UK such summarised form is called "Accounts" In the USA it is called "Financial statements". These accounts or statements are communicated to interested par­ties both within and outside the organisation.

Financial reporting provides information that is useful to present and potential investors, creditors and other users in making rational investment, credit and other economic decisions.

Accounting is often referred to as the "language of business". And, as a direct result of the work of accountants and auditors. A wide range of different users of financial reporting are able to an­swer questions such as:

*How much profit did the company make last year?*

*How much should I lend to the company?*

*Is this company more successful than its competitors?*

*How much can I withdraw from the company?*

*Was last year an improvement over the year before? etc.*

Accountants are therefore those individuals specialised in the "art" of capturing the correct data, and preparing the most mean­ingful financial reports from that data. They are "producers" of fi­nancial information, which is then made available to "consumers" such as owners and lenders.

Accountants are assisted in their work by bookkeepers, who op­erate some form of accounting system, usually computerised, to help capture, accumulate, categorise, summarise and report the many thousands of transactions that affect an economic entity every year.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **accounting** |  | бухгалтерский учет и от­четность |
| **account** |  | счет |
| **to define** | [d'fan] | определять |
| **It can be defined as...** |  | Это можно назвать ... |
| **to measure** | ['me] | измерять |
| **to record** |  | записывать, учитывать |
| **relevant** |  | соответствующий |
| **data** |  | данные, факты |
| **datum** |  | факт |
| **concerning** |  | касательно |
| **particular** |  | определенный |
| **entity** | ['entt] | юридическое лицо, орга­ |
|  |  | низация |
| **to report** |  | составлять отчет о |
| **reporting** |  | отчетность |
| **to communicate** |  | сообщать |
| **communication** |  | сообщение |
| **information** |  | сведения |
| **appropriate** | ['proupret] | соответствующий |
| **appropriately** |  | соответственно |
| **to summarise** |  | суммировать |
| **summarised** |  | суммированный |
| **in summarised form** |  | в соответствующем сум­ |
|  |  | мированном виде |
| **to call** |  | называть |
| **to be called** |  | называться |
| **statement** |  | заявление, отчет, выпис­ |
|  |  | ка (по счету) |
| **party** |  | сторона |
| **interested parties** |  | заинтересованные сторо­ |
|  |  | ны |
| **within** |  | внутри, в, в пределах |
| **both within and outside the organisation** |  | как внутри, так и вне самой организации |
| **user** |  | пользователь |
| **decision** | [d'sn] | решение |
| **auditor** | ['dt] | аудитор |
| **range** |  | диапазон |
| **a wide range of** |  | широкий круг . |
| **profit** |  | прибыль |
| **to lend (lent, lent)** |  | давать кредит |
| **lender** |  | кредитор |
| **successful** | [sk'sesful] | успешный |
| **competitor** |  | конкурент |
| **to withdraw (withdrew, withdrawn)** | [w'dr, w'dru, w'drn] | отзывать, отметить, уби­рать *(зд* снять со счета) |
| **to improve** | [m'prv] | улучшать (ся) |
| **improvement** |  | улучшение |
| **art** |  | искусство |
| **to capture** |  | *зд.* подбирать |
| **capturing** |  | *зд.* подборка |
| **meaning** | ['mn] | значение |
| **meaningful** |  | значимый |
| **meaningfully** |  | многозначительно |
| **available** | ['velbl] | имеющийся в наличии |
| **to be made available** |  | представить |
| **consumer** |  | покупатель, потребитель |
| **owner** |  | владелец |
| **to assist** |  | помогать |
| **accountant** |  | бухгалтер |
| **Accountants are assisted...** |  | Бухгалтерам помогают .. |
| **bookkeeper** |  | учетчик, младший бухгалтер |

|  |  |
| --- | --- |
| thousand  many thousands of...  2 thousand  to affect | тысяча  тысячи  2 тысячи  влиять |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • at one of the sessions discussed the subject  a part of the lecture | • it is the communicating of information  both within and outside the organisation  other users  withdraw from the company |

**2. Translate into Russian:**

• accounting

accounts

financial statements *(Am.)*

measuring and recording of all relevant financial data

data concerning a particular entity

An entity is a business, government oiganisation or another or­ganisation.

• communicating information

in an appropriately summarised form

They are communicated to interested parties.

Interested parties are within or outside the organisations

This information is useful and informative.

It is useful to present and potential investors, creditors and other users.

It helps them to make rational investment, credit and other decisions.

Accounting is a direct result of the work of accountants and auditors

**•** It helps to answer their questions.

Accountants capture the correct data and prepare reports.

This financial information is then made available to owners, lend­ers and other users.

Bookkeepers operate some form of accounting system.

**3. Complete as in the text:**

Accounting can be defined... the measuring and recording. . all relevant financial data.

... the UK such summarised form of financial reporting is called...

... the USA it is called...

Financial reporting provides information that is useful to... and other users.

Accounting is a direct result of the work of...

Accountants specialise in the art ... capturing the correct data and preparing reports... that data.

This financial information is made available to consumers such as...

Accountants are assisted in their work... bookkeepers.

Accountants report the many thousands... transactions that affect... every year.

**4. Make sentences:**

|  |  |  |
| --- | --- | --- |
| • Accounting can be defined as | measuring recording | financial data  financial data |
| • Financial reporting is called | in the UK in the USA | financial statements accounts |

|  |  |
| --- | --- |
| • This information is communicated to | owners |
|  | managers |
|  | investors |
|  | creditors |
|  | lenders |
|  | other users |

|  |  |  |
| --- | --- | --- |
| • It helps them to make ra-tional | investment | decisions |
|  | credit |  |
|  | other |  |

**5. Underline the auxiliary and modal verbs in the following questions:**

How much profit did the company make last year?

How much can I withdraw from the company?

Is this company successful?

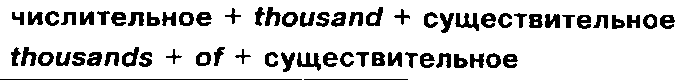
Was last year an improvement?

**6. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| Accounting is often referred | Бухгалтеры осуществляют |
| to as the language of business | выборку необходимой ин­формации. |
| a wide range of users of fi­nancial reporting | Они также занимаются под­готовкой отчетов. |
| Accountants are individuals specialised in capturing the correct data. | Их финансовая информация предоставляется различным пользователям |
| They are also specialised in preparing reports | Бухгалтер делает выборку, подбирает, классифицирует, суммирует и составляет отчет по огромному множеству сделок и операций. |
| Their financial reporting is made available to diffeient users | Обычно каждая фирма или юридическое лицо осуществля­ет огромное количество сделок или операций ежедневно. |
| Accountants capture, accu­mulate, categorise, summarise and report thousands of transactions. | Бухгалтерский учет часто на­зывают деловым языком |
| Usually thousands of transac­tions affect every economic entity every year | широкий круг пользователей финансовой информации |

**7. Translate the text of the lecture into Russian.**

**8. Make word-combinations as in the model**



|  |  |  |
| --- | --- | --- |
| • 3 |  | transactions |
| 5 |  | bookkeepers |
| 8 | thousand | accountants |
| 10 |  | banks |
| 25 |  | companies |
| • thousands | of | entities |
|  |  | statements |
|  |  | decisions |
|  |  | consumers |
|  |  | owners |

**9. Agree or disagree:**

• The use of the word "thousand" is very easy.

• The word "hundied" is used in the same way.

• The figures are very important in accounting

• The woik of accountants is very important.

**10. Sum up what the lecturer said about:**

• accountants and bookkeepers

• financial accounting

*Unit twenty eight*

Balance sheets

**Text**

In the course course of the lecture on Accounting the lecturer distributed material with diagrams, tables and other information.

*Here is a balance sheet sample distributed:*

|  |  |  |
| --- | --- | --- |
| **ABICO** INTERNATIONAL AND SUBSIDIARY COMPANIES CON­SOLIDATED BALANCE SHEET as at December 31,1997 | | |
|  | 1997 | 1996 |
| * **Current Assets:** | 15,000 | 11,800 |
| Cash | 9,000 | 6,920 |
| Marketable Securities | 1,200 | 1,080 |
| Receivables | 2,800 | 2,600 |
| Inventories | 2,000 | 1,200 |
| * **Long-term Assets:** | 5,443 | 3,200 |
| Property, Plant and Equipment | 1,056 | 0,950 |
| Investments | 0,200 | 0,100 |
| Receivables | 0,207 | 0,100 |
| Goodwill | 2,400 | 2,000 |
| Deferred Expenditure | 0,580 | 0,500 |
| * **Total Assets** | 20,443 | 15,000 |
| * **Current Liabilities:** | 3,000 | 2,600 |
| Loans | 2,000 | 1,800 |
| Payables | 1,000 | 0,800 |
| * **Long-term Liabilities:** | 4,300 | 3,200 |
| Loans | 4,000 | 3,000 |
| Other liabilities and provisions | 0,300 | 0,200 |
| * **Total Liabilities** | 7,300 | 5,800 |
| **NET ASSETS EMPLOYED** | 13,143 | 9,200 |
| * **Shareholder's Interests:** | 5,000 | 3,000 |
| Share Capital | 3,000 | 1,700 |
| Reserves | 2,143 | 2,000 |
| Retained Earnings | 2,000 | 2,000 |
| * **Minority Interests** | 1,000 | 0,500 |
| * **Total Shareholder's Interest** | 6,000 | 3,500 |

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **table** |  | таблица |
| **balance sheet** |  | баланс,(документ) |
| **sample** |  | образец |
| **balance sheet sample** |  | образец баланса |
| **subsidiary** | [sb'sdjr] | дочерняя компания |
| **consolidated** |  | консолидированный |
| **consolidated balance** |  | консолидированный ба­ |
| **sheet** |  | ланс (главной компании |
|  |  | и ее дочерних компаний |
|  |  | и филиалов) |
| **as at** |  | по состоянию на |
| ***syn* as of** |  |  |
| **current** |  | текущий |
| **assets** | ['sets] | активы: собственность в |
|  |  | самой различной форме |
|  |  | (недвижимость, машины |
|  |  | и оборудование, кредич- |
|  |  | ные требования, ценные |
|  |  | бумаги и т д ) |
| **market** |  | рынок |
| **marketable** |  | рыночный |
| **securities** | [s'kjurtz] | ценные бумаги |
| **receivables** | [r'svblz] | причитающиеся суммы |
| **inventories** |  | запасы товаров |
| **term** |  | срок |
| **long-term** |  | долгосрочный |
| **short-term** |  | краткосрочный |
| **property** |  | собственность |
| **plant** |  | завод, промышленное |
|  |  | предприятие |
| **equipment** | ['kwpmnt] | оборудование |
| **to invest** |  | делать инвестиции |
| **investor** |  | инвестор |
| **investment** |  | инвестиция |
| **goodwill** |  | добрая воля; престиж; дело­вая репутация (контакты, клиенты и кадры компа­нии, которые смогут быть оценены и занесены на специальный счет; эта оценка играет роль глав­ным образом при погло­щении и слиянии фирм. |
| **to defer** | [d'f] | отсрочить (платеж) |
| **expenditure** | [k'spend] | расходы |
| **deferred expenditure** |  | отсроченные платежи по расходам |
| **total** |  | итог, итого |
| **liabilities** | [,la'bltiz] | пассив: обязательства, |
|  |  | задолженности |
| **provisions** |  | резервы |
| **net** |  | чистый, нетто |
| **to employ** |  | использовать |
| **net assets employed** |  | стоимость чистых активов компании в расчете на одну акцию |
| **share** |  | акция |
| **share capital** |  | акционерный капитал |
| **shareholder** |  | акционер |
| **shareholders' meeting** |  | собрание акционеров |
| **interest** |  | процент |
| **to retain** |  | удерживать |
| **to earn** |  | получать, зарабатывать |
| **earnings** |  | поступления, прибыль |
| **retained earnings** |  | оставшаяся прибыль (после удержания налогов) |
| **minority** |  | меньшинство |
| **minority interest** |  | процент по акциям, вы­плачиваемый мелким акционерам |

**Exercises**

|  |  |
| --- | --- |
| 1. Translate into Russian: |  |
| • balance sheet  consolidated balance sheet balance sheet sample | • current assets current liabilities |
| • receivables  payables | • shares  share capital shareholder |
| • interest  shareholder's interest  minority interest  total shareholder's interest | • earnings  retained earnings |
| • cash  loans  inventories  marketable securities | • current assets  long-term assets  total assets |

**2. Read all the numerals in the text as in the examples:**

|  |  |
| --- | --- |
| • Example | 1997  nineteen ninety seven |
|  |
| • Example |  |
| 15,000  fifteen thousand  (1,500,000  one million five hundred thousand) |

|  |  |
| --- | --- |
| • Example  • Example  • Example | 11,800  eleven thousand eight hundred (11,800,000  eleven million eight hundred thousand) |
|  |
| 6,920  six thousand nine hundred *and* twenty (6,9200,000  six million nine hundred *and* twenty thousand) |
|  |
| 0,950  nine hundred and fifty  (950,000  nine hundred *and* fifty thousand) |

**3. Read all the *items* of the balance sheet making the assets of the company.**

* *items — пункты*

**4. Translate this balance sheet sample into Russian.**

**5. Make sentences:**

|  |  |
| --- | --- |
| • The lecturer distributed | many materials  a few diagrams  a few balance sheets  a few balance sheet samples |
| • It was a lecture on | accounting  balance sheet making securuties  share capital  reserves  loans  investments |

|  |  |  |
| --- | --- | --- |
| • The balance sheet says that | the assets  the liabilities  the net assets  the total share holder's interest | of the Company in 1997 are/is .. |

**6. Complete the sentences:**

Current assets *consist* *of* cash, marketable securities ...

Long-term assets consist of property, plant and equipment, in­vestments ...

Total assets consist of current assets and ...

Current liabilities consist of loans and ...

Long-term liabilities consist of loans and ...

Total liabilities consist of current liabilities and ...

Total assets minus total liabilities make net assets ...

Shareholder's interests plus minority interests make total ...

* *to consist — состоять*

**7. Answer the following questions:**

On what subject was the lecture mentioned in this Unit read?

What sample did this Unit capture?

What terms were lather difficult to remember?

*Unit twenty nine*

Taxes

**Text**

On a certain day after the lecture on the UK taxation system the Group was to visit the Tax Department of a lawyers' firm in the centre of London. Mr. Hill and the participants went there by tube which is the fastest means of transport when one wishes to move in the centre of the city. After they got into the building of the firm they went to the secretary's office.

*Mr. Hill:* Good afternoon.

*Secretary:* Good afternoon, sir.

*Mr. Hill:* My name is Hill and here is the Group of Russian busi­nessmen. We have got an appointment with Mr. Brown for three.

*Secretary:* Mr. Brown is waiting for you in the conference room. Follow me, please.

In the conference room a few Englishmen were waiting for the Group. Mr. Brown, Head of the Department, welcomed the Group and introduced his colleagues. They were solicitors and legal assistants of different offices. Each of them spoke about his scope of business for some time. Thus the participants had some information on com­mercial taxes, international taxes. Project Finance taxes and other taxation matters.

A lot of questions were asked and answered then. The discussions were very useful and informative. Before the participants left they were offered latest Tax Guides containing current tax rates and tax saving hints.

*Here is an extract from the Guide:*

**Corporation Tax Rates 1997**

* Standard rate 33%
* Small companies rate (see the note) 25%

N o t e

Applicable if the company's total profits, including chargeable gains, are 300.000 pounds sterling or less. The threshold is re­duced if the company has associated companies.

**Examples: Corporation Tax calculations**

**Example 1. Standard rate of tax** Company A has accounts year ending 31 December 1996. It has taxable profits for the year GBP 2,000,000.

Company A's Corporation Tax for 1996 is GBP 2,000,000х33% = GBP 660,000

**Example 2. Small companies rate of tax** Company В has ac­counts year ending 31 December 1996. It has taxable profits for the year of GBP 150,000. It has no associated companies.

Company B's Corporation Tax for 1996 is GBP 150,000х25% = GBP 37,500

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **tax** |  | налог |
| **tax department** |  | налоговый отдел |
| **taxation** |  | налогообложение |
| **was to visit** |  | Он должен был посетить |
| **solicitor** |  | адвокат (дающий советы |
|  |  | и готовящий документы |
|  |  | для суда) |
| **legal** |  | юридический |
| **assistant** |  | помощник |
| **legal assistant** |  | помощник по юридиче­ |
|  |  | ским вопросам |
| **scope** |  | объем, диапазон |
| **scope of business** |  | объем бизнеса |
| **commercial** | [k'ml] | торговый |
| **commercial taxes** |  | налог на торговые пред­ |
|  |  | приятия |
| **Project Finance** |  | проектное финансирова­ |
|  |  | ние |
| **matter** |  | вопрос, дело |
| **taxation matters** |  | вопросы- налогообложе­ |
|  |  | ния |
| **guide** | [ad] | справочник |
| **tax guide** |  | справочник по налогам |
| **rate** |  | ставка |
| **tax rate** |  | ставка налога |
| **to save** |  | сэкономить |
| **hint** |  | намек, идея, отдельная |
|  |  | рекомендация |
| **tax saving hints** |  | рекомендации для ле­ |
|  |  | гального уменьшения |
|  |  | уплаты налогов |
| **corporation** |  | корпорация |
| **note** |  | примечание |
| **to apply** | ['pla] | применять |
| **applicable** |  | применяемый |
| **to include** |  | включать |
| **including** |  | включая |
| **to charge** |  | взимать, брать, взыски­ |
|  |  | вать |
| **charge** |  | взимание |
| **chargeable** |  | взимаемый |
| **gains** |  | выручка |
| **less** |  | менее,за вычетом |
| **threshold** | ['rehould] | порог |
| **associated** |  | ассоциированный |
| **accounts year** |  | отчетный год |
| **taxable** |  | налогооблагаемый |

**Exercises** 1. Read the following:

|  |  |
| --- | --- |
| • after the lecture  on UK taxation system  the Tax Department  in the centre of London  They went there by tube. | • It is the fastest means of transport.  They went to the secretary's office.  in the conference room  an extract from the guide  threshold |

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • After what lecture did the group visit a lawyers' firm? | On taxation.  On lawyers.  On lawyers' firms. |
| • By what means of transport did they go? | By taxis.  By tube.  By bus. |
| • Who is Mr. Brown? | Secretary.  Head of a department.  Head of the firm. |
| • How many lawyers were present at the talk? | Only Mr. Brown.  Mr. Brown and a colleague of his.  Mr Brown and a few col­leagues of his. |
| • On what matters did they speak? | Only on commercial taxes.  Only on international taxes.  Only on Project Finance taxes.  On a few taxation matters. |
| • Did the participants ask any questions? | Yes, and quite a lot.  Yes, just a few.  No, they didn't. |
| • What guides were they of­fered? | Latest tax guides.  Latest project finance guides.  Latest corporation tax guides. |

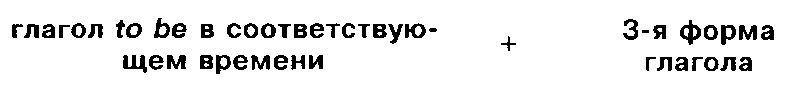
**3. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| containing current tax rates | общая прибыль |
| containing tax saving hints | отчетный год |
| standard rate | налогооблагаемая выручка |
| small companies iate | налогооблагаемая прибыль |
| the tax rate is applicable to... | пороговая сумма уменьшается |
| total profits | иметь другие (ассоциирован­ные) компании |
| chargeable gains | содержать действующие ставки налогов |
| taxable profit | содержать информацию о легальных путях сокращения выплаты налогов |
| the threshold is reduced | обычная ставка |
| to have associated companies | ставка для малого бизнеса |
| accounts yeai | эта ставка применяется к... |

***Пассивный залог* Passive Voice**

**Глаголы в пассивном залоге употребляются, когда не­важно или неизвестно, кто выполнял действие.**

**Образуется пассивный залог следующим образом:**



*The threshold* ***is reduced.***

*They* ***were offered*** *latest tax guides.*

*A lot of questions* ***were asked*** *and* ***answered.***

***4.* Translate into Russian:**

A lot of topics were discussed in the course of the Programme.

Many lecturers were invited.

Many materials were distributed.

Similar programmes are organised now too.

I believe similar programmes will be oiganised in future too.

**5. Insert articles:**

On... certain day after... lecture on... UK taxation system.... group was to visit... Tax Department of... lawyers' firm in... centre of Lon­don. Mr. Hill and... participants went there by tube which is... fastest means of transport.

**6. Insert prepositions:**

After they got... the building .. the firm they went. . the secretary's office. And Mr. Hill spoke... the secretary for some time. Then they moved... the conference room.... conference room a few Englishmen were waiting... the Group.

**7. Complete the sentences:**

Mr. Brown,..., welcomed the Group and introduced... They were solicitors... of different offices. Each of them spoke... Thus the par­ticipants had some information on... and other taxation matters. A lot of... answered then. The discussions were... Before the participants left they were offered .. hints.

**8. Translate the extract of the Guide into Russian.**

**9. Complete and act out a similar dialogue:**

—.. afternoon.

—.. , sir

— My name... group... We have got an appointment...

— Mr.... waiting... conference... Follow...

**10. Read as in the examples:**

|  |  |
| --- | --- |
| • Example | 31 December 1996  the thirty first of December nineteen ninety six |

25 December, 1997

1 January 1998

12 April 1996

31 March 1995

* *3-й — third*
* *4-й —fourth*
* *5-й - fifth*
* *6-й — sixth*
* *7-й — seventh*
* *8-й — eighth*
* *9-й — ninth*
* *10-й — tenth*

|  |  |
| --- | --- |
| • Example | 2,000,000x33%=660,000  two million multiplied by thirty three per­cent is equal to six hundred and sixty thousand |
|  | 150,000x33%=49,500 150,000x25%=37,500 100,000x25%=25,000 |

**11.** **Agree or disagree**:

• Small companies of Russia also pay a smaller tax rate.

• It is quite reasonable that small companies pay smaller tax iates.

• Small companies should pay smaller tax rates only during the first years of their *existence.*

*•* Tax rates should be the same for big and small companies.

* *existence — существование*

*Unit thirty*

Value added tax (VAT)

**Text**

Value Added Tax (VAT) is a Government tax. At present the standard VAT rate is 17,5%. Everyone in Britain must pay VAT on almost everything they buy. VAT is usually incorporated in the price.

Visitors to Britain can reclaim the tax when they leave Britain and present the appropriate documents issued by the shop. Usually when they buy rather expensive things like furs, gold, hi-fi goods etc., they should wonder if the shop operates the VAT scheme.

One day during their stay in London one of the participants went shop­ping and came into a small jeweleк's shop to buy a gold chain for his wife.

*Here is his talk with the shop assistant:*

*Participant:* Excuse me, may I have a look at one of the chains displayed in the window?

*Shop assistant:* Certainly, sir. What number is it?

*Participant:* It's nine three five, over there.

*Shop assistant:* Just a minute.... Yes, here you are.

*Participant:* And how long is it?

*Shop assistant:* 25 inches, sir.

*Participant:* And how much is it in centimeters?

*Shop assistant:* Let me see... oh, here is the calculator... I should multiply it by two point five two. Oh, yes, sixty three.

*Participant:* Very good. Just the length I wanted to have. And how much is it?

*Shop assistant:* One hundкed and ninety nine pounds.

*Participant:* Good. I'm buying it.

*Shop assistant: ...* Here is your box and the receipt please.

*Participant:* Excuse me, may I reclaim the VAT tax?

*Shop assistant:* And where are you from?

*Participant:* From Russia.

*Shop assistant:* Just a minute, I'll consult the book. Yes, you are eligible to the reclaim. May I have your passport to fill in the form?

*Participant:* Here you are.

*Shop assistant:* Here is your passport and the form. Please fill in this sheet before you give it to the customs. How are you leaving? By plane?

*Participant:* Yes, by plane. And what should I do about this form?

*Shop assistant:* Fill in this sheet before you leave for the airport and have it stamped at the customs, at the air­port. Then post it. In a month or so you will re­ceive a cheque by post. Have it cashed at the bank stated, in Russia.

*Participant:* I see. Thank you very much.

*Shop assistant:* You are more than welcome.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **value** |  | цена, стоимость |
| **value added tax** |  | налог на добавленную стоимость (НДС) |
| **government** | ['vnmnt] | правительство |
| **at present** |  | в настоящее время |
| **everyone** |  | каждый |
| **price** |  | цена |
| **to reclaim** |  | предъявить к возмеще­ |
|  |  | нию |
| **to issue** | ['sj] | выдавать, выписывать |
| **shop** |  | магазин |
| **expensive** |  | дорогой |
| **fur** |  | мех |
| **hi-fi (=high fidelity)** |  | аудио- и видеотехника (высокой надежности) |
| **goods** |  | товар (ы) |
| **to wonder** |  | интересоваться |
| **1 wonder if I can reclaim** |  | Могу поинтересоваться, |
| **the VAT?** |  | смогу ли я получить об­ратно VAT. |
| **scheme** | [skm] | схема, система, программа |
| **to operate the scheme** |  | *зд.* участвовать в этой системе (выплачивать VAT) |
| **to go shopping** |  | делать покупки |
| **jeweler** | ['l] | ювелир |
| **chain** |  | цепочка |
| **shop assistant** |  | продавец |
| **to display** |  | выставлять |
| **window** |  | витрина, окно |
| **a chain displayed in the window** |  | цепочка на витрине |
| **length** |  | длина |
| **inch** |  | дюйм (2,25 см) |
| **to multiply** |  | умножить |
| **box** |  | коробка |
| **receipt** |  | чек, квитанция |
| **to consult** |  | проконсультироваться у, |
|  |  | посмотреть в |
| **book** |  | книга *(зд.* справочник) |
| **I'll consult the book.** |  | Я посмотрю, что говорит­ся в справочнике |
| **eligible** | [e'lbl] | имеющий право |
| **sheet** |  | лист |
| **to stamp** |  | поставить штамп на |
| **to post** |  | отправить по почте |
| **by post** |  | по почте |
| **to cash** |  | оплатить наличными |
| **have it cashed** |  | получить наличными |
| **to state at the bank stated You are more than wel­come.** |  | указывать в указанном банке Пожалуйста. |

**Exercises**

**1. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| the standard rate | дорогие вещи |
| to pay VAT | платить НДС |
| The tax is incorporated in the price. | обычная ставка |
| to reclaim the tax | Налог включен в цену. |
| appropriate documents | Если на данный магазин распространяется этот поря­док... |
| The shop issues the docu­ments. | соответствующие документы |
| If the shop operates the  scheme ... | Магазин выписывает эти до­кументы. |
| expensive things | попросить вернуть этот налог |

**2. Complete as in the text:**

VAT is a... tax. At present the standard... Everyone in Britain must... on almost... VAT is usually incorporated... Visitors to Britain can... When they leave... and present the appropriate... issued by... Usually when they buy... if the shop operates...

**3. Sum up what the text said about VAT.**

**4. Insert articles:**

Excuse me, may I have... look at one of... chains displayed in... window?

Just... minute.

Here is... calculator.

Just... length I wanted to have.

Here is your box and... receipt, please.

May I reclaim... VAT tax?

I'll consult... book.

**5. Insert prepositions:**

Where are you...?

Yes, you are eligible... the reclaim.

Please fill in this form. You'll give it... the customs.

Are you leaving... plane?

What should I do... this form?

Fill it in before you leave... the airport.

Have it stamped... the customs,... the airport.

In a month or so you'll receive a cheque... post.

Have it cashed... the bank stated.

**6. Translate into English:**

Могу я получить НДС обратно?

Что мне делать с этой формой?

заполнить форму

предъявить форму на таможне

поставить штамп на этой форме

опустить форму *(конверт)* в почтовый ящик

получить деньги по чеку в банке

* *конверт — envelope*

**7. Make sentences:**

|  |  |  |
| --- | --- | --- |
| • I had | the form  two forms  a few forms | stamped at the customs |

|  |  |
| --- | --- |
| • I had the cheque cashed | yesterday last week a month ago |

|  |  |
| --- | --- |
| • What should 1 do about | this form  this cheque this receipt |

**8. Complete the dialogues and act out similar ones:**

**•**

— Excuse me, may I... chain... window?

— Certainly ... number...?

— It's 9...

— Just... Yes, here ...

— And how long...?

— ... inches.

— And how centemetres?

— Let me ... calculator... I should multiply...

— Just wanted to have.

**•**

— And how much...?

— One hundred...

— Good. I'm... box. receipt...

— Excuse me, may I reclaim ... ?

— And ... from?

— From Russia.

— Just a minute.... the book. Yes, you are eligible to...

•

— May I have... passport to fill...?

— Here you are.

— Here is your passport and the form. Please fill... before you give it to .. How are you leaving? By...?

— Yes, by. . And what should... form?

•

— Fill in this form before... and have it stamped... Then post... In a month, ... at the bank...

— I see. Thank ..

—... more than...

**9. Translate into Russian:**

VAT is usually incorporated in the price.

A rather big sum was reclaimed this time.

A rather small sum was reclaimed, to my mind.

The appropriate receipts and forms were issued.

I believe the envelope with the form stampted was properly posted.

**10. Ansver the following questions**

• Had you heard anything about the VAT scheme in Great Britain before you read this text?

• On what goods can foreign visitors have VAT reclaimed when then leave Great Britain?

• What should they practically do to have VAT reclaimed?

• Do you find this procedure very *complicated?*

• Is a similar scheme practised in Russia, as rar as you know?

* *complicated — сложный*

*Unit thirty one*

Shopping

**Text**

In England most shops open from 9 a. m. to 5.30 p. m. on Mon­day to Saturday, although some stay open much later especially in London and other large cities. In small towns and villages many shops close early on Wednesdays. Not many shops are open on Sundays.

Besides cash, a lot of shops accept plastic cards. Some may also accept Eurocheques.

One day one of the participants went to Foyle's, a famous book­shop in the centre of London.

*Here is his talk with the shop assistant after he chose a few things he wanted to buy:*

*Participant:* Can I have this book and this poster, please9 And these postcards and two first class stamps for America.

*Shop assistant:* The book, the poster and the cards come to ten pounds twenty. But we don't sell stamps.

*Participant:* And where can I buy a few?

*Shop assistant:* You have to get them from a post office

*Participant:* And where is the nearest one?

*Shop assistant:* Just round the corner.

*Participant:* Thank you.

*Shop assistant:* Welcome.

*Here is another talk at a clothes department of a big department store, after the participant chose a certain dress she liked:*

*Participant:* Excuse me, may I try it on anywhere here? Shop as­sistant: Yes, certainly. The fitting room is over there.

*Participant:* ... Thank you. It fits me well and I like it. Where shall I pay?

*Shop assistant:* The cashier's desk is just at the end of the aisle...

*Cashier:* Cash or credit?

*Participant:* Cash, please... Thank you.

*Here is a talk at a shoe shop:*

*Participant:* Excuse me, have you got size thirty seven in these shoes?

*Shop keeper:* This is a continental size. It must correspond to British size five. Just a minute I'll have a look if we have size five in these shoes.

*Shop assistant:* Can I help you?

*Participant:* Thank you. Being served.

*Shop keeper:* Here is your size... How does that feel?

*Participant:* A bit tight. Can I try the next size up?

*Shop keeper:* Here is five and a half.

*Participant:* Oh, this is much better. Thank you. I'm buying this pair.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **shop (Br.)** |  | магазин |
| **store (Am.)** |  | магазин |
| **to open** |  | открывать (ся) |
| **a. m.** |  | до полудня |
| **p. m.** |  | после полудня |
| **Monday** |  | понедельник |
| **Tuesday** | ['tjzd] | вторник |
| **Wednesday** |  | среда |
| **Thursday** | ['zd] | четверг |
| **Friday** |  | пятница |
| **Saturday** |  | суббота |
| **Sunday** |  | воскресенье |
| **to stay** |  | оставаться, находиться |
| **to stay open** |  | быть открытым |
| **much later** |  | намного позже |
| **town** | [taun] | город (небольшой), упот­ |
|  |  | ребляется с артиклем |
|  |  | * *В тексте относится к* |
|  |  | *любому городу и поэтому* |
|  |  | *используется без артикля* |
| **village** | ['vl] | поселок, городок (в сель­ |
|  |  | ской местности) |
| **to close** |  | закрывать (ся) |
| **early** |  | рано |
| **Eurocheque** | ['jurek] | еврочек |
| **Foyle's** |  | Фойлз Крупнейший |
|  |  | книжный магазин в Лон­ |
|  |  | доне, называется по име­ |
|  |  | ни первого его владельца |
| **bookshop** |  | книжный магазин |
| **to choose (chose, chosen)** |  | выбирать |
| **poster** |  | плакат |
| **postcard** |  | почтовая открытка |
| **stamp** |  | марка |
| **post office** |  | почтовое отделение |
| **corner** |  | угол |
| **round the corner** |  | за углом |
| **clothes** |  | одежда |
| **department** |  | отдел |
| **department store** |  | универсальный магазин |
| **dress** |  | платье |
| **to try** |  | мерить |
| **anywhere** | ['enwe] | где-либо |
| **fitting room** |  | примерочная |
| **to fit** |  | годиться, быть в пору |
| **cashier's desk** |  | касса |
| **end** |  | конец |
| **at the end of** |  | в конце |
| **aisle** | [al] | проход (между рядами, |
|  |  | стойками и т д ) |
| **size** |  | размер |
| **to correspond** |  | соответствовать |
| **to serve** |  | обслуживать |
| **Being served.** |  | Мнои уже занимаются |
| **to feel (felt, felt)** |  | чувствовать |
| **tight** | [tat] | тесный |
| **a bit tight** |  | немного тесно |
| **half** |  | половина |
| **much better** |  | намного лучше |
| **pair** |  | пара |

**Exercises**

**1. Translate into Russian:**

|  |  |
| --- | --- |
| • to go shopping | • fitting room |
| to pay cash | cashier's desk |
| to accept plastic cards | shop keeper |
| department stores | shop assistant |
| bookshops | to buy — to sell |
| shoe shops | to try on |

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • Are most shops open on Sundays in England? | Yes, they are.  No, they are not.  Only in London most shops are open on Sundays. |
| • Are most shops open till late at night on working days? | Yes, they are.  No, they are not. Only in London most shops are open till midnight. |

|  |  |
| --- | --- |
| • What money do shops ac­cept from customers? | Only cash.  Cash and Eurocheques only.  Cash, plastic cards and Eurocheques. |

**3. Complete as in the text:**

In England most shops open... on Monday to Saturday, although some stay open much later... In small towns and villages... Not many... on Sundays. Besides cash a lot of shops... Some... Eurocheques.

**4. Sum up what the text said about English shops.**

**5. Read the following:**

|  |  |
| --- | --- |
| • this book  this poster  these postcards  these shoes | • Where is the nearest post office? round the corner  at the end of the aisle  Can I try the next size up? |

**6. Insert articles:**

... book,... poster and... cards come to 10.20.

You have to get stamps at... post office.

Where is... nearest post office?

**7. Use the verbs in the right form:**

The fitting room *(to be)* over there.

It *(to fit)* me well and I *(to like)* it.

The cashier's desk *(to be)* just at the end of the aisle.

**8. Insert prepositions:**

Have you got size thirty seven... these shoes?

I'll have a look if we have size... these shoes.

It must correspond... British size five.

The nearest post office is just... the corner.

The cashier's desk is... the end... the aisle.

**9. Complete and act out similar dialogues:**

•

— Can I have... book... poster... And these posrcards and two... America.

— The book... 10.20. But... stamps.

— Where can I...

— You have to get...

— Where... nearest...

— Just...

— Thank...

**•**

— Excuse me, may I... anywhere...

— Yes, certainly. The fitting...

— Thank you. It fits... and... like... Where... pay?

— The cashier's... aisle.

— Cash or...

— Cash...

**•**

— Excuse me, have you got... shoes?

— This... continental... It must correspond... Just a minute, I'll have a look if...

— Can I help you?

—... served.

— Here is... How... feel?

—... tight. Can I try...

— Here is...

— Oh, this is much... Thank you. I'm...

***Модальные глаголы***

(Modal Verbs)

**Основные модальные глаголы:**

|  |  |  |
| --- | --- | --- |
| **may** | ***May*** *1 try on this dress?* | Можно померить это платье? |
| **can** | ***Can*** *1 help you?* | Чем могу вам помочь? |
| **must** | *It* ***must*** *correspond to size 5.* | Он должно быть соот­ветствует размеру 5. |
| **shall** | *Where* ***shall*** *1 pay?* | Где я должна заплатить? |
| **should** | *You* ***should*** *go to the post office.* | Вам следует пойти на почту. |

**10. Make sentences:**

|  |  |
| --- | --- |
| • You should | visit London one day  visit Madame Tussaud's  speak English as much as you can learn English as long as you can |
| • What shall we | do for our next session (lesson) do for tomorrow |
| • Shall I | read the text  translate the text repeat it  put it down put down these words  do Exercise 1 |
| • May I | speak to Mr. ...  see this book  try on... |

|  |  |  |
| --- | --- | --- |
| • He | can | speak English |
| They |  | drive a car |
|  | | read balance sheets |
|  | | discuss taxation |
| • It must | | be late |
|  | | be open |
|  | | be closed |
|  | | be somewhere nearby |
|  | | be far away |
|  | | be too big |
|  | | be too small |
|  | | be 5 o'clock now |

**11. Answer the following questions:**

• What time is it now?

• On what days and at what time do you usually go shopping?

• When did you last go shopping and what did you buy?

**12. Say a few words about shops of the city you live in.**

*Unit thirty two*

Entertainments

**Text**

London is wonderful for theatres, but the popular shows especially the big musicals are usually fully booked months in advance. Sometimes one may be lucky to get rickets on the day from the thea-tie or booking agency. It is usually much easier to buy tickets for matinees (afternoon performances).

One day one of the participants bought a weekly entertainment guide *Time Out* for information about theatres, cinemas, concerts and other entertainments. One of the ads attracted his attention. It said:

PRINCE EDWARD. Tel. 01- 4376877

Tim Rice and Andrew Lloyd Webber's

EVITA

THE WORLD'S GREATEST MUSICAL

Dir. by Hal Prince Evgs 8.0

Low price Mats. Thurs. and Sat. 3.0

Evg. perfs. end 10.15

Grp sales 01—3796061

He and his friend decided to go to the box office and try their luck.

*Participant:* Excuse me, what's on tonight?

*Ticket officer:* It's Evita, sir.

*Participant:* Have you got any tickets by any chance?

*Ticket officer:* You are lucky. There are still a few, at 20 and 15 pounds.

*Participant:* And where are the 20 pounds seats?

*Ticket officer:* In the upper circle. You may see it in the map on the wall, over there.

*Participant: ...* Then may we have two seats in the upper circle.

*Ticket officer:* Yes, certainly. Forty pounds, please.

*Participant:* Here you are.

*Ticket officer:* Thank you... Here are the tickets. Row K, seats 24 and 25

*Participant:* Excuse me, and when does the performance finish?

*Ticket officer:* It starts at 3.00 and finishes at 5.15.

*Participant:* Thank you very much.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **entertainment** | [,ent'tenmnt] | развлечение |
| **wonderful** | ['wndful] | удивительный, замеча­тельный |
| **theatre** |  | театр |
| **show** |  | шоу |
| **musical** |  | мюзикл |
| **to book** |  | заказывать |
| **month** |  | месяц |
| **in advance** |  | заранее |
| **matinee=mat.** | ['mtne] | дневной спектакль |
| **performance** |  | спектакль |
| **to buy (bought, bought)** |  | покупать |
| **weekly** |  | еженедельник |
| **concert** |  | концерт |
| **ad (advertisement)** |  | реклама |
| **to attract** |  | привлекать |
| **attention** |  | внимание |
| **to attract somebody's** |  | привлечь чье-либо вни­ |
| **attraction** |  | мание |
| **It said: ...** |  | В нем говорилось: ... |
| **world** |  | мир |
| **greatest** |  | величайший |
| **to direct** | [d'rekt] | ставить (о режиссере) |
| **to be directed** |  | поставленный режиссером |
| **evg = evening** |  | вечер |
| **low** |  | низкий |
| **low price** |  | низкая цена |
| **to end** |  | заканчивать (ся) |
| **Grp. = Group** |  | группа |
| **sales** |  | продажа (и) |
| **box office** |  | касса (театральная) |
| **to try** |  | пытаться |
| **luck** |  | удача |
| **to try one's luck** |  | попытать счастье |
| **lucky** |  | удачливый |
| **to be lucky** |  | повезти |
| **What's on tonight?** |  | Что сегодня идет7 |
| **upper circle** | ['р'skl] | балкон *(в театре,* но в доме — balcony) |
| **in the upper circle** |  | на балконе |

**Exercises**

**1. Translate into Russian:**

|  |  |
| --- | --- |
| • ticket officer | • musical |
| to book a ticket | opera |
| booking agency | ballet |
| booking office of the theatre | concert |
| entertainment | cinema |
| an entertainment guide | to go to the cinema |
| to go to the theatre | advertisement |

**2. Complete as in the text:**

London is for theatres, but the popular shows especially... are usually fully... advance. Sometimes one may be lucky to get... agency. It is usually ... matinee.

One day one of the participants... "Time out"... and other enter­tainments. One of the ads..

**3. Match full and *contracted* words:**

|  |  |
| --- | --- |
| tel. | Thursday |
| dir. | Saturday |
| evgs. | directed |
| mats. | evenings |
| Thurs. | evening performances |
| Sat. | group |
| evg. perfs. | matinee |
| grp. | telephone |
| * *contracted — сокращенный* | |

**4. Answer the following questions:**

What musical did it advertise?

Is the name of Andrew Lloyd Webber, a famous English composer, familiar to you?

Is Tim Rice scenario writer of Evita?

Who is director of Evita?

At what theatre was Evita performed?

How was Evita described?

At what time do evening performances begin and end?

On what days and at what time do matinees of Evita start?

For what performances are prices lower?

What telephone number is given for booking group tickets?

What is the telephone number for other bookings and information?

**5. Read the following:**

There are still a few tickets.

Where are the seats?

Here are the tickets.

Row К.

very much

**6. Say in what way the following questions are formed:**

Have you got any tickets for this afternoon?

What's on tonight?

Where are the 20 pounds seats?

When does the performance finish?

May we have two seats?

**7. Make sentences:**

|  |  |
| --- | --- |
| • Have you got any tickets for | this afternoon |
|  | tomorrow matinee |
|  | this evening performance |
|  | Evita |
|  | Phantom of the Opera |
|  | Sunset Boulevard |
| • We were lucky | to get tickets |
|  | to see this musical |
|  | to see this performance |
|  | to get to the theatre in time |
| • You should go and see | Evita |
|  | this wonderful musical |
|  | this performance |

**8. Complete the dialogue and act out a similar one:**

— Excuse me, what's...

— It's Evita, sir.

— Have you got any...

— You were lucky. There are still... 15 pounds.

— And where... seats?

— In the upper... You may see... over there.

— Then, may we have... circle?

— Yes... Forty...

— Here...

— Thank you. Here... tickets. Row... seats...

— Excuse me,... finish?

— It starts...

**9. Agree or disagree:**

• The name of Andrew Lloyd Webber is familiar to every Russian.

• Evita was performed in Moscow one day too.

• London is the most wonderful city for theatres.

• Theatrical performances are the most popular entertainments in every country.

• All the entertainments are very expensive every where.

**10. Role play.**

Imagine you are speaking with an Englishman. Discuss your *ap­proaches* to entertainments.

* *approaches — отношение*

*Unit thirty three*

The British pub

**Text**

One day David Hill invited a few participants to a pub. The par­ticipants were happy to satisfy their curiosity and they accepted the invitation willingly. In the evening they went to the nearest pub.

Pubs are "typically English". Most pubs are friendly and relaxed places where visitors can have some beer and, usually, a simple meal. These days one can also get wine in most pubs. Many also serve cof­fee, but not tea. You go to the bar to order and pay for your drink. A typical lunch in a pub is a "ploughmans" — bread, cheese and pickle, and sometimes a little salad.

Pubs are not open all day. The owners themselves can decide when to open. Most open for 3 or 4 hours at lunchtime and again from about 6 p. m. to about 11 p. m. In busy areas, pubs may stay open from 11 a. m. to 11 p. m*.*

*Here is the talk between David and Sergei:*

*Sergei:* This looks nice.

*David:* I like it too. 1 sometimes come here with my friends.... Let me buy you a few drinks. What would you like to have?

*Sergei:* Thank you. Just a minute... Well, two halves of bitter and one half of lager, if you please.

*David (to* Two halves of bitter and two halves of lager, please.

*Barman):* And four packs of crisp.

*Barman:* Seven pounds ninety.

*David:* Here you are... Thank you... Let's go to that table over there..... Cheers!

*Sergei:* Cheers! Ah, very good beer, indeed.

*David:* I'm not a beer addict but I like it.... Would you like the game of darts? It's very popular in our pubs.

*Sergei:* Yes, but I don't know how to play. Can you show me?

*David:* Certainly, come on.... You take three darts...

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **pub** |  | пивная *(сокр.* от public |
|  |  | house) |
| **happy** |  | счастливый |
| **to be happy** |  | быть счастливым; радо­ваться |
| **to satisfy** | ['stsfa] | удовлетворять |
| **will** |  | воля, желание |
| **willing** |  | готовый (сделать что-либо) |
| **willingly** |  | охотно, с готовностью |
| **friendly** | ['frendl] | дружеский, по-дружески |
| **to relax** |  | расслабляться |
| **relaxed place** |  | место отдыха |
| **beer** |  | пиво |
| **simple** |  | простой |
| **wine** |  | вино |
| **to order** |  | заказывагь |
| **ploughman** | ['plaumn] | пахарь |
| **bread** |  | xлeб |
| **cheese** |  | сыр |
| **pickle** |  | соленье; соленые или маринованные огурцы |
| **themselves** |  | (они)сами |
| **bitter** |  | горькое (темное) пиво |
| **lager** |  | легкое (светлое) пиво |
| **pack** |  | упаковка |
| **crisp** |  | хрустящий картофель |
| **Cheers!** | [tez] | Ваше здоровье! |
| **addict** | ['dkt] | увлекающийся; наркоман |
| **beer addict** |  | любитель пива |
| **game** |  | игра |
| **darts** |  | стрелы (как игра) |

**Exercises**

**1. Translate into Russian:**

|  |  |
| --- | --- |
| • Pubs are frendly and re­laxed places.  a simple meal  in most pubs  many serve coffee | • bread, cheese and pickle  the owners of pubs  at lunchtime  in busy areas |

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • Are pubs very popular places in Britain? | Yes, they are.  No, they are not.  It's not quite clear from the text. |
| • What is the most popular drink in pubs? | Beer.  Wine.  Tea. |
| • Can visitors also have a meal in a pub? | Yes, they can.  No, they cannot.  It's not clear from the text. |
| • What is a ploughman? | Bread and cheese.  Cheese and salad.  Bread, cheese and pickle. |
| • When are pubs usually open? | At night only.  In the afternoon only.  At lunchtime and in the even­ing. |

|  |  |
| --- | --- |
| • Who legulates the working hours of pubs? | The government.  Nobody The owners. |
| • When are pubs usually open in busy areas? | Till midnight.  All night long.  Till eleven in the evening. |

**3. Sum up what the text said about pubs.**

**4. Use the verbs in the right forms:**

One day David Hill *(to invite)* a few participants to a pub. The participants *(to be happy)* to satisfy their curiosity and they *(to accept)* the invitation willingly. In the evening they *(to go)* to the nearest pub.

**5. Make sentences:**

|  |  |
| --- | --- |
| • The pub | looks nice |
| It |  |
| This place |  |

|  |  |  |  |
| --- | --- | --- | --- |
| • I | sometimes | come here with | my friends |
|  | often |  | my wife |
|  | usually |  | my son |
|  |  |  | my daughte |

|  |  |
| --- | --- |
| • Let me buy you | a drink  some beer |
|  | some wine |
|  | some lager  some bittel |

**6. Say in what way the following questions are formed:**

What would you like to have?

Would you like the game of darts?

Can you show me how to play the game?

**7. Complete the dialogues and act out similar ones:**

•

— This looks...

— I like... I sometimes come here... Let me buy... What would you...?

— Thank you. Just... Well, two halves... and lager, if you...

— Two halves... And four packs...

— Seven...

— Here... Thank...

**•**

— Let's go to... Cheers!

— Ah,... beer, indeed.

— I'm not a beer... but... Would you like the game...? It's very...

— Yes, but... Can you...

— Certainly, come... You...

***Повелительное наклонение***

***Imperative Mood***

|  |  |
| --- | --- |
| Утвердительная форма  *2-е* *л. Speak English, please. 1-е л. мн. ч. Let's speak English.* | Отрицательная форма  *Don't speak Russian. Don't let's speak Russian now.* |

***8.* Translate into Russian:**

|  |  |
| --- | --- |
| • Let's translate it into Russian. Make sentences. | • Complete the dialogue. Act out similar dialogues.  Open the brackets. |

|  |  |
| --- | --- |
| • Let's do this exercise.  Don't let's read this text. | • Let's read it again.  Look up this word!  Let's see this film!  • Let's visit one of the pubs |

**9. Write down a few questions *you would ask* an Englishman about pubs.**

* *you would ask — которые бы* *вы* *задали*

**10. Agree or disagree:**

• There are a few English pubs in Moscow.

• Beer is a very popular drink in many European countries.

• Beer originated in North America.

**11. Role play.**

Imagine you are speaking with an Englishman. Discuss British pubs.

*Unit thirty four*

Greenwich and the Thames

**Text**

Greenwich is a very beautiful parkland on the outskirts of Lon­don, on the bank of the River Thames. The Thames, a major waterway of England, flows from Cotswolds to the North Sea and is about 210 miles long. It flows via Oxford, Reading and London.

Greenwich is famous for Greenwich Mean Time, the Royal Ob­servatory and the National Maritime Museum.

The National Maritime Museum tells the story of Britain and the sea. The star attraction of the Museum is the Neptune Hall, which explains the development of boats from prehistoric times to the pres­ent day. In the Nelson Galleries you can see the uniform jacket, with a bullet hole in the left shoulder, which Nelson was wearing when he was fatally wounded at the Battle of Trafalgar in 1805.

The old Royal Observatory is part of the Maritime Museum and consists of a few historic buildings, high on the Hill above the Thames. Early telescopes and time-measuring instruments are dis­played in Flamsteed House where John Flamsteed, the first Astrono­mer Royal, lived. The large Gate Clock measures Greenwich Mean Time, the standard by which time is set all round the world. And you can stand astride the Greenwich Mereidian, marked by a brass strip crossing the Observatory courtyard.

On the eve of the visit to Greenwich Mr. Hill and the Group Leader had a talk:

*David:* Well, tomorrow we are to visit Greenwich, a very picturesque spot of London.

*Andrew:* Yes, I remember that. I have heard so much about it but I've never been there.

*David:* I'm sure you all will enjoy the visit. I hope the weather will be as good as it is today.

*Andrew:* I hope so. The weather has been wonderful these days.

*David:* I just wanted to ask you for advice. What way would you prefer to get to Greenwich?

*Andrew:* And what ways are there?

*David:* Well, we can get there by train, by boat or byDLR. It is not very far.

*Andrew:* And what way would you like?

*David:* By DLR. It's a few minutes' ride from the centre. Then we should cross the Thames. There is a special tunnel beneath the Thames to Greenwich. It is called the Greenwich Foot Tunnel. There are two elevators on both banks of the river.

*Andrew:* Let me ask the participants... I'll be back in a minute... Yes, David, they also prefer DLR. and the walk be­neath the Thames. It must be very curious.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **Greenwich** | ['rn] | Гринвич, юго-восточная часть Большого Лондона |
| **Greenwich Mean Time** |  | время по-Гринвичу |
| **mean time** |  | среднее солнечное время |
| **the Thames** | [temz] | Темза |
|  |  | * *С наименованиями рек, морей, озер употребляет­ся определенный артикль* |
| **the River Thames** |  |  |
| **on the outskirts of** | ['autskts] | на окраине |
| **bank** |  | берег |
| **on the bank of** |  | на берегу |
| **major** |  | главный |
| **waterway** |  | водная артерия |
| **to now** |  | течь |
| **Cotswolds=Cotswold Hills** |  | возвышенность Кот-свольд, высота 1083 фута (1фут= 30, 48 см) |
| **the North** |  | север |
| **sea** |  | море |
| **the North Sea** |  | Северное море |
| **mile** |  | миля (=1,609 км) |
| **via** |  | через |
| **Oxford** |  | Оксфорд, Город в графст­ве Oxfordhire севернее Лондона |
| **Reading** |  | Ридинг (город в графстве Berkshire) |
| **observatory** | [b'zvtr] | обсерватория |
| **maritime** |  | морской |
| **the National Maritime Museum** |  | Национальный морской музеи |
| **to tell (told, told)** |  | сказать, говорить, расска зывать |
| **story** |  | история |
| **to tell the story of** |  | рассказать историю |
| **star** |  | звезда |
| **the star attraction** |  | основная достопримеча­тельность |
| **Neptune** |  | Нептун Бог моря, покро­витель морей в римской мифологии, в греческой мифологии— Посейдон |
| **the Neptune Hall** |  | Зал бога Нептуна |
| **prehistoric** | [,prh'stork] | доисторический |
| **Nelson** |  | Нельсон (1758-1805) Английский адмирал, национальный герой, под его командованием анг­лийский флот одержал ряд побед над француз­ским, португальским, датским и испанским флотами |
| **the Nelson Galleries** |  | галлерея Нечьсона |
| **uniform** |  | военная форма |
| **jacket** |  | френч, куртка |
| **bullet** |  | пуля |
| **hole** |  | отверстие |
| **shoulder** |  | плечо |
| **to wear (wore, worn)** | [we, w, wn] | носить |
| **fatal** |  | смертельный |
| **fatally** |  | смертельно |
| **to be wounded** | ['wndd] | раненный |
| **battle** |  | сражение |
| **Trafalgar** |  | Трафальгар, мыс, недале­ко от Гибралтарского пролива, принадлежит Испании Здесь в 1805 г английский флот под командованием Нельсона разбил франко-испанский флот, положив конец владычеству Напо­леона на море Тяжело раненный Нельсон вско­ре умер от полученных ран |
| **to consist of** |  | состоять из |
| **hill** |  | возвышенность, холм |
| **to measure** | ['me] | измерить |
| **instrument** |  | прибор |
| **time-measuring instru­** |  | прибор, измеряющий/ |
| **ment** |  | показывающий время |
| **to set time (set, set)** |  | ставить время |
| **to stand astride (stood, stood)** |  | стоять, расставив ноги |
| **to mark** |  | отмечать |
| **brass** |  | медный |
| **strip** |  | полоса |
| **to cross** |  | пересекать |
| **courtyard** | ['ktjd] | двор |
| **eve**  **\*** |  | канун |
| **on the eve of** |  | накануне |
| **picturesque** | [,pk'resk] | живописный |
| **spot** |  | место, и^стечко, уголок |
| **advice** |  | совет |
| **to ask somebody for ad­vice** |  | спросить совета у кого либо |
| **to prefer** |  | предпочитать |
| **tunnel** |  | тоннель |
| **beneath** |  | под |
| **foot** |  | 1) нога, 2) пешеходный |
| **elevator** |  | лифт |
| **curious** | ['kjurs] | пюбопытный, любозна­тельный |

**Exercises**

**1.** **Read the following:**

|  |  |
| --- | --- |
| • Greenwich | • the National Maritime Museum |
| Greenwich Mean Time | the Neptune Hall |
| Greenwich Meridian | Nelson |
| John Flamsteed | Trafalgar |
| the fust Astronomer Royal | the Thames |
| Flamsteed House | Cotswold Hills |
| the Royal Observatory | Oxford |
|  | Reading |

**2. Insert articles:**

Greenwich is ... very beautiful parkland on ... outskirts of London, on ... bank of River Thames ... Thames, ... major waterway of England, flows from Cotswolds, to ... North Sea and is about 210 miles long.

**3. Insert prepositions:**

Greenwich is famous ... Greenwich Mean Time, the Royal Obser­vatory and the National Maritime Museum. The Museum tells the story ... . Britain and the sea. The star attraction... the Museum is the Neptune Hall. It explains the development... boats.. prehistoric times . the present day ... the Nelson Galleries you can see the uniform jacket... a bullet hole... the left shoulder, which Nelson was wear ing when he was fatally wounded ... the Battle... Trafalgar... 1805.

**4. Use the verbs in the right forms:**

The Old Royal Observatory *(to be)* part of the Maritime Museum and *(to consist) of* a few historic buildings Early telescopes and time measuring instruments *(to display)* in Flamsteed House. The large Gate Clock (*to measure)* Greenwich Mean Time, the standard by which time *(to set)* all round the world.

**5. Translate into Russian:**

You can stand astride the Greenwich Meridian marked by a brass strip crossing the Observatory courtyard

**6. Sum up what the text said about:**

the Thames

the National Maritime Museum

the Royal Observatory

**7. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| on the eve | погода |
| picturesque spot | предпочитать |
| the weather | любопытный |
| to ask for advice | живописное местечко |
| to prefer | поездка |
| ride | накануне |
| beneath | спросить совета |
| curious | под |

**8. Make sentences:**

|  |  |
| --- | --- |
| • Greenwich is | a wonderful place  a picturesque spot of London  located on the bank of the Thames  not far from the centre of London |

|  |  |
| --- | --- |
| • I've never been to | London |
|  | Greenwich |
|  | Oxford |
|  | Reading |
| • I've heard so much about | London |
|  | Oxford |
|  | Madame Tussaud's |
|  | Webber and his musicals |
| • I'm sure you'll enjoy | the visit |
|  | the performance |
|  | the music |
| • You can get to Greenwich | by bus |
|  | by train |
|  | byDLR |
|  | by taxi |
|  | by boat |

**9. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • What way of getting to Greenwich did David prefer? | By taxi. By boat. By DLR. |
| • What is DLR? | It's Docklands Light Railway. It's Dickens Light Railway. It's Dogs Light Railway. |
| • What is the Greenwich Foot Tunnel? | It's a tunnel along the Thames. It's a tunnel beneath the Thames.  It's a tunnel between the Thames and Greenwich. |

**10. Complete the dialogues and act out similar ones:**

**•**

— Well, tomorrow we are to visit... spot...

— Yes, I remember that. I have heard... but...

— I'm sure you all... I hope the weather...

— I hope... The weather has been...

•

— I just... advice. What way...

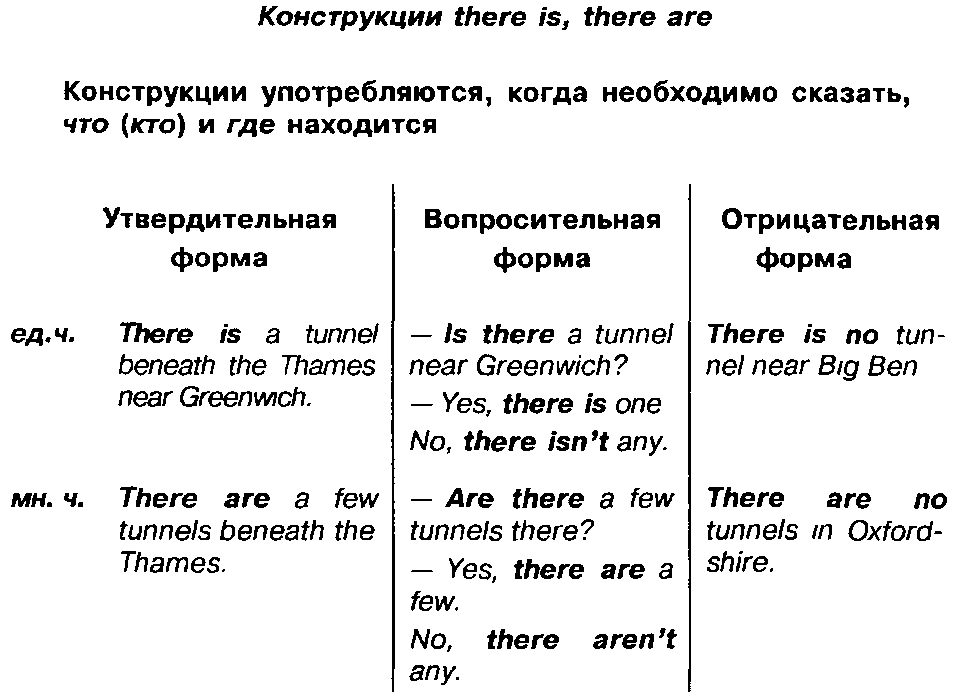
— And what ways...

— Well, we can get... It's... far.

— And what.. like?

— By DLR. It's... ride from the centre. Then we should cross... There is a special... It is called... There are two...

— Let me ask... I'll be back... Yes, they also prefer... and the walk .. It.. curious.



**11. Make sentences:**

|  |  |  |  |
| --- | --- | --- | --- |
| • There is a nice | place | to visit |  |
|  | spot |  | in ... |
|  | park |  |  |

|  |  |  |
| --- | --- | --- |
| • There are a lot of | picturesque spots | in London |
|  | parks |  |
|  | museums |  |
| • There are a few | things | to discuss now |
|  | matters |  |
|  | questions |  |
|  | problems |  |

|  |  |
| --- | --- |
| • To my mind there are no | tunnels beneath ... Maritime ...Museums ... observatories... |

**12. Say a few words about:**

• a maritime museum in Russia

• your favourite museum

• a picturesque spot in the city where you live

• a river flowing through your town.

*Unit thirty five*

Business contacts

**Text**

On a certain day Ivan, one of the participants of the groiip decided to telephone the English businessman with whom he had been doing business for some time. Before lie left Moscow he had contacted the Enlishman and told him he would be in London soon. And they decided to meet in the London office of the Englishman. *Thus he tele­phoned the Englishman to make an appointment for the next day.*

*Ivan:* My name is Smirnov. I'd like to speak toMr. Frieser, please.

*Voice:* There is no one by name of Freiser. I'm afraid you have

the wrong number. What number were you calling?

*Ivan:* I was dialing 7—2992.

*Voice:* Oh, but this is 7—2993.

*Ivan:* I'm sorry to have bothered you.

*Voice:* That's quite all right.

*Secretary:* Mr. Freiser's office here.

*Ivan:* May I speak to Mr. Freiser, please?

*Secretary:* Who is that calling, please?

*Ivan:* My name is Smirnov. I came from Moscow a few days ago and 1 wanted to meet Mr. Freiser. We spoke about our meeting while I was still in Moscow.

*Secretary:* I'm sorry Mr. Freiser is busy now. He is in conference. How could he contact you later?

*Ivan:* I'm staying at the Sherlock Holmes Hotel. My room number is 346. I'll be in at about six in the evening.

*Secretary:* Very good. He will contact you then.

*Mr. Freiser:* Ivan, is that you? Good evening.

*Smirnov:* Good evening, Frank. I'm very glad to hear you.

*Mr. Freiser:* So am I. When shall we meet?

*Smirnov:* I have some free time tomorrow morning.

*Mr. Freiser:* Splendid. Let's make an appointment for ten. Smirnov: It suits me all right.

*Mr. Freiser:* Then our driver will pick you up at the hotel at a

quarter to ten. Our office is not far away.

*Smirnov:* I'll be happy to see you and discuss our enquiry then.

*Mr. Freiser:* Likewise. I'll be greatful if you could join me for lunch.

*Smirnov:* Thank you. I'll be glad to. See you tomorrow.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **with whom** |  | с кем |
| **He had been doing busi nes^ with...** |  | Он работал (имел дело) с ... |
| **wrong** | [ro] | неправильный |
| **to bother** |  | беспокоить |
| **while** |  | пока |
| **to dial** | [dal] | набирать (номер) |
| **to be in conference** |  | быть на конференции |
|  |  | (переговорах и т. д. ) |
| **to suit** |  | устраивать |
| **It suits me all right** |  | Меня это очень устраивает. |
| **enquiry** | [n'kwar] | запрос |
| **I'll be greatful if you could...** |  | Буду вам благодарен, ес­ли вы ... |

**Exercises**

**1. Match English and Russian equivalents:**

|  |  |  |
| --- | --- | --- |
| on a certain day | До того как уехать из Моск­вы, он связался с этим анг- | |
|  | | личанином. | |
| Не telephoned an English­man with whom he had been doing business for some time. | | Он сказал англичанину, что скоро будет в Лондоне. | |
| Before he left Moscow he had contacted the Englishman. | | Он позвонил англичанину, чтобы договориться с ним о | |
|  | | встрече на следующий день. | |
| He told the Englishman he would be in London soon. | | Он позвонил англичанину, с которым он уже работал не­ | |
|  | | которое время. | |
| He telephoned the English­man to make an appointment for the next day. | | в один определенный день | |

**2. Sum up whom Ivan wanted to telephone that day.**

**3. Choose the correct variant:**

— My name *(is, are)* Smirnov. I'd like *(speak, to speak)* to Mr. Freiser, please.

— There *(is, are)* no one by name of Freiser. I *(am, is)* afraid you *(have, has)* the wrong number. What number *(was, were)* you calling.

— I *(was, were)* calling 7—2992.

— Oh, but this *(is, are)* 7—2993.

— I'm sorry *(to have, have)* bothered you.

— That *(is, are)* quite all right.

**4. Insert articles, if necessary:**

I came from Moscow... few days ago.

He is in... conference.

I'm staying at... Sherlock Holmes Hotel. My room number is... 346.

I'll be in at about six in... evening.

Let's make... appointment then.

Oui diiver will pick you up at... hotel at... quarter to ten.

I'll be grateful if you could join me for... lunch.

**5. Insert prepositions:**

I'd like to speak... Mr. Freiser, please.

There is no one... name of Freiser.

I came... Moscow.

We spoke.. our meeting while I was still... Moscow.

I'm staying... the Sherlock Holmes Hotel.

I'll be in... about six.... the evening.

Let's make an appointment... ten.

Our driver will pick you up... the hotel... a quarter... ten.

I'll be grateful if you could join me... lunch.

**6. Find the English equivalents in the text:**

|  |  |
| --- | --- |
| • Вы набрали неправильный • Когда мы встретимся? | |
| номер. | Давайте встретимся в де­ |
| Какой номер вы набирали? | сять. |
| Извините за беспокойство. | Меня это устраивает. |
| Кто звонит? | Наш шофер заедет за вами. |
| Г-н Фрейзер занят. Он на | Наш офис совсем недалеко. |
| заседании. | Буду рад встретиться с вами |
| Как с вами связаться позже? | и обсудить наш запрос. |
| Я буду в гостинице около | И я тоже. |
| шести. | Буду благодарен, если вы согласитесь на ланч. |

**7. Complete the dialogues and act out similar ones:**

•

— My name is Smirnov. I'd like...

— There is no one... I'm afraid you have... What... calling?

- I... 7-2992.

- Oh... 7-2993.

— I... to have bothered you.

— That's...

•

— Mr. Freiser's office...

— May I...

— Who... calling...

— My name is Smirnov. I came... ago and I wanted... We spoke about our meeting...

— I'm sorry... busy... conference. How... contact you...

— I'm staying... My... 346. I'll be in...

— Very...He will...

•

— Ivan, is... . evening.

— Good evening, Frank. I'm very...

— So am... When... meet?

— I have.... tomorrow morning.

— Splendid. Let's... for ten.

— It suits...

— Then our driver... Our office... away.

— I'll be happy...

— Likewise. I'll... lunch.

— Thank you. I'll be glad to. See...

***Правила согласования времен***

***The rules of the sequence of tenses***

**Если в главном предложении глагол стоит в одном из прошедших времен, то в придаточном дополнительном предложении (отвечающем на вопрос "Что?"), также употребляется одно из прошедших времен**. Например:

*Не* ***told*** *him she* ***was*** *in London.*

*He* ***told*** *him* ***she had been*** *to London a few times.*

*He* ***told*** *him he* ***would be*** *in London soon.*

*I* ***said*** *my name* ***was*** *Mary.*

*I* ***said*** *I* ***had been*** *to London a few times.*

*I* ***said*** *I* ***would try to go*** *to London the next summer.*

**8. Translate into Russian:**

|  |  |
| --- | --- |
| • Ivan said his name was Smirnov.  He said he wanted to speak to Mr. Freiser.  The stranger said there was no one by name of Freiser there.  He said Ivan had dialed the wrong numbeк.  Ivan said he was soккy. | • The secretary answered that Mr. Freiser was in conference. She promised that Mr. Freiser would contact him later.  Mr. Freiser said that their driver would pick him up.  They decided they would dis­cuss the enquiry.  They also decided they would have lunch together. |

**9. Make sentences:**

|  |  |
| --- | --- |
| Mr. Freiser said | the office was not far away  he would be glad to have lunch to­gether with Mr. Smirnov  he would be happy to see Ivan |

**10. Complete the following sentences:**

Ivan said ...

The secretary answered that ...

Ivan told Mr. Freiser that ...

They decided that ...

Mr. Freiser said he would be grateful...

The text said the businessmen had agreed to meet ...

*Unit thirty six*

At the office

**Text**

At the appointed time Ivan arrived at Mr. Freiser's office by car. Mr. Freiser greeted Ivan with warm smiles and kind words.

*Frank:* Oh, Ivan I haven't seen you for ages. How are you getting on these days?

*Ivan:* Not bad. I hope you are doing well too.

*Frank:* I would say so. How are your classes, young man?

*Ivan:* I understand you are kidding but I like the sessions we

are having here. There are a few important things 1 have

learned here. And I've met some businessmen whose

business looks very promising for us.

*Frank:* Good for you. And would you like some tea or coffee

before we get down to business.

*Ivan:* Some coffee, please.

*Frank:* The secretary will bring coffee for us in a minute.

*Ivan:* I believe we could speak about our business now, if you

don't mind.

*Frank:* I agree with you here. We studied your enquiry for our security devices and we could offer you some very mod­ern ones.

*Ivan:* Could I see them while I'm here? Then it will be much easier for me and the General Director of my company to make a decision about the range of devices to buy.

*Frank:* No problem. Our Production Director will take you to our production shop and you will see all the devices we are offering to our customers at present. We have sold quite a lot of each type and we have not got a single complaint. They have never failed our customers.

*Ivan:* It sounds very convincing. And will the Production Di­rector be coming soon?

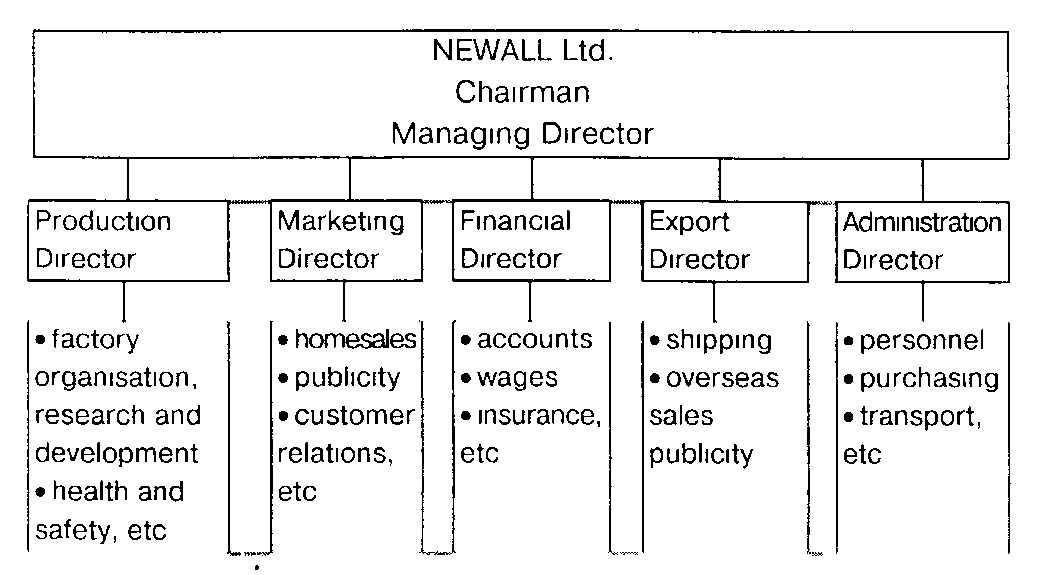
*Frank:* The Secretary will invite him after we have coffee.

*Ivan:* I see.

*Frank:* By the way, here is the latest organigram of our company. You may have a copy if you wish.

*Ivan:* Thank you. It will help me to speak with the Production Director.

*Here is the organigram of Mr. Freiser's company:*



**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **warm** | [wm] | теплый |
| **smile** |  | улыбка |
| **age** |  | век, возраст |
| I haven't seen you for **ages.** |  | Не видел вас целую веч­ность. |
| **get on** |  | поживать |
| How are you **getting on?** |  | Как поживаете? |
| **to kid** |  | шутить |
| Are you **kidding?** |  | Вы шутите? |
| **security** |  | безопасность |
| **device** |  | прибор, приспособление |
| **modern** |  | современный |
| **much easier** |  | намного легче |
| **production** |  | производство |
| **production director** |  | начальник производства |
| **production shop** |  | цех |
| **type** |  | тип,вид |
| **complaint** |  | жалоба, претензия |
| **to fail** |  | подводить; не суметь |
|  |  | * *Часто переводится от­рицательной частицей не. Например:* Не failed to send a letter in time. (Он не отправил во­время письмо) |
| **to fail somebody** |  | подводить кого-либо |
| **to convince** | [kn'vns] | убеждать |
| **convincing** |  | убедительный |
| **to sound convincing** |  | звучать убедительно |
| **organigram** |  | схема управления |
| **managing** |  | управляющий |
| **research** | [r's] | исследования |
| **health** | [hel] | здоровье, охрана здоровья |
| **safety** |  | безопасность |
| **homesales** |  | продажи внутри страны, внутренняя торговля |
| **publicity** |  | реклама, известность |
| **relations** |  | отношения |
| **customer relations** |  | отношения (связи) с по­купателями |
| **wages** |  | заработная плата, обычно — для рабочих; для слу­жащих — *salary* |
| **insurance** | [n'urns] | страхование |
| **shipping** |  | отгрузки (транспорт) |
| **personnel to purchase**  *syn.* **to buy** | [,рs'nel] | штат, персонал покупать |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • How are you getting on?  I hope you are doing well.  How are your classes, young man?  I understand you are kidding. | • I like the sessions we are having. This business looks promising for us. The secretary will bring some coffee. We are offering these devices now. He is Managing Director. |

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • With what did the busi­nessmen start the talk after greetings? | With Ivan's sessions.  With speaking about devices Mr. Freiser's company produced.  With discussing the company's organigram. |
| • Did Mr. Freiser offer any­thing to drink? | Yes, he did, he offered tea only.  Yes, he did, he offered coffee only. Yes, he did, he asked what Ivan wanted to have, tea or coffee. |
| • Had Ivan sent any enquiry to Mr. Freiser? | Yes, he had.  No, he hadn't.  It is not quite clear. |
| • What devices did Mr. Fre­iser offer? | Some security devices.  Some modern transport devices.  Some safety devices. |
| • Did Ivan want to see these de­vices on the production floor? | Yes, he did.  No, he didn't  It is not quite clear. |
| • Who was to show Ivan round the factory and offices? | The Managing Director.  The secretary.  The Production Director. |

**3. Insert prepositions:**

... the appointed time Ivan arrived... Mr. Freiser's office... car. Mr. Freiser greeted Ivan... warm smiles and kind wolds.

Oh, Ivan, I haven't seen you.. ages.

Would you like tea or coffee... we get down... business?

The secretary will bring some coffee... us... a minute.

I believe we could speak... our business now.

I agree. . you.

**4. Insert articles, if necessary:**

It will be much easier for me and ... General Director of my com­pany to make .. decision about... range of devices to buy.

Our Production Director will take you to our production shop and you will see all... devices we are offering to our customers at... present.

We have sold quite... lot of each type and we have not got... single complaint.

**5. Choose the correct variant:**

They *(have, has)* never failed our customers.

It *(sound, sounds)* very convincing.

And will the Production Director *(coming, be coming)* soon?

The secretary will invite him after we *(have, had)* coffee.

You may *(have, had)* a copy of the latest organisation of our company.

**6. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| I haven't seen you for ages. How are you getting on?  I hope you are doing well too. Would you like some coffee before we get down to business?  We could speak about our business, if you don't mind.  I agree with you here. | Вы хотите кофе, пока мы не приступили к делам.  Мы могли бы поговорить о делах, если вы не возражаете.  Я с вами согласен.  Мы не виделись целую веч­ность. Как у вас идут дела?  Надеюсь, что у вас тоже все хорошо. |

**7. Find equivalents in the text:**

Мы рассмотрели ваш запрос на наши охранные устройства, и можем предложить вам очень современные устройства.

Можно, их посмотреть, раз уж я здесь?

Мне и генеральному директору будет намного легче решить, какие именно устройства нужно купить.

Наш начальник производства покажет вам производствен­ный цех.

Вы увидите все устройства, которые мы предлагаем сейчас нашим покупателям.

Мы уже продали достаточно большое количество. Мы не получили ни одной жалобы.

Они ни разу не подвели наших покупателей.

Это звучит очень убедительно.

**8. Complete the dialogue and act out a similar one:**

— I believe we could get down to business, if you don't...

— I agree with you here. We studied... and we could offer...

— Could I see...? When it will be much easier... range of devices to buy.

— No promlem. Our... take you to our production... and you will see all... We have sold... not a single... They... failed...

— It sounds...

**9. Translate into Russian:**

Frank said they had not met for ages.

He asked Ivan how he was getting on.

Ivan answered that he was doing well.

When Frank asked him about his classes he understood that Frank was kidding a little.

Ivan confirmed that he liked the sessions and the Programme on the whole.

Before they got down to business Frank asked him if he wanted some coffee or tea.

Frank also said the secretary would bring some coffee very soon.

**10. Have a look at the organigram of Mr. Freiser's company and say for what each director was responsible.**

**11. Say what director Mr. Freiser was, to your mind.**

**12. Imagine you work for a certain company. Make its organigram.**

*Unit thirty seven*

The goods to be bought

**Text**

The Production Director showed Mr. Smirnov round the factory and answered a lot of questions of his. There were especially many questions asked on the production floor. The Production Di­rector told Mr. Smirnov about the products of the company. Mr. Smirnov was greatly impressed by the number of the new products and by their sophistication. Then the Production Director showed Mr. Smirnov the different departments of the company and introduced him to the management team. When all was seen and spoken of the Production Director took Mr. Smirnov to Mr. Freiser's office.

*Frank:* And what do you think of all that you've seen?

*Ivan:* Oh, it's very interesting and impressive. It's a very good set-up: modern factory, good labour force.

*Frank:* That's true. We have been in this business for over ten years. Besides we are planning to expand. Our annual turnover is about twenty million pounds.

*Ivan:* Then our business will be too small for you, I'm afraid.

*Frank:* You are wrong here, I'm sure. We try to satisfy all our customers. And we treat them all with high esteem.

*Ivan:* By the way, could I have some material on your prod­ucts? I should study the assortment you offer before we discuss other matters relating to the enquiry, or to our future contract.

*Frank:* Naturally you will have all the publicity brochures and leaflets. They contain all the technical details. We have prepared a pack for you. *Ivan:* Thank you very much. That's very considerate of you.

*Frank:* And when will you be able to tell us what devices ex­actly interest you?

*Ivan:* Most probably I'll look through all the materials tonight, then contact our General Director and tomorrow I'll give you our reply.

*Frank:* Hard work, isn't it? But certainly it's better to discuss all the details while you are here in London. Now let's make a break and enjoy lunch at the restaurant just across the street.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **factory** |  | завод, фабрика |
| **to show somebody round the factory** |  | показать кому-либо завод/фабрику |
| **lot** |  | много |
| **a lot of questions of his** |  | много его вопросов |
| **product** |  | продукт, товар |
| **impressive** |  | впечатляющий, значи­тельный |
| **sophistication** | [,sfst'ken] | изощренность, утончен­ность |
| **team** |  | команда |
| **management team** |  | команда руководителей |
| **labour** | ['leb] | рабочая сила |
| **to expand** |  | расширять (ся) |
| **annual** |  | ежегодный, годовой |
| **turnover** | ['tn,ouv] | товарооборот |
| **to treat somebody** |  | относиться к кому-либо |
| **high** | [ha] | высокий |
| **esteem** |  | уважение |
| **to relate** |  | относиться |
| **relating to...** |  | относящийся к |
| **brochure** | ['brou] | брошюра |
| **leaflet** |  | брошюра, рекламная лис­товка |
| **to contain** |  | содержать |
| **considerate** |  | внимательный |
| **That's considerate of you** |  | Вы очень вниматель­ |
|  |  | ны/любезны |
| **to interest** |  | интересовать |
| **to reply** |  | отвечать |
| **reply** |  | ответ |
| **hard** |  | твердый, упорный, тяже­ |
|  |  | лый |
| **across** |  | через (на другой стороне) |
| **Just across the street** |  | через дорогу |

**Exercises**

**1. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • Where did Ivan ask espe­cially many questions? | At Mr. Freiser's office.  On the production floor.  In one of the departments of the company. |
| • Did the Production Director speak about the products? | Yes, he did.  No, he didn't.  It is not quite clear |
| • What was Ivan's impression of the devices? | He wasn't impressed at all.  The text said nothing about it.  He was positively impressed. |
| • Did the Pioduction Director show Ivan only the production shop? | Yes, he did  No, he didn't. He also took Ivan to one of the departments. No, he didn't. He also took Ivan to a few departments of the company. |

|  |  |
| --- | --- |
| • Did Ivan meet any other directors of the company? | Yes, he did.  No, he didn't.  It was not quite clear. |

**2. Read the following:**

|  |  |
| --- | --- |
| • in this business  by the way That's true | • That's very considerate of you. Then our business will be too small for you, I'm afraid. We treat them all with high esteem.  Let's enjoy lunch at the restaurant just across the street |

**3. Insert prepositions:**

What do you think .. all that you have seen?

We have been this business over ten years.

We tieat out customers... high esteem.

Could I have some material... your products?

I should study the assortment before we discuss other matters relating the enquiry, or.. our future contract.

We have prepared a pack of materials ... you.

That's very considerate. . you.

I'll look... all the materials tonight.

**4. Insert articles:**

It's.. very good set-up: modern factory, good labour force.

I should study... assortment you offer.

Then we shall discuss other matters relating to... enquiry.

You will have all ... publicity brochures and leaflets.

They contain all... technical details.

I'll look through all. materials tonight.

It's better to discuss all .. details.

We have prepared... pack for you.

Now let's make... break.

**5. Choose the correct variant:**

What do you think of all that you *(have, has)* seen?

We *(have, has)* been in this business for over ten years.

I should study the assortment before we *(discuss, discusses)* other matters

We *(have, has)* prepared a pack for you.

When will you be able to tell us what devices exactly *(interests, interest)* you?

**6. Use the verbs in the right forms:**

Most probably I *(to look)* through all the materials tonight, then *(to contact)* our General Director and tomorrow I *(to give)* you our reply.

It's bettel to discuss all the details while you *(to be)* here in Lon­don.

Now let's make a break and *(to enjoy)* lunch at the restaurant

**7. Complete the dialogues and act out similar ones:**

•

— And what do.. you've seen?

— Oh, it's set-up: modern ...

— That's true. We have been in. ten years. Besides... to expand. Our annual turnover...

**—** Then our... too small for you..

— You are wrong ... We try to satisfy ... And we treat them all .

•

— By the way, could I have... I should study... before... or to our future...

— Naturally, you .. publicity... and leaflets. They contain. . We... a pack .

— Thank you... That... considerate...

**•**

— And when .. to tell us what devices... ?

— Most probably I'll look through... then contact... and tomorrow.. reply.

— Haid woik, isn't it? **But** certainly it is better... while you... Now let's... and enjoy... across the street.

**8. Make sentences:**

|  |  |
| --- | --- |
| • Mr. Freiser said | they had been in business...  they were planning to expand...  their annual turnover was about. . |

**9. Complete the sentences:**

• Frank asked Ivan what he thought ..

• Ivan answered it was interesting ...

• Frank underlined they had been in this business ...

• He also added they were planning ...

**10. Repeat what else each of the businessmen said.**

**11. Write down all the sentences relating to:**

• the factory

• the company

• the goods to be bought

*Unit thirty eight*

Ordering the devices

**Text**

After Ivan Smirnov had a fact-finding visit to Newall Ltd. *he* studied the materials he got and reported the results of his visit and survey to the General Director. In the morning he tele­phoned Mr. Freiser and made an appointment for 11 a. m. the same day. Thus they met at Mr. Freiser's premises at 11 and after some preliminaries they got down to business.

*Frank:* Judging by your early call this morning you have brought us good news, havent'you?

*Ivan :* That's true. Last night I spoke with my General Director and he gave me the go-ahead to the purchase. And here is the list of the devices we are interested in.

*Frank:* And how many devices of each type are you ordering?

*Ivan : 5* of each the five types, or 25 all in all.

*Frank:* It is rather disappointing, I should say.

*Ivan :* I agree with you here. It's a rather small order. But it's a trial order. If our customers are satisfied with the devices they will order some more. Meanwhile we'll contact our customers in a few other cities in Russia. They might be interested too.

*Frank:* And speaking about your trial order, when do you need the devices?

*Ivan:* Can you deliver them next month?

*Frank:* At the earliest we can deliver them during the second half of the month. And how do you want us to ship the goods?

*Ivan:* By air, this time. They are not very heavy and besides our customers are impatient to test them as soon as possible.

*Frank:* If I understand you properly you would like us to ship them on cif terms by plane. The cif prices will be much higher than the basic prices stated in our bro­chures.

*Ivan:* Then let's discuss the price now.

*Frank:* Shall we have some coffee or tea first?

*Ivan:* I don't mind a break at all.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **fact** |  | факт |
| **to report** |  | сообщать |
| **result** |  | результат |
| **survey** | [s've] | обследование, обзор |
| **preliminaries** | [pr'lmnrz] | вступительная беседа, |
|  |  | подготовительные пере­ |
|  |  | говоры /мероприятия |
| **to judge** | [] | судить |
| **judging by** |  | судя по |
| **news** |  | новости |
| **go-ahead** |  | одобрение |
| **all in all** |  | всего |
| **to disappoint** |  | разочаровывать |
| **I should say** |  | я бы сказал |
| **trial** |  | пробный |
| **trial ordei** |  | пробный заказ |
| **meanwhile** | [,mn'wal] | тем временем, пока |
| **to deliver** |  | поставлять |
| **next month** |  | в следующем месяце |
| **at the earliest** |  | самое раннее |
| **to ship** |  | отгружать |
| **air** |  | воздух |
| **by air** |  | самолетом |
| **this time** |  | на этот раз |
| **heavy** | ['hev] | тяжелый |
| **impatient** |  | нетерпеливый |
| **to test** |  | испытывать |
| **test** |  | тест, испытание |
| **properly** |  | должным образом |
| **cif (CIF, c.i.f., C.I.F.) = cost, insurance, freight** | ['si 'ai 'ef] | сиф (стоимость, страхо­вание, фрахт); условия поставки сиф, при кото­ |
|  |  | рых продавец отвечает за |
|  |  | транспортировку и стра­ |
|  |  | хование товара |
| **on cif terms** |  | на условиях сиф |
| **much higher** |  | намного выше |

Exercises

**1. Read the following:**

|  |  |
| --- | --- |
| • during | • It's rather disappointing. |
| morning | He had a fact-finding visit. |
| in the morning | In the morning he telephoned |
| fact-finding | Mr. Freiser. |
| • ordering | • How many devices are you |
| judging | ordering? |
| speaking | We can deliver them during |
| disappointing | the second half of the month. |

**2. Underline the answers true to the text:**

|  |  |
| --- | --- |
| • Did Ivan Smirnov contact his chief before he telephoned Mr. Freiser? | Yes, he did.  No, he didn't.  It's not quite clear. |
| • For what time did he make an appointment with Mr. Freiser? | For 10 o'clock.  For 11 o'clock.  For 11.30. |

|  |  |
| --- | --- |
| • Where did the meet? | At the hotel.  At Mr. Freiser's office.  The text did not mention it. |
| • Who gave OK to the pur­chase? | Mr. Freiser did.  Mr. Smirnov did.  Mr. Smirnov's chief. |
| • How many devices did the Russian company want to buy? | 20.  5.  25. |
| • Was it a trial order? | Yes, it was.  No, it wasn't. It was the only order the Russian company wanted to make.  Mr. Smirnov said nothing about it. |
| • When did the Russian com­pany want to have the devices? | The same month.  The next year.  The next month. |
| • On what terms did they want to have the goods de­livered? | On cif terms.  Mr. Smirnov said nothing about it.  Mr. Freiser proposed cif terms. |
| • How did Mr. Smirnov want the goods to be shipped? | By ship.  By plane.  He said nothing about it. |

**3. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| fact-finding visit  He reported the results of his survey to the Director.  After some preliminaries hey got down to business. | Тем временем мы свяжемся с нашими другими клиентами. Возможно, они тоже проявят интерес.  Он доложил директору о ре­зультатах ознакомления. |

|  |  |
| --- | --- |
| Judging by your early call. . | визит с целью выяснения от­дельных вопросов |
| He gave me the go-ahead to the purchase. | Он дал согласие на эту за­купку. |
| It's rather disappointing. | Судя по вашему раннему звонку... |
| Meanwhile we'll contact some other customers | После обмена некоторыми предварительными фразами они перешли к делу |
| They might be interested too. | Я очень разочарован! |

**4. Insert prepositions:**

Не leported the lesults of his visit ... the General Director

The businessmen made an appointment... 11 o'clock the same day

They met... Mr. Freiser's premises.

After some preliminaries the got down ... business.

Judging... your early call the news is good.

The Director gave me the go-ahead... the purchase

Here is the list ... the devices we are interested.

If our customers are satisfied ... the devices they will order some more

**5. Insert articles:**

It's ... rather small order.

It's... trial order Meanwhile we'll contact our customers in... few other cities in Russia.

When do you need.. devices?

At... earliest we can deliver them during ... second half of... month.

How do you want us to ship ... goods?

... cif prices will be much higher than ... basic plices stated in our brochures

Let's discuss ... plices now.

I don't mind... break now.

**6. Use the verbs in the right forms:**

Judging by your early call you *(to bring)* us good news.

Last night I *(to speak)* with my General Director and he *(to give)* me the go-ahead to the purchase.

If our customers *(to be satisfied)* with the devices they will order some more.

If our customers *(to like)* your devices they *(to order)* some more.

If they (/o *be happy)* about your devices they *(to make)* another older.

If they *(to be interested)* in your goods we *(to make)* a few more contracts.

**7. Complete the dialogues and act out similar ones:**

•

— Judging by.... good news, haven't you?

—... true. Last night.... go-ahead to... And here is.. inteiested in.

— And how many...

— ... all in all...

— ... disappointing...

— I agree.. It's... But... trial... If our customers... Meanwhile we'll contact... They might...

•

— And speaking about your trial. . when... need...

— Can... next..

— At the earliest... half... And how do you want us

— By air, this... They... not heavy and besides... impatient... as possible.

**•**

— If I understand you properly you.... cif terms by... The.... much higher than...

— Then let's..

— Shall we have...

— I don't mind...

**8. Sum up how the devices were ordered.**

***Разделительные вопросы, вопросы-переспросы***

***Disjunctive questions***

**Эти вопросы образуются с помощью соответствующе­го вспомогательного глагола в отрицательной форме и местоимения, соответствующего подлежащему главного предложения.**

Например:

***We shall have*** *a break,* ***shan't we?***

***You have*** *brought us good news,* ***haven't you?***

***You*** *speak English,* ***don't you?***

***They are*** *discussing the terms of delivery,* ***aren't they?***

**В русском языке в аналогичных случаях мы употреб­ляем слова "..., да?", "... нет?" или "правда?".**

**9. Translate into Russian:**

Last night you spoke to the General Director, didn't you?

Mr. Smirnov had a fact-finding visit, didn't he?

He studied all the materials, didn't he?

He reported the results to the Director, didn't he?

He telephoned Mr. Freiser in the morning, didn't he?

They made an appointment for 11, didn't they?

It's a small order, isn't it?

It's rather disappointing, isn't it?

You agree with me, don't you?

You agree to that, don't you?

We shall discuss it after the break, shan't we?

**10. Answer the following questions:**

• It is very easy to put disjunctive questions, isn't it?

• All the examples are very clear, aren't they?

• These questions are used very often, aren't they?

*Unit thirty nine*

Prices

**Text**

**A** fter a coffee break the businessmen resumed their talk:

*Ivan:* And now comes the price problem.

*Frank:* As far as I understand you want us to pay airfreight and insure the devices during their shipment.

*Ivan:* For our trial order these terms are preferable for us. Could you give me your idea of the cif price for each of the devices then?

*Frank:* Before the break I made some calculations and asked the secretary to type the price list on this basis.

*Ivan:* Very good.

*Frank:* Oh, here it is ... Thank you, Nancy.... Now, Mr. Smirnov, you may have a look at the prices. The total sum is three thousand pounds.

*Ivan:* I certainly admit it's a small order. Therefore I shall not mention discounts you usually grant us. But don't take it as a precedent. When we make contracts in future we hope we shall have a certain discount off prices. *Frank:* We shall certainly discuss this matter in every particu­lar case. If you mention future contracts there is a question I would like to ask you. Will you always pre­fer cif prices and shipment by plane?

*Ivan:* Oh, no. Far from it. Only in this particular case we have chosen shipment by plane and cif terms. But in future, if nothing extraordinary happens, we shall practice fob Tilbury terms, as usual.

*Frank:* Fine. No objections on our part. Shall we have a stan­dard contract for your trial order? Ivan: I suppose so. If you can have it prepared now it would be splendid. I'll sign it. I have the power of attorney.

*Frank:* And what would you say if I propose to sign it in the evening before our dinner. We could have dinner at the restaurant of your choice.

*Ivan:* OK. There is a good cosy restaurant near the hotel. It's called White and Red Roses.

*Frank:* Fine. I'll be waiting for you in the lobby at seven p. m.

*Ivan:* See you at seven then. Goodbye.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **airfreight** | ['efret] | авиафрахт — стоимость |
|  |  | перевозки груза на само­ |
|  |  | лете |
| **to insure** |  | страховать |
| **shipment** |  | отгрузка |
| **preferable** | ['prefrbl] | предпочтительный |
| **to type** |  | печатать |
| **price list** |  | прейскурант |
| **to admit** |  | допускать |
| **to mention** |  | упоминать |
| **precedent** | ['presdnt] | прецедент |
| **particular** |  | частный, особый, осо­бенный, данный |
| **in every particular case** |  | в каждом отдельном слу­чае |
| **far from it** |  | ничего подобного |
| **extraordinary** | [ex'strdnr] | чрезвычайный |
| ***ant.* ordinary** |  | обычный |
| **to happen** |  | случаться |
| **fob (FOB, f.o.b. F.O.B.) *=* free on board** | ['ef'ou'b] | фоб, свободно на борт — условия поставки, при которых продавец несет ответственность за товар до момента его поставки на борт судна/самолета |
| **on fob terms** |  | на условиях фоб |
| **as usual** | [z'jul] | как обычно |
| **objection** |  | возражение |
| **to object** |  | возражать |
| **No objections on our part.** |  | Никаких возражений с нашей стороны. |
| **power of attorney** | ['paur v 'tn] | доверенность |
| **cosy** |  | уютный |

**Exercises**

**1. Read the following:**

|  |  |
| --- | --- |
| • when | • It would be splendid. |
| will | What would you say to that? |
| want | I have the power of attorney. |
| where | I'll be waiting for you in the |
| would | lobby. |
| wait | We could have dinner later. |
| what |  |

• Shall we have a standard contract?

Shall we discuss the terms of delivery?

Shall we discuss the fob terms?

Shall we discuss the cif terms?

Shall we discuss the price then?

Shall we discuss the discount then?

Shall we have a break?

**2. Underline the answers true to the text:**

|  |  |  |
| --- | --- | --- |
| • What first matter did the businessmen discuss after the break? | The time of delivery. The price problem. The terms of delivery. | |
| • Who was to pay the air-freight? | | The Russian company, the Buyers. | |
|  | | The English company, the Sellers. | |
|  | | The businessmen did not men­tion this fact. | |
| • Who was to insure the de­vices? | | The Buyers.  The Sellers. | |
|  | | It is not quite clear. | |
| • Did Mr. Freiser give Mr. Smirnov the cif prices dur­ing the talk? | | No, he didn't because Mr. Smirnov didn't ask for them.  No, he didn't because the sec­retary didn't type them. | |
|  | | Yes, he did, as the secretary typed them and brought them to Mr. Freiser during the talk. | |
| • Did Mr. Smirnov ask Mr. Freiser to give them a dis­count for this particular or­der? | | No, since he admitted it was a small order.  Yes, though he admitted it was a small order. | |
|  | | Mr. Smirnov never mentioned a discount during the talk. | |
| • Did Mr. Freiser make a hint that in future they might give a discount? | | Yes, he did.  No, he didn't.  He mentioned a discount of 10 per cent. | |
| • What terms of delivery did the Buyers usually practice in dealing with this par­ticular company? | | FOB Tilbury.  CIF Sheremetievo.  It is not quite clear. | |

|  |  |
| --- | --- |
| • When did the businessmen plan to sign the Contract? | The next morning after Mr. Smir­nov got the power of attorney.  As soon as Mr. Smirnov could get the power of attorney.  The same evening, since it was necessary only to prepare the Contract itself. |

**3. Underline the verbs in the following sentences:**

Shall we sign the Contract then?

Shall we resume the talks?

Shall we discuss the price problem first?

Could you give me your idea of the pi ice?

Could we hope to have discounts for our future Contracts?

Could we sign the Contiact tonight?

Will you always prefer cif teims?

Will you always piefer shipment by ail?

Will you give us your fob prices now?

Would you give us your fob prices now?

Could you give us your fob prices now?

May I have your fob prices now?

**4. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| And now comes the price problem.  As far as I understand...  You wanted us to pay air-freight, didn't you?  You wanted us to insure the goods, didn't you?  For our trial order these terms are preferable. | Насколько я понимаю...  Для пробного заказа именно эти условия предпочтительны.  Вы хотели, чтобы мы оплатили стоимость авиаперевозки, да?  Вы хотели, чтобы мы застра­ховали товар, да?  А теперь обсудим вопрос о цене. |

**5. Insert prepositions:**

Could you give me your idea... the price... each . the devices then?

... the break I asked the secretary to type the price list.. this basis.

Now you may have a look... the prices.

When we make contracts... future we hope we shall have a certain discount... the prices.

We shall discuss this matter... every particular case.

**6. Insert articles:**

There is... question I would like to ask you.

Shall we have... standard contract for your trial order?

I have... power of attorney.

I propose to sign it in... evening.

We could have dinner at... restaurant of your choice.

There is... good restaurant near... hotel.

I'll be waiting for you in... lobby.

**7. Choose the correct variant:**

If you mention future contracts there *(is, are)* a question I *(would, will)* like to ask you.

Only in this particular case we *(has, have)* chosen shipment by plane.

Only in this particular case we *(are, have)* chosen cif terms.

If nothing extraordinary *(happen, happens)* we shall practice fob Tilbury term.

If yoг сan *(have, has)* prepared it now it *(would be, is)* splendid.

***Придаточные предложения условия и времени "If" and "when" clauses***

**Если в придаточных предложениях условия и времени говорится о действиях, которые должны произойти в буду­щем, то, глагол в этих предложениях употребляется в на­стоящем времени.**

Например:

*When we* ***make*** *contracts in future we shall give you a discount.*

*If we* ***make*** *contracts in future we shall always give you dis­counts.*

*If we* ***meet*** *in the evening we shall sign it then.*

*We shall sign it when we* ***meet*** *in the evening.*

**8. Use the verbs in the right forms:**

When we (to *make)* contracts in future we hope we shall have a certain discount off the price.

If nothing extraordinary *(to happen)* we shall practice fob Tilbury terms.

If nothing extraordinary *(to occur)* we shall buy goods on fob terms.

If you *(to prepare)* it today we shall sign it today.

We shall sign it as soon as you *(to prepare)* it.

We shall sign it after we *(to discuss)* all these details.

We shan't sign it before we *(to discuss)* all these particulars.

**9. Complete the dialogues and act out similar ones:**

•

— I certainly... small... Therefore... mention discounts you usually... But don't take it as a... When we make ...

— We shall certainly...

•

— If you mention future Contracts there... question... ask... Will you always prefer...

— Oh no. Far from it. Only in this particular... But in future if nothing extraordinary... as usual.

— Fine. No... on our part.

**10. Act out the dialogues between Ivan and Frank:**

• When they speak about airfreight, insurance and prices for this Contract.

• When they agree to sign the Contract in the evening.

**11. Sum up how the businessmen agreed on the prices.**

**12. Agree or disagree:**

• It is usually very difficult on the price.

• The Sellers always agree to give a discount.

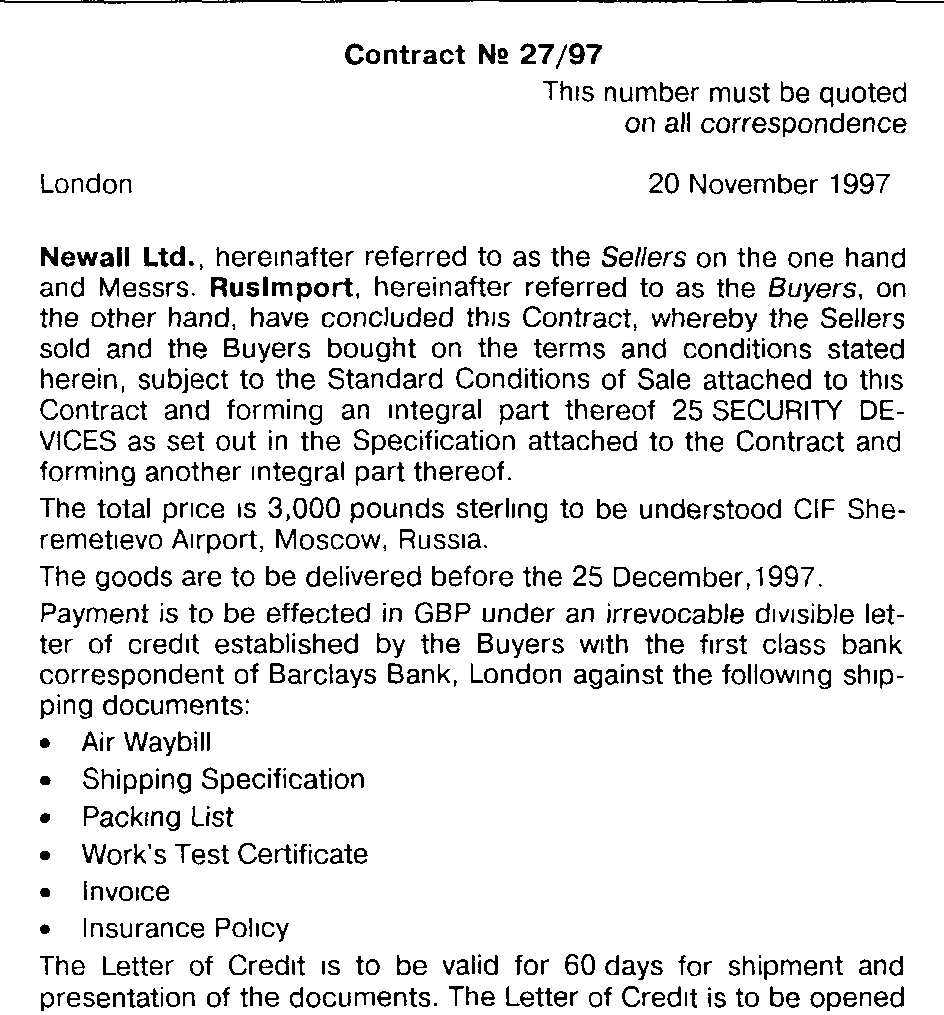
• The Buyers always ask the Sellers to grant them a discount.

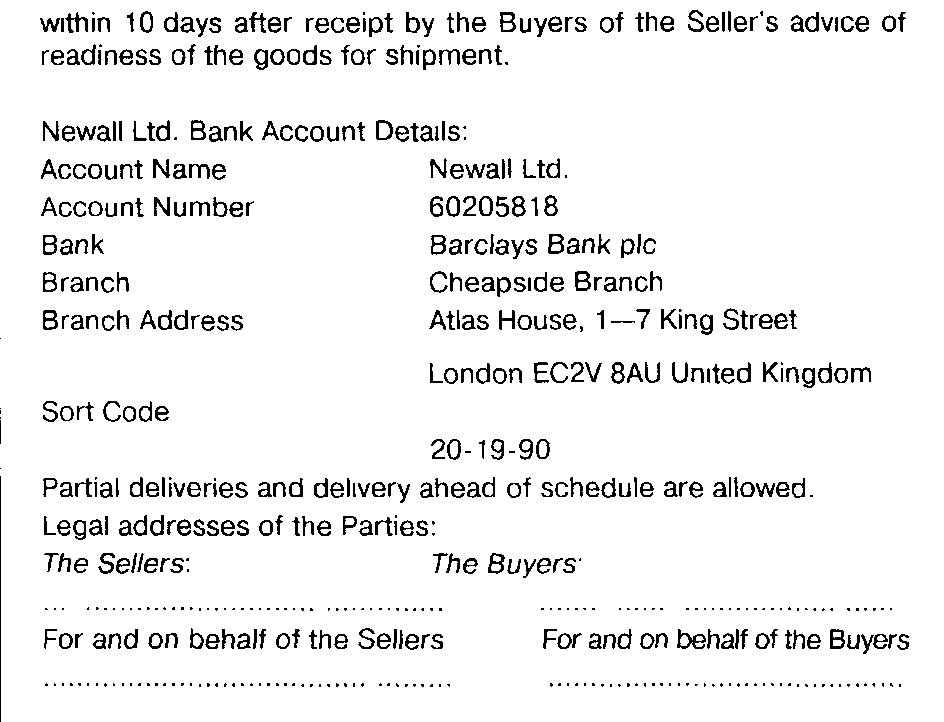
*Unit forty*

Contracts in foreign trade

**Text**

*Here is a part of the Contract Mr. Freiser handed over to Mr. Smirnov in the evening:*





**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **to hand something over to somebody** |  | передавать кому-либо |
| **to quote to conclude** |  | называть, назначать что-либо (цену)  заключать |
| **to conclude a contract** |  | заключать контракт |
| ***syn.* to make a contract** |  |  |
| **whereby** | [we'ba] | по которому |
| **condition** |  | условие |
| **standard conditions** |  | стандартные условия |
| **on the terms and condi­tions** |  | на условиях |
| **herein** | [hr'n] | здесь |
| **subject to** |  | при условии (соблюдении) |
| **to form** |  | составлять, образовывать |
| **integral** | ['intgrl] | неотъемлемый |
| **to form an integral part** |  | составлять неотъемлемую |
| **of** |  | часть |
| **thereof** |  | его *(зд.* этого документа) |
| **to effect** |  | осуществлять |
| **payment** |  | платеж |
| **to effect payment** |  | осуществлять платеж |
| ***syn* to make payment** |  |  |
| **under** |  | по; в соответствии с; под |
| **irrevocable** | ['revkbl] | безотзывный |
| **divisible** |  | делимый |
| **letter of credit** |  | аккредитив — документ, направляемый одним банком другому с указа­нием произвести платеж при отгрузке товара |
| **to establish** |  | устанавливать |
| **to establish a letter of credit** |  | открывать аккредитив |
| *syn****.* to open a letter of credit** |  |  |
| **correspondent** |  | корреспондент |
| **against** |  | против |
| **air waybill** |  | авианакладная |
| **packing list** |  | упаковочный лист |
| **work's test certificate** |  | сертификат заводского |
|  |  | испытания |
| **invoice** | ['nvos] | счет |
| **insurance policy** |  | страховой полис |
| **advice** |  | извещение, уведомление, |
|  |  | авизо |
| **readiness** |  | готовность |
| **account** |  | счет |
| **pie = public limited com­pany** |  | компания с ограничен­ной ответственностью — компания, выпускающая свои акции на свободный |
|  |  | рынок и публикующая свои отчеты о финансо­ |
|  |  | вой деятельности |
| **sort code** |  | сортировочный код |
| **partial** |  | частичный |
| **schedule** | ['edjl] | график |
| **delivery ahead of sched­ule** |  | поставка ранее сроков, указанных в графике |
| **to allow** |  | разрешать |
| **legal** |  | юридический, законный, легальный |
| **legal address** |  | юридический адрес |
| **for and on behalf of** |  | от имени и по поручению |

**Exercises**

**1. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| hereinafter | в данном документе |
| herein | которого |
| thereof | по которому |
| whereby | далее в данном документе |
| the Contract whereby the | на условиях, указанных в на­ |
| Sellers sold and the Buyers | стоящем Контракте |
| bought... | с одной стороны |
| on the terms and conditions | с другой стороны |
| stated herein | Контракт, по которому Продавец продал, а Покупатель купил... |
| the Standard Conditions |  |
| forming an integral part |  |
| thereof | Общие условия, являющиеся |
| on the one hand | неотъемлемой частью Кон­тракта |
| on the other hand |  |
| Newall Ltd. referred to as the | фирма Ньюол, именуемая Продавцом |
| Sellers |  |
| Ruslmport referred to as the | фирма РусИмпорт, именуе­мая Покупателем |
| Buyers |  |
| They have concluded this Contract subject to the Stan­dard Conditions  the Specification attached to the Contract  25 Security Devices as set out in the Specification | Они заключили настоящий контракт на основе стан­дартных условий.  25 приборов охраны в соот­ветствии со Спецификацией Спецификация, приложенная к Контракту |

**2. Translate the first paragraph of the Contract into Russian.**

***Модальный глагол to be Modal verb to be***

**Если глагол *to be* употребляется как модальный глагол, то следующий за ним глагол употребляется с частицей to.**

**Модальный глагол to *be* переводится как "должен" (в соответствии с планом, указанием и т.д.)** Например:

*The Group* ***is*** *to come to London on 12 November. Группа* ***должна*** *приехать в Лондон 12 ноября.*

**В документах модальный глагол to be и следующий за ним глагол часто переводятся одним глаголом в** **настоя­щем времени.** Например**:**

*The goods* ***are to be*** *delivered before the 25 December*

*Товар поставляется до 25 декабря.*

**3. Translate into Russian:**

The price is to be understood CIF Sheremetievo.

Payment is to be effected in GBP.

Payment is to be effected under a letter of credit.

The letter of credit is to be established with the first class bank.

The letter of credit is to be established against certain shipping documents.

The letter of credit is to be valid for 60 days.

The letter of credit is to be opened within 10 days.

The Sellers are to send the Buyers an advice of the readiness of the goods for shipment.

**4. Translate into English:**

|  |  |
| --- | --- |
| страховой полис | банковский счет |
| авианакладная | отделение банка |
| отгрузочная спецификация | адрес отделения банка |
| упаковочный лист | сортировочный код |
| заводской сертификат об ис­ | отгрузка по частям |
| пытаниях | досрочная отгрузка |
| счет-фактура | юридические адреса сторон |
| номер счета | от имени и по поручению |
| владелец счета |  |

**5. Translate the Contract starting with the words " The total price.**

**6. Read as in the examples:**

|  |  |
| --- | --- |
| **• Example** | **GBP 3,000**  **three thousand pounds sterling** |

|  |  |  |
| --- | --- | --- |
| GBP 4,000 | USD 4,000 | DM 4,000 |
| GBP 2,000 | USD 2,000 | DM 2,000 |
| GBP 5,000 | USD 5,000 | DM 5,000 |
| GBP 7,000 | USD 7,000 | DM 7,000 |

|  |  |
| --- | --- |
| **• Example** | **GBP 200**  **two hundred pounds sterling** |

|  |  |
| --- | --- |
| GBP 300  USD 400  DM 700 | GBP 100  USD 700  DM 600 |

|  |  |
| --- | --- |
| **• Example** | **GBP 225**  **two hundred and twenty five pounds sterling** |

|  |  |
| --- | --- |
| GBP 675  USD 389  DM 173 | GBP 834  USD 572  DM 311 |

|  |  |
| --- | --- |
| **• Example** | **GBP 3,250**  **three thousand two hundred and fifty pounds sterling** |

|  |  |  |
| --- | --- | --- |
| GBP | 2,974 | GBP 3,333 |
| USD | 7,123 | USD 5,110 |
| DM | 1,560 | DM 7,123 |

**7. Translate into Russian and answer the questions as in the example:**

|  |  |
| --- | --- |
| • Example | — You remember these rules, don't you?  — Yes, I do. / No, I don't. |

These rules are easy to remember, aren't they?

This Unit was very easy to read, wasn't it?

You know many English words now, don't you?

You like the English language, don't you?

You can translate some papers into Russian now, can't you?

You remember the part of the Contract quoted in this Unit, don't you?

**8. Write a similar text of another Contract, changing:**

• the names of the companies

• the goods

• the dates

**9. Role play.**

Imagine you are discussing the above contract with the Sellers before it is signed.

*Unit forty one*

London taxis

**Text**

One day after an external visit Vladimir Antonov one of the par­ticipants of the Programme decided to go sightseeing by himself. Just to economise time, he decided to go by taxi.

The famous London black taxi cabs can be hailed in the street. Some cabs are now painted different colours and carry limited adver­tising, but are still bound by the same strict regulations. They are available for hire if the yellow light above the windscreen is lit. All these taxis have meters which the driver must use on all journeys within the Metropolitan Police District. The District covers most of Greater London and goes out to the Heathrow Airport. For longer journeys the price is usually negotiated with the driver beforehand. There is also a minimum payable charge which is shown on the meter when you hire the cab. Passengers are expected to pay extra for large luggage, journeys between 20.00—06.00, at weekends and holidays.

There are over 500 ranks throughout London, including all major hotels and British Rail stations.

Besides black cabs there are mini-cabs which practically render similar services. But they cannot be hailed in the street, they are in­distinguishable from private cars. Unlike the black cabs they are not licensed and their drivers do not take the same stringent tests. They are cheaper than black cabs. Usually they are ordered by telephone. They are listed in Yellow Pages.

When Vladimir saw a cab with a yellow light he signaled it to halt:

*Vladimir:* Excuse me, could you take me to Westminster Bridge?

*Driver:* Yes, certainly. Get in please. .... Where do you want me to stop?

*Vladimir:* Near Big Ben or just opposite the Houses of Parlia­ment.

*Driver:* Good..... Here you are.

*Vladimir:* How much is it?

*Driver:* The meter says three forty.

*Vladimir:* Here it is... Keep the small change.

*Driver:* Thank you. Good-bye. Enjoy the sights.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **taxi** |  | такси |
| **cab** |  | такси |
| *syn.* **taxi cab, taxi** |  |  |
| **to go by taxi** |  | поехать на такси |
| **by himself** |  | сам, самостоятельно |
| **to economise** |  | экономить |
| **to hail** |  | останавливать |
| **to hail** ataxi |  | останавтивать такси |
| **in the street** |  | на улице |
| **to paint** |  | окрашивать, красить |
| **to be painted different colours** |  | быть окрашенным в раз­ные цвета |
| **to be painted led** |  | быть окрашенным в красный цвет |
| **to be painted green** |  | быть окрашенным в зе­леный цвет |
| **limited** |  | ограниченный |
| **advertising** | ['dvtaz] | реклама |
| **to bind (bound, bound)** |  | связывать |
| **strict** |  | точный, строгий |
| **regulation** | [,reju'len] | предписание, правило |
| **yellow** |  | желтый |
| **light** | [lat] | огонек, огонь, свет |
| **to light (lit, lit)** |  | освещать |
| **windscreen** |  | переднее /лобовое стекло |
| **meter** |  | счетчик |
| **metropolitan** |  | столичный |
| **police** |  | полиция |
| **district** |  | район |
| **to cover** |  | покрывать, охватывать |
| **Greater London** |  | Большой Лондон |
| **to negotiate** |  | обсуждать, вести перего­ |
|  |  | воры о .. |
| **to negotiate the price** |  | обсуждать цену |
| **beforehand** |  | заранее |
| **payable** |  | подлежащий оплате |
| **charge** |  | плата (за услуги) |
| **passenger** |  | пассажир |
| **passengers are expected** |  | предполагается, что пас­ |
| **to pay** |  | сажиры заплатят... |
| **weekend** |  | уикенд: выходные дни, |
|  |  | начиная с вечера пятни­ |
|  |  | цы, включая субботу и |
|  |  | воскресенье |
| **rank** |  | стоянка такси |
| ***syn* taxi rank** |  |  |
| **throughout** | [r'aut] | повсюду, по всему .. |
| **major** | ['mes] | главный |
| **rail** |  | железнодорожный |
| ***syn* railway** |  |  |
| **railway station** |  | железнодорожная стан­ |
|  |  | ция/вокзал |
| **indistinguishable** |  | неразличимый |
| **to distinguish** | [ds'tnw] | различать |
| **distinguishable** |  | различимый, отличимый |
| **unlike** |  | непохожий на |
| **license** | ['lasns] | лицензия |
| **to license** |  | выдавать |
| **licensed** |  | лицензированный |
| **stringent** |  | строгий, обязательный |
| **cheap** |  | дешевый |
| **cheaper** |  | дешевле |
| **to list** |  | перечислять |
| **Yellow Pages** |  | Желтые страницы — те­лефонный справочник |
| **to signal** |  | подавать сигнал |
| **to halt *syn.* to stop** |  | останавливать (ся) |
| **bridge** |  | мост |
| **Westminster Bridge** |  | Вестминстерский мост (по названию района, где он находится, построен в 1854-1862 гг.) |
| **Big Ben** |  | "Биг Бен", "Большой Бен". Колокол часов-курантов на здании Пар­ламента, назван по имени лорда Бенджамина Холла, смотрителя работ по ус­тановлению и восстанов­лению колокола в 1855— 1860 гг. |
| **opposite** |  | противоположный |
| **the Houses of Parliament** |  | здание Парламента на берегу Темзы на Парла­ментской площади, где проходят заседания обеих палат Парламента — Па­латы Лордов (the House of Lords) и Палаты Общин (the House of Commons) |
| **small change** |  | сдача, мелочь |
| **sight** |  | вид |

**Exercises**

**1. Insert prepositions:**

Vladimir decided to go sightseeing... taxi.

He hailed a taxi... the street.

The charge is usually shown... the meter.

Mini-cab companies are mainly listed... Yellow Pages.

Mini-cabs are usually ordered... telephone.

Could you take me... Westminster Bridge, please?

Will you stop... Big Ben just... the Houses... Parliament?

**2. Insert articles:**

... famous London taxi cabs can be hailed in... street.

They are bound by... same strict regulations.

They are available for hire if... yellow light above... windscreen is lit.

... driver must use meters on all... journeys within...

Metropolitan Police District.

... District covers most of Greater London and goes out to... Heathrow Airport.

There is... minimum payable charge which is shown on .. meter when you hire. . cab.

**3. Underline the verbs in the Passive Voice and translate the sentences into Russian:**

• The famous London black cabs can be hailed in the street.

Some cabs are now painted different colours.

They are bound by the same strict regulations.

They are available for hire if the yellow light above the wind screen is lit.

For longer journeys the price is usually negotiated.

• The minimum payable charge is shown on the meter when you hire the cab.

Passengers are expected to pay extra for large luggage.

Mini-cabs cannot be hailed in the street.

Mini-cabs are not licensed.

They are usually ordered by telephone.

**4. Find the answers in the text:**

• What place of interest did Vladimir want to see that day?

Did he hire a taxi cab or a mini-cab?

Can taxi cabs be hired only in the street in London?

How many taxi ranks are there in London, approximately?

Where are they located mostly?

What colour are they?

• Do they usually carry advertising?

What helps people to distinguish a free taxi?

What is the function of meters?

Are the prices or fares negotiated with the driver?

Must the driver always use the meter?

When are passengers expected to pay extra?

**5. Complete as in the text:**

Besides black... there are mini... which.. render similar... But they cannot... in the street. They are indistinguishable from... Unlike the black cabs they are not... and their drivers do not... stringent... They are cheaper... Usually they are ordered... They are listed in...

**6. Sum up what the text said about:**

the famous London black cabs

mini-cab services in London.

**7. Read the following:**

where what when why Wednesday

want wish well winter Westminster

Could you take me to Westminstel Bridge, please?

Excuse me, how can I get to Westminster Bridge, please?

**8. Complete the dialogue and act out a similar one:**

— Excuse me, could you...

— Yes.. Get.. Where do you want me...

— Near... just opposite...

— Good. Here...

— How much...

— The meter says..

— Here it is. Keep..

— Thank you. Good-bye. Enjoy...

**9. Make short dialogues as in the examples:**

|  |  |
| --- | --- |
| • Example | *the talk/short*  *—* The talk is very short, isn't it?  — Yes, it is. / No, it isn't. |
|  | *the journey/short*  *the charge /big*  *the sight /wonderful* |

|  |  |
| --- | --- |
| • Example | *the sights / wonderful*  *—* The sights are wonderful, aren't they?  — Yes, they are. / No, they aren't. |
| *the tests / stringent*  *the tests of taxi cab drivers / stringent*  *the regulations / strict* |
| • Example | *he / go by taxi*  *—* He went by taxi, didn't he?  — Yes, he did. / No, he didn't. |
|  | *he / hire the cab in the street*  *the driver / stop near Big Ben*  *the meter / say three forty*  *Vladimir / ask the driver to keep the smal change* |

**10. Role play.**

Imagine you are speaking with an English businessman. Tell him about taxi services in your town.

*Unit forty two*

London and the City

**Text**

London was not built as a city in the same way as Paris or New York. It began life as a Roman fortification at a place where it was possible to cross the River Thames. A wall was built around the town for defence, but during the long period of peace which followed the Norman Conquest, people built outside the walls. This building continued over the years. In 1665 there was a terrible plague in Lon­don which killed too many people. In 1666 the Great Fire of London ended the plague, but it also destroyed much of the city. Although many people who had fled London during the plague returned to live in the rebuilt city after the plague and the Great Fire, there were never again so many Londoners living in the city centre.

These days London has spread further outwards into the country, including surrounding villages. Today the metropolis of Greater Lon­don covers about 610 square miles (1580 sq. km), and the suburbs of London continue even beyond this area. Some people even commute over 100 miles (over 150 km.) every day to work in London.

The gradual growth of the city helps to explain the fact that Lon­don does not have just one centre, it has a number of centres, each with a distinct character: the Government centre in Westminster, the shopping and entertainment centre in the West End, the financial and business centre called the City.

The City is rather a small area east of the centre which includes the site of the original Roman town. It is an area with a long and ex­citing history, and it is proud of its independence and traditional role as a centre of trade and commerce. The City of London is one of the major banking centres of the world and you can find the banks of many nations in the famous Threadneedle Street and the surrounding area. Here, too, the Bank of England, the central bank of the nation. is located. Nearby is the Stock Exchange where shares of commercial companies are bought and sold. A little further is Lloyd's, the most famous insurance company in the world.

During weekdays in the City one can see the City gents with their bowler hats, pin-striped suits and rolled umbrellas. This is the 'unifrom' only of those men involved in banking and business in the City.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **to build (built, built)** | [bld, blt] | строить |
| **to rebuild (rebuilt,** |  | перестраивать |
| **rebuilt)** |  |  |
| **fortification** |  | укрепление |
| **to cross** |  | пересекать |
| **defence** |  | защита |
| **peace** | [ps] | мир |
| **Norman** |  | норманнский |
| **conquest** |  | завоевание |
| **to continue** |  | продолжать (ся) |
| **terrible** |  | ужасный |
| **plague** | [ple] | чума |
| **to destroy** |  | разрушать |
| **fire** |  | пожар |
| **Londoner** |  | житель Лондона |
| **to spread (spread, spread)** |  | простираться, разверты­ |
|  |  | вать (ся) |
| **further** |  | дальше, далее |
| **outwards** |  | наружу |
| ***ant* inwards** |  | внутрь |
| **to surround** |  | окружать |
| **surrounding** |  | окружающий |
| **metropolis** |  | столица |
| **square (=sq.)** | [skwe] | квадратный |
| **kilometre (^km.)** |  | километр |
| **suburbs** |  | пригород |
| **beyond** |  | за, за пределами |
| **gradual** |  | постепенный |
| **growth** |  | рост |
| **a number of** |  | несколько |
| **distinct** |  | четкий |
| **character** |  | характер |
| **the West End** |  | Уэст-Энд (западная фе­шенебельная часть Лон­ |
|  |  | дона) |
| **east** |  | восток |
| **east of the centre** |  | к востоку от центра |
| **site** |  | местоположение, участок, площадка |
| **original** |  | первоначальный |
| **Roman** |  | Римский |
| **exciting** | [k'sat] | интересный, волнующий |
| **independence** |  | независимость |
| **traditional** |  | традиционный |
| **role** |  | роль |
| **commerce** | ['koms] | торговля |
| **thread** |  | нить |
| **needle** |  | игла |
| **stock** |  | акции и облигации |
| **stock exchange** |  | фондовая биржа |
| **gent = gentlemen** |  |  |
| **bowler** |  | котелок |
| **hat** |  | шляпа |
| **pin-striped** |  | в полоску |
| **suit** |  | костюм |
| **rolled** |  | закрытый |
| **umbrella** | [m'brel] | зонт |
| **to involve** |  | привлекать |
| **men involved in business** |  | люди, занятые в бизнесе |

**Exercises**

**1. Translate into Russian:**

Roman fortifacation

Norman Conquest

the plague of 1665

the Great Fire of 1666

Many people fled London during those years.

The city was rebuilt later.

**2. Read as in the examples:**

|  |  |
| --- | --- |
| • Example | **1665**  **sixteen sixty five** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1666 | 1997 | 1917 | 1941 | 1985 |

|  |  |
| --- | --- |
| • Example | 1580 sq. km.  one thousand five hundred and eighty square kilometres |

|  |  |  |  |
| --- | --- | --- | --- |
| 1580 sq. m | 1520 sq. km. | 1510 km. | 1560m |

**3. Choose the correct form of the verb:**

London *(was not built, did not build)* as a city in the same way as many other cities.

First at this place a Roman fortification *(built, was built).*

Then a wall around the town *(built, was built).*

People *(built, were built)* outside the walls during a long period after the Norman Conquest.

This building *(continued, was continued)* over the years.

The city *(was, has been)* practically destroyed during the plague and the Great Fire in the seventeenth century.

The city *(was, has been)* rebuilt later.

**4. Complete as in the text:**

London was not built as a city in the same...

It began life as a Roman. . to cross the River Thames.

A wall was built around the town for.. but during the long period of peace which followed .. people built outside...

This building continued over .

In 1665. .. plague which killed ..

In 1666 the Great.. ended the plague but it also. .

Many people who had fled London during... returned to live in ...after.. Fire

But there were never again so many Londoners... centre.

**5. Insert prepositions:**

These days London has spread further outwards... the country.

Today the ... Greater London covers about 1580 square miles and the suburbs. London continue even... this area.

Some people even commute ... 100 miles every day to work ... London

**6. Insert articles:**

... gradual growth of ... city helps to explain ... fact that London does not have just one centre, it has.. number of centres

Each centre is with.. distinct character ...

Government centre is in Westminster ... shopping and entertainment centre is in ... West End ..

... financial and business centre is called . City.

**7. Use the verbs in the right forms:**

The City *(to be)* rather a small area east of the centre.

The City *(to include)* the site of the original Roman town.

It *(to be)* an area with a long and exciting history.

It *(to be)* proud of its independence and traditional role as a cen­tre of trade and commerce.

The City of London *(to be)* one of the banking centers of the world.

Threadneedle Street *(to be)* famous for its numerous banks.

Here, too, the Bank of England *(to locate}.*

Nearby *(to be)* the Stock Exchange where shares of commercial companies *(to buy and sell).*

**8. Match the names and their *description:***

|  |  |
| --- | --- |
| * *description — описание* | |
| Westminster  the West End | the most famous insurance company in the world |
| the City  Thieadneedle Stieet the Stock Exchange Lloyd's | the institution where shares of commer­cial companies are bought and sold in London  the financial and business centre of London |
|  | the London street where numerous banks are located |
|  | the Government centre  the shopping and entertaiment centre of London |

**9. Find the answers in the text:**

Is the City a big area?

Is it located at the site of the Roman town?

Has it been traditionally a centre of trade and commerce?

Are the City gents involved in banking and business?

What 'uniform' do they wear?

Are there many banks in the City?

Is the Stock Exchange also located here?

What is Lloyd's?

**10. Sum up what the text said about:**

the history of London

the size of the present London

the City of London

its other centres

**11. Make short dialogue as in the example:**

|  |  |
| --- | --- |
| • Example | *the text / too long*  *—* The text is too long, isn't it?  — Yes, it is. / No, it isn't. |
|  | *the text / very informative London / very old*  *London / very big*  *The City gents/ curious* |

***Разделительные вопросы***

***Disjunctive questions***

**Дополнения к правилам урока 38**

**Разделительные вопросы могут начинаться с отрицания и заканчиваться переспросом в утвердительной форме.**

Например

*The City* ***is not*** *very big, is it?*

*He* ***didn't take*** *a mini-cab,* ***did*** *he?*

*You* ***haven't been*** *to London,* ***have*** *you?*

**12. Make questions as in the examples:**

|  |  |
| --- | --- |
| • Example | *London*  You haven't been to London, have you? |
| *England*  *New York*  *the USA*  *Paris*  *France* |

|  |  |
| --- | --- |
| • Example | *London* |
|  | London hasn't got a distinct |
|  | character, has it? |
|  | *the City* |
|  | *Westminster* |
|  | *the West End* |
|  | *Threadneedle Street* |
|  | *New York* |
|  | *Paris* |
|  | *Moscow* |

**13. Role play.**

Imagine you are speaking with an English businessman. Ask him a few questions about London and also show how much you know about it. Then he will ask you a few questions about your town. An­swer these questions.

*Unit forty three*

Driving a car

**Text**

One of the evenings Mr. Hill and a few participants decided to go to the cinema to see the film, the latest Oscar Award winner. Before the film was to start they had an hour at their disposal. And they decided to have a ride around London by Mr. Hill's car.

*David:* What would you like to see during this hour in London?

*Anton:* And what would you recommend?

*David:* We might have a ride through this entertainment area around Leicester Square and then through the Strand fa­mous for its rich hotels. Then we could also drive to St Paul's Cathedral. It looks majestic in the evening lights.

*Anton:* We would be glad to see all that.

*David:* Then let's start the journey.

*Anton:* ... By the way, I know that when you were in Russia you hired a car and drove it a few days. Was it very difficult to drive on the right?

*David:* Oh, it was very difficult at first. It was necessary to con­centrate... especially when I wanted to overtake. But the hardest were roundabouts. Well, you know, we Englishmen have always driven on the left and are accustomed to that.

*Anton:* Did you usuaully find the ways very easily?

*David:* I wouldn't say so. Once it was terrible. I was in a traffic jam for an hour and then I got lost. But finally everything was all right. I should let bygones be bygones.

*Anton:* I always wonder how fast your cars and buses go along these narrow streets. It is fantastic. You must be all very good drivers!

There are speed limits — 30 or 40 miles per hour in or near towns in England and 70mph on motorways. The driver must wear a seat belt and so must the front seat passenger. Two yellow lines on the load mean no parking. One yellow line means parking is restiicted. In some big towns the car may be clamped and towed away if it is parked illegally. It is very expensive to get the car back. All the rules and regulations on driving are fully described in The Highway Code.

Petrol stations or garages are often self-service. The driver can select 4 star (super), unleaded petrol or diesel from the automatic pump and pay the cashier. If the pump is not automatic there is an attendant to help.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **to drive (drove, driven)** |  | вести (машину), ехать |
| **to drive a car** |  | вести машину |
| **film** |  | диплом |
| **latest** |  | последний |
| **award** | ['wd] | награда, приз |
| **to win (won, won)** |  | выигрывать |
| **winner** |  | победитель, призер |
| **Leicester Square** |  | Лестер-Сквер Площадь в |
|  |  | Лондоне, на которой и |
|  |  | вблизи которой находит­ |
|  |  | ся много театров, киноте­ |
|  |  | атров и ресторанов В |
|  |  | старину здесь часто уст­ |
|  |  | раивались дуэли. |
| **through** | [r] | через |
| **the Strand** |  | Стрэнд. Одна из главных |
|  |  | улиц Лондона, соеди­ |
|  |  | няющая Уэст-Энд и Си­ |
|  |  | ти. в старину улица шла |
|  |  | вдоль Темзы. |
| **cathedral** | [k'dr] | собор |
| **St Paul's Cathedral (=St.** |  | Собор Св. Павла Глав­ |
| **Paul)** |  | ный собор английской |
|  |  | церкви Построен архи­ |
|  |  | тектором К. Реном в |
|  |  | 1657-1710 после Вели­ |
|  |  | кого лондонского пожара. |
| **majestic** |  | величественный |
| **to overtake** |  | обгонять |
| **roundabouts** |  | развязка (дорожная) |
| **accustomed** | ['kstmd] | привычный |
| **to be accustomed to** |  | привычный к чему-либо |
| **something** |  |  |
| **jam** |  | пробка (автомобильная) |
| ***syn* traffic jam** |  |  |
| **to be in a traffic jam** |  | попасть в пробку |
| **finally** |  | наконец, в конце концов |
| **bygones** | ['baons] | прошлый |
| **Let bygones be bygones** |  | Кто старое помянит, тому |
|  |  | глаз вон |
| **narrow** |  | узкий |
| **speed** |  | скорость |
| **speed limit** |  | предел скорости |
| **front** |  | передний |
| **to restrict** |  | ограничивать |
| **to clamp** |  | зажимать |
| **to tow away** |  | отбуксировать |
| **illegal** |  | незаконный |
| **illegally** |  | незаконно |
| **to describe** |  | описывать |
| **highway** |  | шоссе |
| **code** |  | код |
| **petrol** | ['petr] | бензин |
| **petrol station** |  | бензозаправочная станция |
| ***syn* garage** |  |  |
| **to select** |  | выбирать, отбирать |
| **super** |  | первоклассный |
| **lead** |  | свинец |
| **unleaded** |  | без свинца |
| **diesel** |  | горючее |
| **automatic** | [,t'mtk] | автоматический |
| **pump** |  | ПОСОЛ |
| **cashier** | [k'] | кассир |
| **attendant** |  | служитель |

**Exercises**

**1. Find the answers in the text:**

Where did the participants plan to go that evening?

Was it an ordinary film?

How much free time did they have before the film?

Did they go sightseeing by tube?

Did they talk with Mr. Hill during the ride?

About what did they speak?

**2. Use the verbs in the right forms:**

There *(is, are)* different speed limits in towns and on motorways in England.

Two yellow lines on the load *(to mean)* no parking.

One yellow line *(to mean)* parking *(to restrict).*

I know that when you *(to be)* in Russia you *(to hire)* a car and *(to drive)* it a few days. (*to* *be)* it very difficult to drive on the right?

Oh, it *(to be)* very difficult at first.

It was especially difficult when I *(to want)* to overtake

But the hardest *(to be)* roundabouts.

We, Englishmen always *(to drive)* on the left.

**3. Insert prepositions:**

One .. the evenings they decided to go .. the cinema. .. the film was to start they had an hour... their disposal.

They decided to have a ride. . London. . Mr. Hill's car.

We might have a ride . this entertainment area... Leicester Square.

The Strand is famous .. its rich hotels.

We could also drive... St Paul's Cathedral.

**4. Insert articles:**

The Cathedral looks majestic in... evenings lights.

Let's start ... journey.

When you drove in Russia, did you always find... ways very easily?

Once I was in... tiaffic jam for... hour

**5. Underline the modal verbs and translate the sentences into Russian:**

The driver must wear a seat belt.

The front seat passenger must also wear a seat belt.

You must be all very good drivers.

In big cities the car may be clamped and towed away.

Before the film was to start they had an hour at their disposal.

What would you like to see?

We would be glad to see all that.

And what would you recommend?

I wouldn't say so.

I should let bygones be bygones.

We might have a ride through this area.

Then we could also drive to the Cathedral.

**6. Make sentenses:**

|  |  |  |
| --- | --- | --- |
| St Paul's Cathedral |  | majestic |
| it |  | fantastic |
| Leicester Square | is | fascinating |
| the Strand | looks | wonderful |
| Big Ben | seems | beautiful |
| Westminster | was | colouful |
| the City |  | curious |
| Trafalgar Square |  | distinctive |
| Madame Tussaud's |  | impressive |
|  |  | superb |
|  |  | super |

**7. Complete the dialogues and act out similar ones:**

**•**

— What woud you like to see during...

— And... recommend?

— We might... Leicester Square and... the Strand... hotels. Then... Cathedral. It looks...

— We would be glad...

— Then let's start...

**•**

— By the... I know that when you were in... hired... drove... Was it very...

— Oh... at first. It was... to concentrate especiaially when... over­take But the hardest were... Well, you know, we, Englishmen, have always, and are accustomed...

— Did you ... the ways .

— I wouldn't... Once... leirible. I was in... and... lost. But finally... all right. I .. bygones.

**8. Complete the disjunctive questions:**

The streets of London are very narrow...

The cars and buses move fast in London...

There are speed limits in towns...

There are speed limits on motorways...

The speed limits are not very high..

You have never driven on the left...

**9. Make sentences:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The speed limit is | 30km. | per hour | in town | in England |
|  | 70km |  | on motorway | in Russia |
|  | 90km. |  |  |  |
|  | 60km. |  |  |  |
|  | 110km. |  |  |  |

**10. Sum up what the dialogue and the text said about driving in Britain.**

**11. Role play.**

Imagine you are speaking with an English businessman. Discuss:

• traffic jams

• speed limits

• parking facilities etc.

*Unit forty four*

Windsor and Eton

**Text**

On Sunday morning the group started on an excursion for Windsor by coach.

Windsor lies 34 km west of London and is famous, first and foremost for Windsor Castle, the residence of the royal family Many parts of this historic castle are open to the public while some other parts are always closed and some are closed when the royal family is in residence.

The site of Windsor Castle was fust defended by William the Conqueror in 1070 and for the next 900 years the building was con­tinually enlarged, growing from a medieval castle to a vast and com­plex royal palace.

The most impressive of all the castle buildings is St. Geoige's Chapel, a masterpiece of perpendicular Gothic architecture. The State Apartments, which are closed to the public, comprise 16 rooms, and each is a treasure house of superb furniture, porcelain, and armour The rooms are decorated with carvings by Grinling, Gibbons, ceilings by Venio and works from the royal collections. They include Van Dyck's paintings

The star attraction, open to the public, is Queen Mary's Doll's House, designed by Sir Edwin Lutyens and given to the nation in 1923. The furnishings are designed at one-twelfth lifesize.

Part of Windsor Central Railway Station has now been converted to a waxworks museum iun by Madame Tussaud's, recreating the scene in 1879 when a special train arrived here to celebrate Queen Victoria's Diamond Jubilee. Queen Victoria, the longest ruling monarch in Britain, who lived in 1837-1901, symbolises the unity of the nation, the British Empire and the progress of the nation in the nineteenth centuiy.

After visiting Windsor the group walked to Eton. They went along Thames Street from Windsor Castle down to the river, where Windsor Bridge took them to Eton, Windsor's twin town, on the northern bank. Eton is the home of Eton college, the public school that has produced no fewer than 20 prime ministers. It was term time and they saw a lot of students around, dressed in their distinctive tail coats and wing collars.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **Windsor** |  | Виндзор. Небольшой го­род, муниципальный центр, население около 30,000 чел |
| **Eton** |  | Итон, маленький городок напротив Виндзора |
| **to lie (lay, lied)** |  | лежать, находиться |
| **west** |  | запад |
| **first and foremost** |  | прежде всего |
| **castle** | [ksl] | замок |
| **Windsor Castle** |  | Виндзорский замок. Одна из загородных резеден-ций английской короле­вы /короля |
| **residence** |  | резиденция |
| **to be in residence** |  | находиться в своей рези­денции |
| **public** |  | публика, народ |
| **to be open to the public** |  | открыт для посетителей |
| **William the Conqueror** |  | Вильгельм Завоеватель (1027—1087). Будучи гер­цогом Нормандии разбил под Гастингсом англий­ские войска в 1066 г. и стал королем Англии |
| **to enlarge** |  | расширять |
| **medieval** |  | средневековый |
| **vast** |  | обширный |
| **complex** |  | комплекс |
| **palace** |  | дворец |
| **chapel** |  | часовня |
| **masterpiece** |  | шедевр |
| **perpendicular** | [,ppn'dkjul] | перпендикулярный |
| **Gothic** |  | готический |
| **architecture** | [ktekt] | архитектура |
| **state** |  | государственный |
| **apartment** |  | комната, *(Ам.)* квартира |
| **treasure** |  | сокровище |
| **furniture** | ['fnt] | мебель |
| **porcelain** |  | фарфор |
| **armour** |  | вооружение, доспехи |
| **to decorate** |  | украшать |
| **carving** |  | разная работа |
| **ceiling** | ['sl] | потолок |
| **works** |  | работы (произведения искусства) |
| **collection** |  | коллекция |
| **painting** |  | картина |
| **doll** |  | кукла |
| **to design** |  | задумывать, проектиро­ |
|  |  | вать |
| **furnishings** |  | меблировка |
| **lifesize** |  | натуральная величина |
| **at one-twelfth lifesize** |  | 1/12 реального масштаба |
| **to convert** |  | превращать |
| **waxworks** |  | восковые фигуры |
| **to recreate** | ['rekret] | воссоздать |
| **scene** |  | сцена |
| **diamond** |  | бриллиант |
| **jubilee** | [,bl'] | юбилей |
| **to celebrate diamond ju­bilee** |  | праздновать бриллианто­вый юбилей |
| **to rule** |  | править |
| **monarch** |  | монарх |
| **to symbolise** |  | символизировать |
| **unity** |  | единство |
| **empire** |  | империя |
| **progress** |  | прогресс |
| **to walk** |  | идти пешком |
| **bank** |  | берег |
| **on the bank** |  | на берегу |
| **northern bank** |  | северный берег |
| **southern bank** |  | южный берег |
| **college** | ['kol] | колледж |
| **Eton colledge** |  | Итон-колледж |
| **public school** |  | частная школа |
| **Eton public school=Eton college=Eton** |  | Итон (одна из девяти престижных частных школ Англии) |
| **no fewer than** |  | не менее (чем) |
| **prime minister** |  | премьер министр |
| **term** |  | семестр |
| **student** |  | студент |
| **to dress** |  | одевать |
| **to be dressed** |  | одеваться |
| **tail coat** |  | фрак |
| **wing collar** |  | стоячий воротник с отво­ |
|  |  | ротами |

**Exercises**

**1. Insert prepositions:**

Sunday morning the group started... an excursion .. Windsor ... coach.

Windsor lies 34 km west... London.

Windsor is famous first and foremost. the Windsor Casle.

Many parts of the Castle are open . the public

Some parts are closed when the royal family is residence.

The site Windsor Castle was first defended .. William the Conqueror 1070.

**2. Insert articles:**

... most impressive of all... castle buildings is St. Georege's Chapel, ... masterpiece of perpendicular Gothic architecture

... state apartments, which are always closed to... public comprise 16 rooms

Each room is treasure house of superb furniture, porcelain and armour.

... rooms are decorated with carvings by famous artists

star attraction open to . public is Queen Mary's Doll House.

**3. Choose the correct form:**

The site of Windsor *(defended, was defended)* by William the Conqueror

The building of the Castle *(enlarged, was enlarged)* continually.

The rooms *(decorated, are decorated)* with carvings by famous artists.

The furnishings of the Doll's House *(design, are designed}* at one-twelfth lifesize

Part of the Railway Station (has converted, has been converted) to a waxworks museum

The museum recreates the scene in 1879 when a special train *(has arrived, arrived)* here to celebrate Queen Victoria's Diamond Jubilee

**4. Match the names of famous figures and their contributions into the history:**

|  |  |
| --- | --- |
| Queen Victoria  Madame Tussaud | He designed the Doll's House for Queen Mary. |
| Grinlin  Van Dyke  Sir Edwin Lutyens William the Conqueror | She contributed a lot to the unity and progress of the nation in the nineteenth century.  She was the first to establish a wax-works museum. |
|  | He is famous for his superb carvings. |
|  | He is famous for his master-pieces in |
|  | painting. |
|  | He defended Windsor in 1070. |

**5. Read as in the example:**

|  |  |
| --- | --- |
| **• Example** | **1070**  **in ten seventy** |

|  |  |  |  |
| --- | --- | --- | --- |
| 1879 | 1837 | 1901 | 1923 |

**6. Complete the sentences:**

In 1070 William the Conqueror ...

Queen Victoria was born in...

She died in... at the age of...

In 1879 she arrived in Windsor to celebrate...

In 1923 the Doll's House of Windsor Casle was given to...

**7. Translate into Russian:**

For the next 900 years the Castle was continuously enlarged growing from a medieval castle to a vast and complex royal palace.

Part of the Railway Station has been converted to a waxworks museum recreating the scene of Queen Victoria's arrival in Windsor.

**8. Sum up what the text said about:**

Queen Victoria

the history of Windsor Castle

the decorations of the Castle

the Doll's House

the places of the Castle open to the public.

**9. Find the answers in the text:**

Is Eton far away from Windsor?

How did the participants get there?

What famous college has it got?

How many English prime ministers graduated from Eton?

How are Eton students usually dressed?

Did the participants see any students in the streets of Eton?

Wasit term time?

**10. Complete the disjunctive questions:**

After visiting Windsor the participants walked to Eton...

They went down to the river and crossed it over the bridge...

Eton is Windsor's twin town...

Eton is the home of Eton college...

About 22 British prime ministers graduated from Eton college...

Eton students wear very curious clothes...

You have never seen Eton students...

**11. Role play.**

Imagine you are speaking with an Englishman who is living in Windsor. Ask him a few questions about Windsor and Eton.

*Unit forty five*

Payments in international trade

**Text**

On Monday morning the participants resumed their work and listened to the lecture on payments in international trade.

*Here is a part of the lecture:*

With any form of international trade it is essential to ensure that payment will be received in accordance with the terms of the un­derlying commercial contract. The most secure and established methods of settling international trade transactions are:

• by documentary letters of credit and

• by documentary collection bills.

Documentary letters of credit are opened by the importer's bank with a bank in the exporter's country, usually the importing bank's correspondent in the exporting country. Exporters submit to the bank in their country all the shipping, insurance and other docu­ments specified in the letter of credit issued by the importer's bank. If the documents are in order the bank in the exporting country will credit the exporters with the proceeds. The proceeds are reim­bursed-by the importer's bank in due course.

Documentary collection bills are presented to the importer's bank or its correspondent by the exporters together with all the shipping, insurance and other documents, specified in the contract. If the documents are in order the importers instruct their bank to pay and they collect the shipping documents then.

There are a few ways of transferring money from bank to bank. In the recent past these ways were:

• mail transfers and

• telegraphic transfers.

Now these two types of messages are practically replaced by SWIFT messages. SWIFT stands for the Society for Worldwide Inter­bank Financial Telecommunication. It is a network serving now more than 3,000 banks in about 100 countries. It speeds up payment messages between banks immensely. If sending and receiving banks are both 'logged-in', a message can be delivered in under 20 seconds. Over 1 million messages are sent every day via the computers of SWIFT and its member banks.

The role of correspondent banks is permanently growing. They facilitate and expedite international payments. A correspondent bank is one which carries a deposit balance for another bank lo­cated in another city or country and engages in an exchange of services with that bank.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **essential** | ['sen] | важный, значительный |
| **it is essential to do**  **something** |  | необходимо/важно сде­лать ... |
| **to ensure** |  | обеспечить |
| **in accordance with ...** |  | в соответствии с ... |
| **underlying** |  | лежащий в основе |
| **secure** |  | надежный |
| **established** |  | широко используемый, утвердившийся |
| **method** |  | способ, метод |
| **to settle** |  | оплатить |
| **documentary** |  | документарный, с при­ |
|  |  | ложением отгрузочных |
|  |  | документов |
| **collection bill** |  | инкассовое поручение: бан­ковский документ — инст­рукция получить платеж в краткий установленный срок или в пределах дан­ного срока получить обос­нованный отказ платель­щика от платежа |
| **to submit** |  | представлять, передавать |
| **to issue** | ['sj] | выпускать, открывать |
| **to credit somebody with something** |  | кредитовать кого-либо чего-либо |
| **exporter** |  | экспортер |
| **proceeds** |  | средства, выручка |
| **to reimburse** | [,r:m'bs] | возмещать, платить |
| **due** |  | должный, причитающийся |
| **in due course** |  | должным образом |
| **to present** |  | представлять, предъявлять |
| **together with** |  | вместе с |
| **to be in order** |  | быть в порядке |
| **in the recent past** |  | в недавнем прошлом |
| **mail** |  | почта |
| **mail transfer** |  | почтовый перевод |
| **to replace** |  | заменять |
| **SWIFT** | [swft] | СВИФТ — Международ­ное общество межбанков­ |
|  |  | ских (финансовых) теле­ |
|  |  | коммуникаций |
| **to stand for** |  | обозначать |
| **wordwide** |  | всемирный |
| **to speed up** |  | ускорять |
| **to be logged-in** |  | (тех) быть включенным в |
|  |  | систему |
| **second** |  | секунда |
| **member** |  | участник, член |
| **member bank** |  | банк, вошедший в/ под­ключившийся к СВИФТ |

**Притяжательный падеж существительных**

**The Possessive Case of the Nouns**

**Существительное в притяжательном падеже отвечает на вопрос Чей?. Для образования притяжательного паде­жа существительного в единственном числе используются апостроф ' и буква s. Для образования притяжательного падежа существительного во множественном числе ис­пользуется только один апостроф '.** Например:

*the exporter's bank банк экспортера*

*the exporters' bank банк экспортеров*

**Exercises**

**1. Use the nouns as in the example:**

|  |  |
| --- | --- |
| • Example | **importer/country the importer's country** |

|  |  |
| --- | --- |
| exporter/country exporter/bank exporters/country exporters/bank | exporting bank/country  importing bank/country  exporting bank/correspondent importing bank/correspondent  Mr. Hill/lecture  Mr. Hill/words |

**2. Match English and Russian equivalents:**

|  |  |  |
| --- | --- | --- |
| in accordance with the terms and conditions of the contract | Они дают указание банку об оплате. | |
| the underlying commercial contract | Затем они забирают доку­менты. | |
| the documents specified in the contract | Существует несколько спосо­бов перевода денег из одного банка в другой. | |
| to submit the documents. specified | Банк переведет средства на счет экспортера. | |
| the letter of credit issued by the importer's bank | перевести средства должным образом | |
| to reimdurse the proceeds in due course | в соответствии с условиями контракта | |
| The bank will credit the ex­porters with the proceeds. | данный коммерческий кон­тракт | |
| They instruct the bank to pay. | документы, указанные в кон­тракте | |
| They collect the shipping documents then. | представить указанные доку­менты | |
| There are a few ways of transferring money from bank to bank. | аккредитив, выданный бан­ком экспортера |

**3. Underline the verbs in the Passive Voice and translate the sentences into Russian:**

It is essential to ensure that payment will be received.

Documentary letters of credit are opened by the importer's bank.

The proceeds are reimbuised by the importer's bank.

Documentary collection bills are presented to the importer's bank

Now mail and telegraphic tiansfers are replaced by SWIFT messages.

A message can be delivered in under 20 seconds.

Over 1 million messages are sent every day.

**4. Insert prepositions:**

... Monday morning the participants listened... the lecture... pay­ments.. international trade.

It is essential to ensure that payments will be received ... terms and conditions... the contract.

The most secure methods are payments.. documentary letters... credit and. . documentary collection bills.

Documentary letters. credit are opened... a bank.. the exporter's country.

Exporters submit ... the bank all the shipping documents.

If the documents are... order the bank will credit the exporter... the proceeds.

Documentary collection bills are presented... the importer's bank.

... the recent past there were two ways... transfer! ing money... bank... bank.

**5. Translate the parts of the text speaking about:**

documentary letters of credit

documentary collection bills.

**6. Translate into Russian:**

the receiving bank

the sending bank

if the banks are logged in...

It carries a deposit balance for another bank.

It carries a deposit balance for another bank located in another city or country.

The correspondent bank engages in an exchange of services with that bank

**7. Complete as in the text:**

SWIFT stands for the Society...

It's a network serving... banks... countries.

It speeds up payment messages between...

If. . banks are logged-in a message can be delivered...

Over one million... via computers of SWIFT and...

A correspondent bank is one which carries...

**8. Find English equivalents in the text:**

платеж по документарному аккредитиву —

платеж по документарному инкассо —

представить документы в банк —

открыть аккредитив в банке —

перевести средства —

отправить сообщение по СВИФТ —

банк-корреспондент —

Это ускорит платеж. —

**9. Sum up what the text said about:**

SWIFT and SWIFT messages

correspondent banks

**10. Make short dialogues as in the example:**

|  |  |
| --- | --- |
| • Example | *letters of credit*  *—* The information on letters of credit is not very clear, is it?  — I agree with you here. It is not clear at all. (or)  — I can't agree with you I'm afraid. Everything is absolutely clear. |
|  | *collection bill*  *SWIFT correspondent banks*  *payments bank transfers* |

**11. Role plays.**

• Imagine you are one of the participants of the Group. Ask the lecturer a few questions about:

documentary letters of credit

documentary collection bills.

• Imagine you work at a SWIFT member bank. Make a short speech introducing yourself and also speak about the high techni­cal level of services offered by your bank.

*Unit forty six*

Problems settled

**Text**

In the evening when Anton returned to the hotel he had a tele­phone call from Coventry, located to the north of London. It was a call from Mr. Snow, a business associate of the Russian com­pany for whom Anton worked.

*Mr Snow:* Mr. Smirnov, I'm calling to send my apologies to Mr. Nikolaev, your chief, for our default.

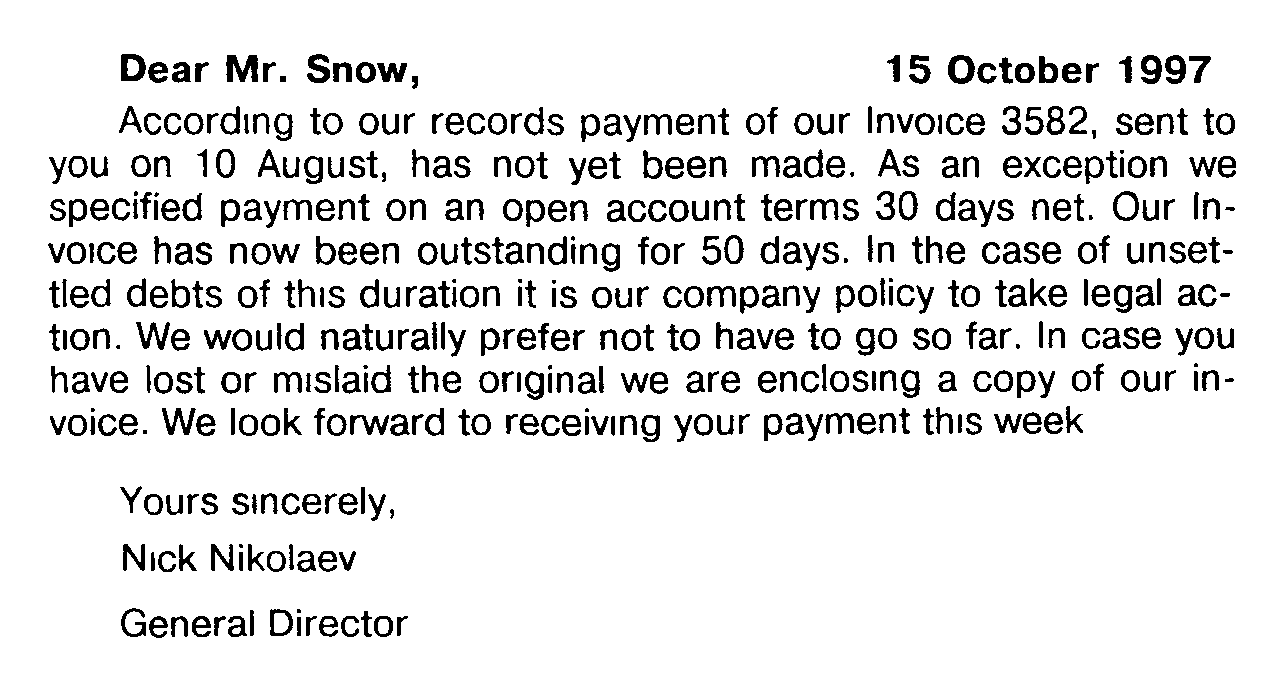
*Anton:* Don't worry we have received your payment and every­thing seems all right. I spoke with Mr. Nikolaev before my departure. He does not bear any grudges against you.

*Mr. Snow:* I'm very glad to hear that. But still I want to assure you that such things will never happen again.

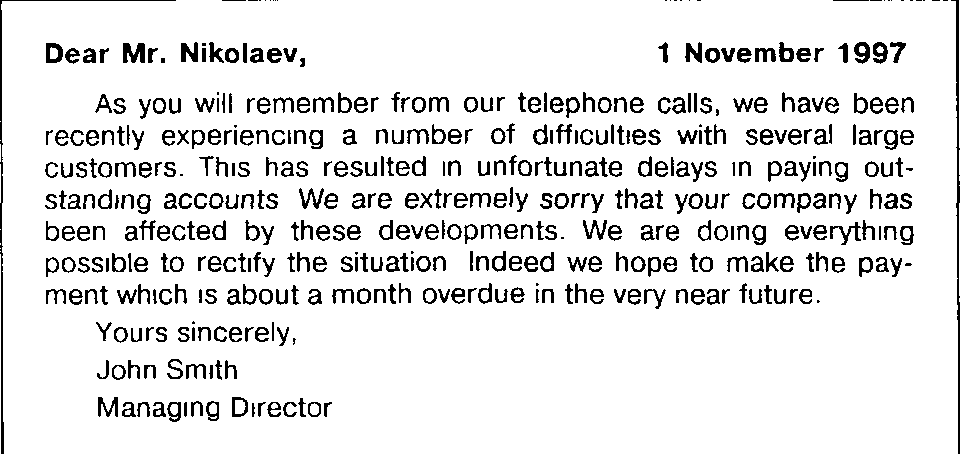
*Anton:* Good. I'll pass it on to Mr. Nikolaev on my return to Moscow.

*Here are two letters relating to the default mentioned by Mr. Snow received and sent by him some time before this talk took place:*

**1.**



**2.**



**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **Coventry** |  | Ковентри. Крупный ин­дустриальный центр в графстве Йоркшир на северо-западе от Лондона |
| **associate** | ['souet] | партнер |
| **apology** |  | извещение |
| **to send one's apologies** |  | принести свои извинения |
| **chief** |  | начальник; главный |
| **default** | [d'flt] | неуплата, нарушение |
| **to bear (bore, borne)** |  | нести |
| **grudge** | [r] | недовольство, обида |
| **not to bear grudges against somebody** |  | иметь претензии к кому-либо |
| **to assure** |  | заверить |
| **relating to ...** |  | относящийся к |
| **acceding to ...** |  | как сообщил. , как зая­вил ..., согласно |
| **records** | ['rekdz] | записи |
| **according to our records** |  | согласно нашим записям |
| **exception** |  | исключение |
| **as an exception** |  | в виде исключения |
| **open account** |  | открытый счет — форма расчета между продавцом и постоянным покупате­лем, при которой товары отправляются без под­тверждения оплаты, а покупатель в оговорен­ные сроки должен опла­тить товар |
| **to pay on an open ac­count** |  | платить на открытый счет |
| **net** |  | часто, частый, нетто, за вычетом всех расходов и налогов |
| **outstanding** | [,aut'stnd] | неоплаченный |
| **duration** |  | длительность |
| **legal** |  | *зд* судебный |
| **legal action** |  | судебное дело |
| **to take legal action** |  | передать дело в суд, воз­будить судебное дело |
| **to go so far** |  | заходить так далеко |
| **to lose (lost, lost)** |  | потерять |
| **to mislay (mislaid, mislaid)** |  | затерять (положить не туда) |
| **the original** |  | оригинал |
| **to enclose** |  | прилагать |
| **to enclose something with something** |  | прилагать что-либо к че­му-либо |

**Exercises**

**1. Match English and Russian equivalents:**

|  |  |
| --- | --- |
| for our default  He doesn't bear any grudges against you.  I want to assure you that such things will never happen again. | Я передам это начальнику Хочу вас заверить, что впредь этого не случится.  Он не имеет уже к вам ни­каких претензии. |

|  |  |
| --- | --- |
| I'll pass it on to my chief. | За то, что мы не заплатили вовремя. |

**2. Read the following:**

|  |  |
| --- | --- |
| • everything  asking | • bearing  happening |
| receiving | returning |
| importing | calling |
| exporting | speaking |

• I'm calling to send my apologies to Mr. Nikolaev.

I'm calling to ask you to accept my apologies.

• not to bear any grudges

for our default

I apologise for our default.

He does not bear any grudges.

**3. Find the answers in the text:**

When did Anton have a call from Mr. Snow?

Who is Mr. Snow?

Why did he call Anton?

What did Anton say about the payment in question?

What promise did Mr. Snow make?

Did Anton promise to pass it on to his chief?

**4. Complete the dialogue and act out a similar one:**

— I'm calling to send my apologies to...

— Don't worry we have received... and everything... I... before my departure. He... grudges...

— I... glad... But still I want to assure... again.

— Good. I'll pass... on my return...

**5. Translate into Russian:**

|  |  |
| --- | --- |
| • as an exception • to lose or mislay the original | |
| payment on an open account | to look forward to receiving |
| the outstanding invoice | the payment |
| unsettled debts | to experience a number of |
| to take legal action | difficulties |
| not to go so far | to result in an unfortunate delay |
|  | to be affected by these devel­ |
|  | opments |
|  | to rectify the situation |
|  | in the very near future |
|  | The payment is one month |
|  | overdue. |

**6. Insert prepositions:**

According... our records payment... our Invoice 3582 sent... you... 10 August has not yet been made.

As an exception we specified payment... an open account terms.

Our invoice has been outstanding... 50 days.

... the case... unsettled debts... this duration we take legal action.

This has resulted... unfortunate delays... paying outstanding ac­counts.

Your company has been affected... these developments.

We shall make payment... the very near future.

**7. Underline the verbs and translate the sentences into Russian:**

We are enclosing a copy of our Invoice.

We are doing everything possible to rectify the situation.

Payment has not been made yet.

Our invoice has been outstanding for 50 days.

In case you have lost or mislaid the original...

This has resulted in unfortunate delays.

We have been recently experiencing some difficulties.

As you will remember from our telephone calls...

**8. Underline one sentence in each letter which seems most important to you.**

**9. Read the following dates:**

|  |  |
| --- | --- |
| • Example | 15 October 1998  the fifteenth of October nineteen ninety eight |
|  | 1 November 1998 |
|  | 17 October 1996 |
|  | 1 May 1997 |
|  | 1 January 1998 |

**10. Complete the letters and write similar ones:**

• According to our records payment .. has not yet been made. As an exception we specified... Our invoice has now been outstanding In the case of unsettled debts... take legal action. We would naturally prefer... In case you have lost... We look forward to...

• As you will remember from... difficulties with... This resulted in... outstanding accounts. We are extremely sony... affected... We are doing everything possible to .. Indeed we hope... in the very near future.

*Unit forty seven*

Mass media

**Text**

The British are a nation of newspaper readers. Many of them have a daily paper delivered to their home just in time for bieakfast.

British newspapers can be divided into two groups: quality and popular. Quality newspapers are more serious and cover home and foreign news thoughtfully while the popular newspapers like shocking, personal stories as well as some news. These two groups of newspapers can be distinguished easily because the quality papers are twice the size of the popular newspapers.

**• Quality daily newspapers:**

*The Times*

*The Guardian*

*The Daily Telegraph*

*The Financial Times*

*The Independent*

**• Quality Sunday newspapers:**

*The Sunday Times*

*The Observer*

*The Sunday Telegraph*

***•* Popular daily newspapers:**

*The News of the World*

*The People*

*The Mail on Sunday*

*The Sunday Mirror*

*The Sunday Express*

British newspapers are often associated with Fleet Street, located in Westminster City of London. Fleet Street was the home of the nation's newspapers till the recent past. But not long ago practically all the newspapers moved their headquarters to Docklands, a newly developed business centre in the eastern part of London. Only two newspapers *The Daily Express* and *The Daily Telegraph* are still in Fleet Street. However, people still say 'Fleet Street' to mean 'the press'.

Watching television is one of the great British pastimes! Broad­casting in the United Kingdom is controlled by the British Broad­casting Corporation (ВВС) and the Independent Broadcasting Authority (IBA). The ВВС receives its income from the Government, but the private companies controlled by the IBA earn money from advertising. The ВВС has two TV channels. The IBA is responsible for looking after the regional independent TV companies who broad­cast their own programmes and those they have bought from other regions.

National radio is controlled by the ВВС, and listeners can choose between four stations. There are many local stations, some private and some run by theВВС. Their programmes consist mainly of music and local news.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **mass media** |  | средства массовой ин­формации |
| **paper = newspaper** |  | газета |
| **reader** |  | читатель |
| **daily** |  |  |
| **quality** | [kwolt] | ежедневная газета |
| **serious** |  | серьезный |
| **thought** | [t] | мысль |
| **thoughtful** |  | внимательный |
| **thoughtfully** |  | внимательно |
| **shock shocking** |  | удар, потрясение скандальный |
| **personal** |  | личный |
| **twice** |  | дважды |
| **they are twice the size** |  | они вдвое больше по размеру |
| **guardian** | ['djn] | наставник |
| **independent** |  | независимый |
| **observer** |  | обозреватель |
| **mirror** |  | зеркало |
| **headquarters** | [,hedkwtz] | штаб-квартира |
| **press** |  | пресса |
| **television** |  | телевидение |
| **to watch** |  | наблюдать |
| **to watch television** |  | смотреть телевизор |
| **pastime** |  | времяпрепровождение |
| **to broadcast (broadcast,** |  | передавать по радио/по |
| **broadcast)** |  | телевидению |
| **authority** | ['ort] | власти, администрация |
| **income** |  | ДОХОД |
| **to look after** |  | следить за, присматри­ |
|  |  | вать за |
| **region** |  | регион |
| **regional** |  | региональный |
| **to choose (chose, chosen)** |  | выбирать |
| **to run** |  | управлять, руководить |
| **to run a station** |  | направлять деятельность |
|  |  | радиостанции |
| **to run a shop** |  | владеть магазином |

**Exercises**

**1. Read the following:**

the British

many of them delivered to their home

the quality newspapers

the popular newspapers

the home of the nation's newspaper

moved their headquarters

in the eastern part

one of the great pastimes

the ВВС

the IBA

**2. Insert articles:**

... British are... nation of newspaper readers.

Many of them have... daily paper delivered to their home.

Fleet Street was... home of... nation's newspapers till... recent past.

Docklands is... newly developed business centre in... eastern part of London.

... *Financial Times* is widely read by businessmen.

Watching television is one of... great British pastimes. Broadcasting in... United Kingdom is controlled by...ВВС and... IBA.

... ВВС receives its income from... government.

... private companies controlled by... IBA earn money from ad­vertising.

**3. Insert prepositions:**

The IBA is responsible... looking... the regional independent TV companies.

They also broadcast programmes they have bought... other regions.

National radio is controlled... the ВВС.

Listeners can choose... four stations.

Some local stations are run... the ВВС.

Their programmes consist mainly... music and local news.

**4. Sum up what the text said about:**

• English newspapers

• theВВС

• the IBA

**Сравнительные степени прилагательных Degrees of comparison of adjectives**

**Большинство прилагательных имеют сравнительную и превосходную степени сравнения. Как правило, однослож­ные прилагательные образуют сравнительную степень с помощью суффикса -ег, а превосходную — с помощью суффикса *-est.*** Например:

*warm — warm****er*** *— warmest*

**Многосложные прилагательные образуют сравнитель­ную степень с помощью слова *more, а* превосходную — с помощью слова most**. Например:

*serious —* ***more*** *serious —* ***most*** *serious*

Некоторые прилагательные образуют степени сравне­ния не по правилам. Например:

***good* — *better — best little — less — least***

***bad — worse — worst much — more — most***

**4. Write as in the examples:**

|  |  |
| --- | --- |
| • Example | short  *short — shorter — shortest* |
|  | long |
|  | cheap |
|  | strange |
|  | near |
|  | poor |

|  |  |
| --- | --- |
| • Example | popular  *popular—more*  *popular—most popular* |

|  |  |
| --- | --- |
| practical | beneficial |
| expensive | sophisticated |
| curious |  |

|  |  |
| --- | --- |
| • Example | short reply  *a shorter reply*  *the shorter reply*  *shorter replies*  *the shortest reply* |
|  | long story |
|  | big city |
|  | large university |
|  | high chaige |

|  |  |
| --- | --- |
| • Example | important event *a more important event the more important event more important events the most important event* |
|  | curious custom |
|  | sophisticated device |
|  | expensive tour |
|  | difficult language |
|  | marketable goods |
|  | mteiesting piogiamme |

**6. Find English equivalents in the text:**

Английские газеты можно разделить на две группы.

Эти две группы можно легко отличить друг от друга

Английские газеты часто ассоциируют с Флит стрит

Радио Англии контролирует Би-Би-Си.

**7. Translate as in the example:**

|  |  |
| --- | --- |
| • Example | a paper delivered to their home газета, доставляемая на дом |
|  |
|  | Fleet Street located in Westminstel City |
|  | the private companies controlled by the 1BA |
|  | the talks resumed after lunch |
|  | the point mentioned in the letter |
|  | the goods shipped |
|  | the letters of credit opened with the bank |
|  | all the problems settled |
|  | the news broadcast over the radio |
|  | the news televised |

**8. Complete as much as you remember:**

• The British are a nation...

Many of them have ... delivered.

British newspapers can be divided...

Quality newspapers .. while popular newspapers

These two groups... distmgished... British newspapers are often associated...

Fleet Stieet was the home...

But not long ago. . Docklands

Only... Fleet Street.

However... to mean 'the press'.

• Watching .. pastimes

Broadcasting... the ВВС and... the IBA

The ВВС receives... but... advertising .

The ВВС... channels.

• National radio is controlled... and... four...

There are many local... private... theВВС.

Their programmes consist...

**9. Translate into Russian the sentence starting with:**

'The IBA is rlesponsible....'.

**10. Role play**

Imagine you are speaking with an English businessman. Ask him a few questions about:

• English newspapers

• English radio

• English television programmes

Tell him what television programmes you like.

*Unit forty eight*

Financial news

**Text**

Here is an item on financial news published by *The Financial Times* which some participant read:

*DOLLAR AND POUND RISE*

The dollar and the pound resumed their advances of 1996 against the yen and the D-Mark yesterday.

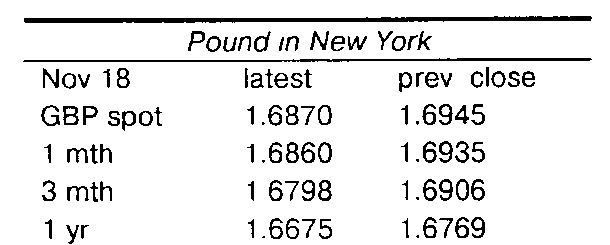
The US currency was helped chiefly by the US stock and bond markets, which rebounded from Thursday's falls.

The dollar was also boosted by US construction spending for November, which rose where a fall had been forecast. The figures added to the evidence of recent weeks that the American economy has resumed stronger growth. "The US deceleration is probably coming to an end", said Mr. Peter von Maydell, senior currency economist at UBS in London.

The dollar gained 1,5 pfennigs against the D-Mark and YO.5 against the yen to close in London at D.M. 1.557 and Y11.2. But the Tokyo market remained closed for the National Holiday.

Sterling rebounded 2.8 pfennigs against the D-Mark after losing 3 pfennigs on Thursday. With trading thin, dealers say that one sale of GBP 50m worth of D-Marks sent sterling about a pfennig higher.

The pound closed in London at DM2.635 to the German cur­rency and USD 1.692 to the dollar. It gained on strong consumer credit data and on rising oil prices



Sterling has been the strongest major currency over the Holiday period appreciating almost 2 per cent.

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **item** |  | короткая статья (в газете) |
| **to publish** |  | опубликовать |
| **to read (read, read)** |  | читать |
| **to rise (rose, risen)** |  | поднимать (ся) |
| **advance** |  | *(фин )* повышение |
| **yen (=y)** |  | йена |
| **chiefly** | ['fl] | главным образом |
| **bond** |  | облигация |
| **stock and bond market** |  | рынок ценных бумаг и облигации |
| **to rebound** |  | вернуться на прежние позиции |
| **fall** |  | падение |
| **to boost** |  | ускорить |
| **to forecast (forecast,** |  | предсказывать |
| **forecast)** |  |  |
| **figure** | ['f] | цифра |
| **evidence** |  | данные |
| **deceleration** |  | замедление |
| **UBS = United Bank of Switzerland** |  | Объединенный банк Швейцарии |
| **to gain** |  | повышаться |
| **pfennig** |  | пфениг |
| **to close** |  | курс валюты в конце рабочего дня биржи |
| **trading** |  | торги, операции с цен­ными бумагами и други­ми финансовыми инст­рументами |
| **thin** |  | вялый, неактивный |
| **with trading thin** |  | поскольку торги идут вяло |
| **dealer** |  | биржевой маклер |
| **GBP = Great Britain Pound** |  | английский фунт стер­лингов |
| **worth** |  | стоящий |
| **spot** |  | слот условия сделки, означающие расчет на второй рабочий день по­сле ее заключения |
| **to appreciate** | ['pret] | повышаться (о курсе ва­люты) |

**Exercises**

**1. Match English and Russian equivalents:**

|  |  |  |
| --- | --- | --- |
| against the yen | повысить, вырасти | |
| to come to an end | против (по сравнению с) | |
| to gain | иеной | |
| with trading thin | поскольку операции с бума­гами идут неактивно | |
| GBP 50m worth of D-Marks | подойти к концу | |
|  | немецкие марки на сумму 50 | |
| to close at D. M. 1.557 | млн. фунтов стерлингов | |
|  | Рынок закрылся на период | |
|  | праздничных дней. | |
| The market closed for the | Курс марки на момент за­ | |
| holiday | крытия биржи составил 1.557 | |
| The dollar resumed its ad­ | Курс доллара стал расти | |
| vances | благодаря ... | |
| The dollar was boosted by. . | Курс доллара снова стал рас­ | |
|  | ти. | |
| The sterling rebounded. | Курс фунта вырос. | |
| It sent sterling higher. | Активность рынка ценных | |
|  | бумаг и облигаций снова | |
|  | возросла. | |
| The stock and bond markets | Благодаря этому курс фунта | |
| rebounded. | вырос. | |
| It rose where a fall had been | Он возрос, хотя предсказали | |
| forecast. | его падение. | |
| The figures added to the evi­ | Положение экономики США | |
| dence of recent weeks. | снова стало улучшаться. | |
| The American economy has lesumed stronger growth | Эти цифры говорили о том же, что и данные последних недель. |

**2. Find the sentences in the text with the following words:**

|  |  |
| --- | --- |
| • to rise  to gain  to resume its dvances  to rebound from falls  to be boosted | • to send the pound higher fall  to lose  deceleration |

**3. Insert articles:**

Here is... item on financial news published by.. *Financial Times.*

dollar and.. pound resumed their advances.

US currency was helped chiefly by... US stock and bond mar­kets

... dollar was also boosted by US construction spending for November

... dollar rose where... fall had been forecast

The figures also say that... American economy has resumed stronger growth.

**4. Read as in the examples:**

|  |  |
| --- | --- |
| • Example | November 18, 1996  the eighteenth of November nineteen ninety six |
| May 1, 1997 April 1,1999 |
|  | December 25, 1998 July 4, 1996 |

|  |  |
| --- | --- |
| **• Example** | **2%**  **two per cent** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 3% | 7% | 10% | 75% | 100% |

|  |  |
| --- | --- |
| **• Example** | **1.692**  **one point six nine two** |

|  |  |
| --- | --- |
| 1.557 | 1.5 |
| 1.6870 | 2.8 |
| 1.6860 | 3.3 |
| 1.6798 | 9.5 |

|  |  |
| --- | --- |
| **• Example** | **0.5**  **о point five** |

|  |  |  |  |
| --- | --- | --- | --- |
| 0.8 | 0.4. | 0.7 | 09 |

|  |  |
| --- | --- |
| **• Example** | **50**  **one sale of 50 million English pounds sterling worth of Deutsch Marks** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 60 | 70 | 80 | 100 | 115 |

**5. Insert prepositions:**

The dollar gained 1.5 pfennigs... the D-Mark... and Y 0.5... the yen.

But the Tokyo market remained closed... the national holiday.

Sterling rebounded 2.8 pfennigs... the D-Mark after losing 3 pfennigs. . Thursday.

The pound closed. London... DM 2.635 .. the German currency. It gained... strong consumer credit data.

**6. Make sentences:**

|  |  |  |
| --- | --- | --- |
|  | the news |  |
| • this is | the item |  |
| these are | the facts | published by |
|  | the information | the *Financial Times* |
|  | the figures | *(FT)* |

|  |  |  |
| --- | --- | --- |
| • the pound |  | the USA |
| the yen | is the currency unit of | Germany |
| the dollar |  | Great Britain |
| the D-Mark |  | Japan |
| the franc |  | Italy |
| the lira |  | France |

**7. Give full words for the following:**

UBS mth

GBP yr

FT prev. close

**8. Underline the verbs and translate the sentences into Russian:**

The dollar rose where a fall had been forecast.

The figures added to the evidence that the American economy has resumed stronger growth.

The US deceleration is coming to an end.

The dollar was boosted by US construction spending for November.

With trading thin it sent sterling about a pfennig high.

It gained on strong consumer credit data and rising oil prices.

**9. Write out a few sentences from the text about the position of the pound at that time.**

**10. Find the answers in the text:**

What was the strongest currency over the holiday?

What sale sent the pound a pfennig higher?

What was the position of the pound for spot transactions in New York on November 18?

**11. Role play**

Imagine you are speaking with an Englishman. Ask him a few questions about the words and sentences which were not quite clear to you at the beginning.

*Unit forty nine*

A visit to Oxford

**Text**

On the eve of their departure to Moscow the participants had some free time and Mr. Hill proposed they should make a trip to Oxford.

Oxford, first and foremost, is known for its University. The Uni­versity began itself in the middle of the 12th century, and by 1300 there were already 1,500 students. At this time, Oxford was a wealthy town, but by the middle of the 14th century, it was poorer, because of a decline in trade and because of the terrible plague, which killed many people in England.

Relations between the students and the townspeople were very unfriendly, and there was often fighting in the streets. On the 10th February 1355, the Festival of St. Scholastica, a battle began which lasted two days. Sixty-two students were killed. The townspeople were punished for this in two ways: they had to walk through the town to attend a special service on every St Scholastica's day until 1825. Worse than this, the University was given control of the town for nearly 600 years.

Nowadays there are about 12,000 students in Oxford, and the University and the town live quietly side by side.

When the coach came to Oxford the participants bought some colourful books on Oxford, maps and some souvenirs. Then they went sightseeing and stopped near Trinity College.

*Tatjana:* The college looks great. I wonder how old it is.

*David:* I myself am an Oxford graduate but I don't remember when exactly it was founded. Let's look in the guide book. Oh, it was started in 1315.

*Tatjana:* Is it the oldest college?

*David:* Oh, no. Jesus College and some others are much older.

*Tatjana* It's very beautiful. I'd like to study here. Is the chapel open to the public?

*David:* Yes, it is. Let's go and look. The choir of this college is famous in England They sing on TV every year at Christmas

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **university** | [jnvst] | университет, институт |
| **middle** |  | середина |
| **in the middle of** |  | в середине |
| **poor** |  | бедный |
| **poorer** |  | беднее |
| **decline** |  | снижаться |
| **to kill** |  | убивать |
| **townspeople** |  | горожане |
| **to fight** |  | бороться |
| **fighting** |  | сражение |
| **Festival of St. Scholastica** |  | праздник студентов Средние века |
| **to last** |  | длиться |
| **to punish** |  | наказывать |
| **nearly** |  | около, почти |
| **quiet** | [kwat] | спокойный |
| **quietly** |  | спокойно |
| **side** |  | сторона |
| **side by side** |  | рядом, бок о бок |
| **colourful** |  | цветной,яркий |
| **Trinity** |  | Троица |
| **graduate** | ['grdjut] | выпускник |
| **to found** |  | основывать |
| **Jesus** |  | Иисус |
| **choir** | [kwa] | хор |

**Exercises**

**1. Read as in the examples:**

|  |  |
| --- | --- |
| • Example | the twelfth  the twelfth century |

|  |  |  |
| --- | --- | --- |
| the first  the second  the third  the ninth | the sixth  the seventh  the eighth  the fifth | the eleventh  the thirteenth  the fourth  the tenth |

|  |  |
| --- | --- |
| • Example | 1300  thirteen hundred |

|  |  |  |  |
| --- | --- | --- | --- |
| 1400 | 1500 | 1900 | 2000 |

|  |  |
| --- | --- |
| • Example | 1,500  one thousand five hundred stu­dents |

|  |  |  |  |
| --- | --- | --- | --- |
| 1,300 | 2,500 | 3,700 | 9,800 |

|  |  |
| --- | --- |
| • Example | 12,000  twelve thousand students |

|  |  |  |  |
| --- | --- | --- | --- |
| 13,000 | 25,000 | 36,000 | 48,000 |

|  |  |
| --- | --- |
| • Example | on the 10th February 1355  on the tenth of February thirteen fifty five |
|  | on the 1st May 1267 |
|  | on th 2nd April 1487 |
|  | on the 3id December 1533 |

**2. Insert prepositions:**

The University began itself... the middle... the 12th century, and... 1300 there were already 1,500 students.

... this time Oxford was a wealthy town.

But ... the middle... the 14th century it was pooler, because... the terrible plague.

The plague killed many people... England.

Relations... the students and the townspeople were very unfriendly.

There was often fighting... the streets.

. . the 10th February 1355 the Festival of St. Scholastic a battle began.

Now they live quietly side... side.

Many colleges and chapels are open... the public now.

The choir of the University sing... TV every year... Christmas.

**3. Translate into Russian:**

Oxford is known for its University.

62 students were killed.

The townspeople were punished for killing 62 students.

The University was given control of the town.

The University was started in 1315.

We may also say it was founded in 1315.

**4. Make sentences:**

|  |  |  |
| --- | --- | --- |
| • Oxford |  | University |
| Cambridge |  | public school |
| Eton | is known for its | castle |
| Windsor |  | factories and plants |
| Manchester |  | Beatles group |
| Liverpool |  |  |

|  |  |
| --- | --- |
|  | visit Oxford |
|  | make a trip to.. |
| • Mr. Hill proposed that they should | make a tour of.. |
|  | go to... |
|  | see... |

**5. Complete as in the text:**

At this time Oxford was a wealthy town, but by... it was poorer because of a decline in... and the terrible...

On the 10th February the Festival.. a battle... two days.

Sixty-two...

The... punished... two ways.

They had to walk through... to attend the special... until 1825.

Worse than this, the University... for nearly 600 years.

**6. Write out the sentences speaking about Oxford:**

of the 12th century

of 1300

of the middle of the 14th century

of 1355

of 1825

of the present time.

**7. Read the following:**

• the college — an older college — the oldest college

the chapel — a taller chapel — the tallest chapel

the most beautiful building

the wealthiest town

I wonder how old it is.

I wonder when it was founded.

I wonder who the first students were.

I wonder how many people live here now.

I wonder if the students pay for then education.

**8. Complete the dialogue and act out a similar one:**

— The college looks... I wondei how old ... I myself am an Ox­ford graduate but... founded. Let's look in... Oh, 1315.

— Is it... oldest...

— Oh no. Jesus... and others... older.

— It's very .. I'd like. Is the... open.

— Yes, it is. Let's The choir .

**9. Sum up what you have learned about:**

• Trinty College

• the history of Oxford

**10. Role play**

Imagine you are one of the participants of the Group. Ask the lecturer during an informal talk if he is an Oxford graduate. Then ask him a few questions about Oxford and tell him about our universities.

*Unit fifty*

Good-bye to London

**Text**

In the evening Mr. Hill invited all the participants to a farewell party at the Beefeater restaurant near the Tower of London. In general Beefeaters are warders of the Tower, dressed as in the days of the Tudor kings. The restaurant is famous for its medieval ages per­formance and the spirit of the time. It's like a costume drama with the history of England unfolding before the eyes of the guests. The participants enjoyed the performance immensely, had a very nice meal and a few drinks. A few toasts were pronounced like these:

To *the success of our business!*

*To our prosperous business! Cheers!*

*To your very good health!*

There were also many thanks like these:

*Thank you very much for having us.*

*Thank you for the nice stay we had here in London.*

*We were very happy here. Thank you very much.*

*Everything was unforgettable. I thank you a lot.*

*We 've really enjoyed the visit.*

In the morning the Group checked out and the coach took them to the Heathrow Airport. There was no queueing up they checked in very quickly and went upstairs to the Passport Control point. Here they said good-bye and expressed thanks to Mr. Hill. In reply he said many kind words and wished them a safe journey.

The journey back home was really very smooth and enjoyable. A few days later Pete Smirnov, General Director of Economtraining, sent the following letter to Mr. Hill:

**Dear Mr. Hill,**

Let me thank you and your esteemed company on behalf of the Group and our company for the hearty atmosphere of their stay in London, for very informative lectures and very useful external visits they had. They also thank you heartily for the chances to do some business of their own and to make a few visits they had planned. I hope that we shall ar­range similar programmes in future as well to the satisfaction of our both parties.

Let me send you and your family my best wishes for Christmas and a very prosperous New Year.

Yours faithfully,

Pete Smirnov

**Words and expressions**

|  |  |  |
| --- | --- | --- |
| **farewell** | [e'wel] | прощание |
| **farewell party** |  | прощальный вечер |
| **beefeaters** | ['bftz] | "мясоеды" — прозвищe |
|  |  | дворцовой стражи или |
|  |  | стражи Тауэра |
| **tower** |  | башня |
| **the Tower of London** |  | Тауэр |
| **warder** |  | стражник |
| **Tudors** |  | династия Тюдоров |
|  |  | (1495-1603) - период |
|  |  | реформации и усиления |
|  |  | централизованной власти |
| **costume** | ['kostjm] | костюм |
| **drama** |  | драма |
| **costume drama** |  | костюмированное пред |
|  |  | ставление, драма |
| **to unfold** |  | раскрывать (ся) |
| **toast** | [toust] | тост |
| **unforgettable** | [,nf'etbl] | незабываемый |
| **to check out** |  | выезжать из гостиницы |
| **upstairs** |  | наверх (у) |
| **to express safe** |  | выражать безопасный |
| **enjoyable esteemed** | [n'obl] | приятный уважаемый |
| **hearty atmosphere informative** |  | сердечный атмосфера информативный, содер­жательный |
| **to arrange** |  | организовывать, догово­риться о |

**Exercises**

**1. Insert prepositions:**

the evening Mr. Hill invited all the participants... a farewell party... Beefeater restaurant... the Tower... London.

... general Beefeaters are warders... the Tower dressed as... the days... the Tudor kings.

the restaurant is famous... its medieval ages performances.

It's like a costume drama with the history of England unfolding... the eyes... the guests.

**2. Insert articles:**

... participants enjoyed... performance immensely.

They had... very nice meal and... few drinks.

... few toasts were pronounced.

To... success of our business!

Thank you for... nice stay we had here in London.

I thank you... lot.

We've really enjoyed... visit.

**3. Read the sentences you like the best used as:**

toasts the words of thanks.

**4. Sum up what you have learned about:**

the Beefeater restaurant the farewell party.

**5. Translate the letter into Russian underlining the most important sentences, to your mind.**

**6. Complete the letter and write a similar one:**

Let me thank you and your... on behalf of.. for the hearty.., for very informative... and very useful... They also thank you heartily for the chances... their own and make... they had planned. We hope... similar programmes... of our both parties. Let me send you... Christ­mas... prosperous New Year.

**7. Look through all the Units. Imagine you are one of the participants of the Group. Say what you remember best of all and why:**

• Entertainments in London:

the medieval ages performance at the Beefeater restaurant

the musical Evita at St. George theater

Madame Tussaud's

• Cultural excursions outside and inside London:

Oxford and the colleges of the University

Eton and its public school

the Windsor Casle

Greenwich and the Observatory

• External business visits:

the laywers' company

the Bank of England

the company producing security devices

• Business talks:

in Moscow about the Contract on training

in London about the Contract for the purchase of devices

• Lectures in London:

Trade finance

Payments in international trade

Accounting

Balance sheets

Banking

Taxes

**8. Role play**

Imagine that you were one of the participants of the Group. Sometime later at one of the business talks you meet David Hill. Greet him and pay compliments for the nice Programme. Also say how useful all the information and all the visits were. Invite David to have lunch or dinner at a local restaurant.

English-Russian Vocabulary

|  |  |  |
| --- | --- | --- |
| **A** | *Unit* |  |
| **a** | *1* | неопределенный артикль |
| **able** | *12* | умелый, умеющий, знающий |
| **aboard** | *16* | в автобусе, на борту |
| **about** | *12* | о, около |
| **above** | *11* | над, выше |
| **accept** | *24* | принимать; акцептовать |
| **acceptable** | *12* | приемлемый |
| **accommodation** | *7* | жилье, размещение |
| **accordance** | *45* | соответствие |
| **in accordance with** | *45* | в соответствии с |
| **accordingly** | *46* | соответственно |
| **according to** | *46* | как сообщает..., как заявляет..., со­гласно... |
| **across** | *37* | через (на другой стороне) |
| **account** | *8* | счет |
| **accounts year** | *29* | отчетный год |
| **accountant** | *8* | бухгалтер |
| **accounting** | *8* | бухгалтерский учет |
| **accustomed** | *43* | привыкший |
| **acquisition** | *20* | приобретение; поглощение (одной |
|  |  | компании другой) |
| **act** | *18* | действовать |
| **activities** | *18* | деятельность |
| **actually** | *16* | фактически, действительно |
| **add** | *8* | добавлять |
| **addict** | *33* | человек, чрезмерно увлекающийся |
|  |  | чем-либо |
| **address** | *16* | адрес |
| **adjust** | *13* | приспосабливать, регулировать |
| **admit** | *39* | допускать |
| **advance** | *48* | *(фин.)* повышение курса валюты |
| **advertisement** | *32* | рекламное объявление |
| **advertising** | *41* | реклама, рекламирование |
| **advice** | *34* | совет *(банк.)* извещение, уведомле­ние, авизо |
| **a few** | *8* | несколько |
| **a few times** | *11* | несколько раз |
| **affect** | *27* | сказываться на ..., отрицательно влиять на... |
| **afraid** | *2* | боящийся |
| **after** | *9* | после |
| **afternoon** | *21* | день (время после 12.00) |
| **again** | *1* | снова |
| **against** | *40* | против |
| **age** | *26* | возраст; век |
| **agree** | *9* | соглашаться, договариваться |
| **aid** | *22* | помощь |
| **air** | *38* | воздух |
| **airfreight** | *39* | авиафрахт: стоимость перевозки груза |
|  |  | на самолете |
| **airport** | *1* | аэропорт |
| **airticket** | *11* | авиабилет |
| **air waybill** | *40* | авианакладная |
| **aisle** | *31* | проход между рядами |
| **all in all** | *38* | всего |
| **allow** | *40* | разрешать, позволять, *(дел.)* предос­тавлять |
| **allowance** | *15* | скидка; надбавка |
| **all right** | *3* | хорошо |
| **almost** | *17* | почти |
| **a lot** | *37* | много |
| **also** | *5* | также |
| **although** | *21* | хотя |
| **always** | *9* | всегда |
| **a. m.** | *31* | до полудня |
| **amend** | *12* | добавлять, исправлять |
| **amended** | *12* | дополненный, исправленный |
| **amendment** | *12* | дополнение |
| **amount (*n*)** | *19* | сумма |
| **amount *(v)*** | *10* | составлять |
| **and** | *1* | и |
| **and so on** | *12* | и так далее |
| **announcement** | *77* | объявление |
| **annual** | *37* | ежегодный |
| **another** | *12* | другой; еще один |
| **answer *n*** | *12* | ответ |
| **answer *v*** |  | отвечать |
| **a number of** | *42* | большое количество |
| **anywhere** | *31* | где-либо |
| **apartment** | *44* | комната; квартира |
| **apologise** | *4* | просить прощения |
| **apology** | *46* | извинение |
| **applicable** | *29* | применимый |
| **apply** | *29* | применять |
| **appointment** | *6* | назначение встречи |
| **appreciate** | *27* | оценивать; *(фин.)* увеличиваться, по­вышаться |
| **appropriate** | *10* | соответствующий, должный |
| **architecture** | *44* | архитектура |
| **area** | *1* | территория, зона, район |
| **armour** | *44* | вооружение, доспехи |
| **around** | *2* | вокруг |
| **arrange** | *50* | организовывать, договариваться о |
| **arrival** | *11* | прибытие |
| **arrive** | *13* | прибывать |
| **art** | *27* | искусство |
| **article** | *10* | статья |
| **as** | *2* | как, в качестве |
| **ask** | *14* | просить, спрашивать |
| **as of** | *28* | по состоянию на... дату |
| **assets** | *28* | активы (собственность в виде недвижи­мости, ценных бумаг, кредитов и т.д.) |
| **assist** | *27* | помогать |
| **assistant** | *29* | помощник |
| **associate *(n)*** | *46* | партнер |
| **associate *(v)*** | *21* | ассоциировать |
| **associated** | *29* | ассоциированный (входящий в ассо­циацию, объединение) |
| **assure** | *46* | заверять, уверять |
| **as to** | *11* | что касается |
| **as usual** | *39* | как обычно |
| **as well as** | *24* | а также и |
| **at** | *1* | в |
| **at all** | *3* | совсем |
| **at the earliest** | *38* | самое раннее |
| **atmosphere** | *50* | атмосфера |
| **at present** | *30* | в настоящее время |
| **attach** | *11* | прилагать |
| **attend** | *14* | посещать |
| **attendant** | *43* | служитель, сопровождающее или об­служивающее лицо |
| **attention** | *32* | внимание |
| **attract** | *32* | привлекать |
| **attraction** | *26* | туристическая достопримечатель­ность |
| **auditor** | *27* | аудитор (ревизор, контролирующий финансовую деятельность) |
| **authority** | *47* | власть, власти, администрация; авто­ритет |
| **automatic** | *43* | автоматический |
| **automatically** | *12* | автоматически |
| **available** | *12* | имеющийся в наличии, доступный |
| **award** | *43* | награда, приз |
| **В** |  |  |
| **bad** | *3* | плохой |
| **balance** | *28* | остаток |
| **balance sheet** | *28* | баланс (документ) |
| **bank** | *8* | банк |
| **bank** | *34* | берег |
| **banker** | *7* | банкир |
| **banking** | *20* | банковское дело |
| **banknote** | *21* | банкнота |
| **based** | *20* | базирующийся |
| **battle** | *34* | сражение |
| **be (was/were, been)** | *1* | быть |
| **bear (bore, borne)** | *46* | нести (расходы) |
| **beautiful** | *6* | красивый |
| **because** | *16* | потому, что |
| **beefeaters** | *50* | "мясоеды" — прозвище дворцовой стражи или стражи Тауэра |
| **beer** | *33* | пиво |
| **before** | *10* | до |
| **beforehand** | *41* | заранее |
| **begin (began, begun)** | *18* | начинать |
| **beginning** | *18* | начало |
| **behind** | *15* | за, сзади |
| **believe** | *24* | верить, полагать |
| **belt** | *15* | пояс; транспортер |
| **beneath** | *34* | под, внизу |
| **beneficial** | *4* | выгодный |
| **besides** | *12* | кроме |
| **best** | *19* | лучший, лучше всего |
| **better** | *19* | лучше |
| **between** | *10* | между |
| **beyond** | *42* | за, за пределами |
| **big** | *5* | большой |
| **Big Ben** | *41* | "Биг Бен", "Большой Бен"-колокол часов курантов на здании Парламен­та в Лондоне, назван по прозвищу лорда Бенджамина Холла, смотрителя работ по установлению и восстанов­лению колокола в 1850—1860 гг. |
| **bill** | *6* | счет; банкнота; вексель |
| **bill of exchahge** | *20* | переводный вексель |
| **bind (bound, bound)** | *10* | связывать |
| **bitter** | *33* | горькое пиво |
| **boat** | *34* | лодка; судно |
| **bond** | *48* | облигация, долговое обязательство |
| **book n** | *30* | книга |
| **book v** | *11* | заказывать |
| **bookkeeper** | *27* | бухгалтер, счетовод |
| **booklet** | *18* | буклет, брошюра |
| **bookshop** | *31* | книжный магазин |
| **boost** | *48* | ускорять |
| **born** | *26* | рожденный |
| **both** | *10* | оба |
| **bother** | *35* | беспокоить (ся) |
| **bowler hat** | *42* | шляпа-котелок |
| **box** | *30* | коробка |
| **box office** | *32* | театральная касса |
| **branch** | *20* | отделение (банка, фирмы, предпри­ятия) |
| **brass** | *34* | медный |
| **bread** | *33* | хлеб |
| **break** | *8* | перерыв |
| **breakfast** | *19* | завтрак |
| **bridge** | *41* | мост |
| **bring (brought,** | *3* | приносить |
| **brought)** |  |  |
| **Britain** | *1* | Британия |
| **British** | *11* | британский,английский |
| **broadcast (broadcast, broad­cast)** | *47* | передавать по радио, по телевидению |
| **brochure** | *37* | брошюра |
| **brother** | *5* | брат |
| **build (built, built)** | *20* | строить |
| **building** | *14* | здание; строительство |
| **bullet** | *34* | пуля |
| **bureau de change** | *24* | обменный пункт, пункт обмена ва­люты |
| **bus** | *22* | автобус |
| **business** | *4* | дело, бизнес |
| **businessman** | *1* | деловой человек, бизнесмен |
| **businessmen** | *1* | деловые люди, бизнесмены |
| **business talk** | *7* | деловые переговоры |
| **busy** | *5* | занятый; оживленный |
| **but** | *2* | но |
| **buy (bought, bought)** | *32* | покупать |
| **buyer** | *19* | покупатель |
| **by all means** | *25* | обязательно |
| **by any chance** | *13* | случайно |
| **bygones** | *43* | прошлое |
| **by himself** | *41* | сам |
| **by post** | *30* | по почте |
| **by the way** | *13* | между прочим |
| **by train** | 7 | на поезде |
| **С** |  |  |
| **cab** | *41* | такси |
| **calculation** | *9* | расчет |
| **call *(v)*** | *22* | называть; звонить |
| **call *(n)*** | *12* | звонок |
| **camera** | *18* | фотоаппарат |
| **can (could)** | *1* | мочь, уметь |
| **canteen** | *9* | столовая (в учреждении) |
| **capture** | *27* | тщательно выбирать |
| **car** | *1* | автомобиль |
| **carefully** | *10* | тщательно |
| **carry** | *22* | нести |
| **carry on** | *21* | продолжать |
| **cartoon** | *21* | карикатура |
| **carving** | *44* | резная работа |
| **case** | *12* | случай |
| **cash n** | *24* | наличные |
| **cash v** | *30* | оплачивать наличными |
| **cashier** | *43* | кассир |
| **castle** | *44* | замок |
| **cause** | *12* | причина,дело |
| **cathedral** | *43* | собор |
| **ceiling** | *44* | потолок |
| **celebrate** | *10* | праздновать |
| **cent** | *24* | цент (в 1 долларе 100 центов) |
| **central** | *21* | центральный |
| **centre** | *2* | центр |
| **century** | *21* | век |
| **certain** | *20* | определенный, уверенный |
| **certainly** | *8* | конечно |
| **chain** | *30* | цепь |
| **chamber** | *25* | комната |
| **change *(n)*** | *9* | обмен, замена |
| **change *(v)*** | *19* | менять |
| **change trains** | *22* | делать пересадку (с одного поезда на другой) |
| **channel** | *20* | канал |
| **chapel** | *44* | часовня |
| **character** | *42* | характер |
| **charge *(n)*** | *24* | плата (за услуги) |
| **charge *(v)*** | *29* | взимать плату |
| **chargeable** | *29* | подлежащий оплате |
| **cheap** | *41* | дешевый |
| **check** | *22* | проверка |
| **check in** | *3* | регистрироваться |
| **check into...** | *17* | регистрироваться в... |
| **check out** | *50* | выезжать из гостиницы |
| **Cheers!** | *33* | Ваше здоровье! |
| **cheese** | *33* | сыр |
| **chief** | *46* | главный; начальник |
| **chiefly** | *48* | главным образом |
| **child** | *26* | ребенок |
| **childhood** | *26* | детство |
| **choice** | *8* | выбор |
| **choir** | *49* | хор |
| **choose (chose, chosen)** | *31* | выбирать |
| **Christmas** | *4* | Рождество |
| **cif (CIF, c. i. f.,** | *38* | сиф (стоимость, страхование, фрахт): |
| **C.I.F.)=cost, insur­ance, freight** |  | условия поставки, при которых про­давец отвечает за транспортировку и страхование груза |
| **cinema** | *22* | кино |
| **city** | *5* | город |
| **clamp** | *43* | зажимать |
| **classroom** | *10* | аудитория |
| **clear** | *20* | ясный |
| **clearing** | *20* | клиринг: расчет путем взаимного за­ |
|  |  | чета требований |
| **close** | *24* | близкий, закрытый |
|  | *48* | курс валюты в конце рабочего дня |
|  |  | биржи |
| **close (v)** | *31* | закрывать (ся) |
| **closely** | *18* | близко |
| **close to** | *8* | близко от |
| **clothes** | *31* | одежда |
| **coach** | *12* | междугород ний автобус |
| **code** | *43* | код |
| **coin** | *2]* | монета |
| **cold** | *4* | холодный |
| **colleague** | *1* | коллега |
| **collect** | *15* | забирать, собирать |
| **collection** | *44* | коллекция; *(банк.)* инкассо |
| **collection bill** | *45* | инкассовое поручение: банковский документ — инструкция получить платеж в краткий установленный срок или в пределах данного срока получить обоснованный отказ пла­тельщика от платежа |
| **collectively** | *10* | совместно, сообща |
| **college** | *44* | колледж |
| **colour** | *22* | цвет |
| **colourful** | *49* | цветной,яркий |
| **come (came, come)** | *2* | приходить, приезжать |
| **come up to** | *3* | подходить к |
| **comfortable** | *13* | удобный |
| **complete** | *22* | полный |
| **complete *(v)*** | *22* | заканчивать |
| **comment** | *7* | комментарий |
| **commerce** | *42* | торговля |
| **commercial** | *18* | торговый |
| **commission** | *24* | комиссия, комиссионное вознаграж­дение |
| **communicate** | *27* | передавать (сообщение) |
| **company** | *8* | компания, фирма |
| **compartment** | *13* | купе, отделение |
| **competitor** | *27* | конкурент |
| **complaint** | *36* | жалоба, претензия |
| **complex** | *44* | комплекс |
| **compliment** | *4* | комплимент |
| **comprise** | *20* | включать |
| **computer** | *18* | компьютер |
| **concerning** | *27* | касательно, о |
| **concern *(v)*** | *10* | касаться |
| **concert** | *32* | концерт |
| **conclude** | *40* | заключать |
| **condition** | *10* | условие |
| **conduct** | *10* | вести, проводить |
| **conference** | *8* | конференция |
| **connected with** | *12* | связанный с ... |
| **conquest** | *42* | завоевание |
| **considerate** | *37* | внимательный |
| **consideration** | *9* | внимание, рассмотрение |
| **consist** | *34* | состоять |
| **consolidated** | *28* | консолидированный, обобщенный |
| **consortium** | *20* | консорциум: объединение самостоя­тельных организаций, банков и т.д. |
| **construction** | *16* | строительство |
| **consult** | *30* | консультироваться |
| **consulting** | *18* | консалтинг |
| **consumer** | *27* | потребитель |
| **contact** | *11* | контактировать с, связываться с |
| **contain** | *37* | содержать |
| **continue** | *42* | продолжать (ся) |
| **contract** | *9* | контракт |
| **control** | *14* | управление |
| **convenience** | *7* | удобство |
| **convenient** | *6* | удобный (по времени или месту) |
| **conversation** | *12* | беседа |
| **convert** | *44* | превращать, конвертировать |
| **convince** | *36* | убеждать |
| **convincing** | *36* | убедительный |
| **cooperate** | *18* | сотрудничать |
| **copy** | *10* | экземпляр |
| **corner** | *31* | угол |
| **corporate** | *20* | корпоративный, относящийся к фирмам |
| **corporation** | *29* | корпорация |
| **correct** | *17* | правильный |
| **correspond** | *31* | соответствовать |
| **correspondence** | *7* | переписка |
| **correspondent** | *40* | корреспондент |
| **corridor** | *14* | коридор |
| **costume** | *50* | костюм |
| **cost *(n)*** | *26* | стоимость, себестоимость |
| **cost *(v)*** | *26* | стоить |
| **cosy** | *39* | уютный |
| **Cotswolds=Cotswold Hills** | *34* | возвышенность Котсвольд, высота 1083 фута (англ. фут = 30,48 см) |
| **counter** | *14* | прилавок |
| **country** | *14* | страна |
| **course** | *10* | курс |
| **courtyard** | *34* | двор |
| **Coventry** | *46* | Ковентри (крупный индустриальный центр в графстве Йоркшир на севе­ро-западе от Лондона) |
| **cover (n)** | *22* | обложка, покрытие |
| **cover *(v)*** | *41* | покрывать, охватывать; освещать (в прессе) |
| **credit (n)** | *19* | кредит, доверие |
| **credit *(v)*** | *45* | кредитовать |
| **crisps** | *33* | хрустящий картофель |
| **cross (n)** | *42* | пересечение, крест |
| **cross *(v)*** | *22* | пересекать |
| **crowd** | *15* | толпа |
| **crown** | *21* | корона; знак качества |
| **cultural** | *9* | культурный |
| **curiosity** | *13* | любопытство |
| **curious** | *34* | любопытный, интересный; любозна­тельный |
| **currency** | *19* | валюта |
| **current** | *28* | текущий |
| **customer** | *10* | покупатель, клиент |
| **customs** | *15* | таможенная служба, таможня, обычаи |
| **cut** | *9* | резать, срезать; уменьшать, сокра­щать |
| **D** |  |  |
| **daily** | *47* | ежедневный; ежедневно, ежедневная газета |
| **darts** | *33* | дарты (стрелы) |
| **data** | 27 | данные |
| **date** | *10* | дата |
| **dated** | *10* | датированный |
| **datum** | *27* | данное |
| **daughter** | *5* | дочь |
| **day** | *4* | день |
| **dead** | *26* | мертвый |
| **dealer** | *48* | биржевой маклер |
| **deal in** | *17* | заниматься чем-либо |
| **deal with** | *17* | иметь дело с кем-либо |
| **dear** | *7* | дорогой |
| **debt** | *21* | долг |
| **deceleration** | *48* | замедление |
| **decide** | *22* | решать |
| **decision** | *27* | решение |
| **declare** | *15* | заявлять, объявлять |
| **decline** | *49* | снижаться |
| **decorate** | *44* | украшать |
| **default** | *46* | нарушение, неуплата |
| **defence** | *42* | защита |
| **defer** | *28* | перенести срок оплаты, отсрочить |
| **define** | *27* | определять |
| **delay** | *19* | задержка |
| **delighted** | *7* | радующийся |
| **deliver** | *38* | поставлять, доставлять |
| **delivery** | *19* | поставка, доставка |
| **department** | *18* | отдел, департамент, министерство (в Англии) |
| **department store** | *24* | универсальный магазин, универмаг |
| **deposit** | *20* | депозит |
| **describe** | *43* | описывать |
| **design** | *44* | задумывать, проектировать |
| **desk** | *24* | письменный стол |
| **destroy** | *42* | разрушать |
| **detail** | *7* | деталь, подробность |
| **develop** | *19* | развивать |
| **development** | *7* | развитие |
| **device** | *36* | прибор, приспособление |
| **devote** | *19* | посвящать |
| **dial** | *25* | набирать номер |
| **diamond** | *44* | бриллиант |
| **die** | *26* | умирать |
| **diesel** | *43* | горючее |
| **difference** | *13* | разница |
| **different** | *2* | различный |
| **difficulty** | *14* | трудность |
| **dinner** | *3* | обед |
| **direct (v)** | *32* | направлять |
| **directly** | *12* | прямо |
| **director** | ***7*** | директор |
| **disappoint** | ***38*** | разочаровывать |
| **discount** | ***20*** | скидка; учет (векселей) |
| **discuss** | ***7*** | обсуждать |
| **discussion** | ***7*** | обсуждение |
| **dispensing machine** | ***24*** | автомат по выдаче денег |
| **disposal** | ***7*** | распоряжение |
| **distinct** | ***42*** | четкий |
| **distinctive** | ***22*** | отличительный, характерный |
| **distinguish** | ***41*** | различать |
| **distinguishable** | ***41*** | различимый, отличный |
| **distribute** | ***17*** | распределять, раздавать |
| **district** | ***41*** | район |
| **disturb** | ***12*** | беспокоить |
| **divide** | ***10*** | делить |
| **divisible** | ***40*** | делимый |
| **DLR=Docklands Light Railway** | ***22*** | современная железная дорога, соеди­няющая новый деловой центр Лон­дона Докленд с центром и другими районами Лондона, дорога управля­ется системой компьютеров без ма­шиниста |
| **do** | ***4*** | делать; вспомогательный глагол для образования вопросительной и отри­цательной форм глаголов в простом настоящем времени |
| **doctor** | ***18*** | доктор |
| **documentary** | ***45*** | документарный (с приложением от­грузочных документов) |
| **doll** | *44* | кукла |
| **dollar** | *22* | доллар |
| **downstairs** | *17* | вниз (у) |
| **drama** | *50* | драма |
| **dress *(n)*** | *31* | платье |
| **dress *(v)*** | *44* | одевать |
| **drink *(n)*** | *4* | напиток |
| **drink *(v)*** | *4* | пить |
| **drive** | *43* | ехать, вести (машину) |
| **driver** | *16* | водитель |
| **due** | *45* | должный, причитающийся |
| **duration** | *46* | длительность |
| **during** | *7* | в течение |
| **duty** | *15* | пошлина; долг |
| **duty free** | *15* | беспошлинный |
| **E** |  |  |
| **each** | *18* | каждый (из определенного количества) |
| **early** | *31* | рано |
| **earn** | *28* | зарабатывать, получать |
| **earnings** | *28* | доход |
| **east** | *42* | восток |
| **East Europe** | *18* | Восточная Европа |
| **easy** | *17* | легкий |
| **economics** | *18* | экономика |
| **economise** | *41* | экономить |
| **effect** | *40* | осуществлять |
| **engaged in** | *20* | занятый, занимающийся |
| **eight** | *8* | восемь |
| **eighteen** | *18* | восемнадцать |
| **either** | *6* | тоже (в отрицательных предложениях) |
| **either... or...** | *19* | или... или.. |
| **elder** | *5* | старший (из братьев, сестер) |
| **elevator** | *34* | лифт |
| **eleven** | *11* | одиннадцать |
| **elligible** | *30* | отвечающий требованиям |
| **else** | *24* | еще |
| **embassy** | *11* | посольство |
| **emerge** | *21* | появляться |
| **empire** | *44* | империя |
| **employ** | *28* | нанимать, использовать |
| **enable** | *11* | давать возможность |
| **enclose** | *46* | прилагать |
| **end *(n)*** | *31* | конец |
| **end *(v)*** | *32* | заканчивать |
| **endless** | *14* | бесконечный |
| **England** | *2* | Англия |
| **English** | *1* | английский |
| **English** | *2* | английский язык |
| **Englishman** | *2* | англичанин |
| **enjoy** | *5* | получать удовольс! вие |
| **enjoyable** | *50* | приятный |
| **enlarge** | *44* | расширять |
| **enough** | *2* | достаточно |
| **enquiry** | *35* | запрос |
| **ensure** | *45* | обеспечивать |
| **enter** | *8* | входить в |
| **entertainment** | *32* | развлечение |
| **entity** | *27* | юридическое лицо (фирма, предпри­ятие, компания) |
| **equipment** | *28* | оборудование |
| **especially** | *17* | особенно |
| **essential** | *45* | важный, значительный |
| **essentially** | *21* | в основном |
| **establish** | *18* | устанавливать |
| **established** | *45* | широкоиспользуемый, утвердившийся |
| **esteem** | *37* | уважать |
| **esteemed** | *50* | уважаемый |
| **Eton** | *44* | Итон (одна "из девяти известных пре­стижных частных школ Англии) |
| **Eurocheque** | *31* | еврочек (международная карточка, используемая для безналичных пла­тежей и получения наличных денег) |
| **European Commu­nity** | *14* | Европейское Сообщество |
| **eve** | *34* | канун |
| **even** | *12* | даже |
| **evening** | *4* | вечер |
| **event** | *10* | событие, случай |
| **every** | *5* | каждый |
| **everybody** | *16* | каждый человек |
| **everyone** | *30* | каждый человек |
| **everything** | *3* | все |
| **evidence** | *48* | свидетельство, данные |
| **exact** | *10* | точный |
| **exactly** | *7* | точно |
| **example** | *12* | пример |
| **exception** | *46* | исключение |
| **exchange *n*** | *9* | биржа |
| **exchange *v*** | *8* | обмениваться |
| **exciting** | *42* | интересный, волнующий |
| **excursion** | *9* | экскурсия |
| **excuse** | *13* | извинять |
| **execute** | *21* | исполнять, выполнять |
| **executive** | *10* | руководящий |
| **exhibit** | *21* | экспонат |
| **exhibition** | *26* | выставка |
| **expand** | *37* | расширять (ся) |
| **expect** | *26* | ожидать |
| **expectation** | *26* | ожидание |
| **expenditure** | *28* | расходы (государства, крупной фирмы) |
| **expenses** | *12* | расходы |
| **expensive** | *30* | дорогой (по стоимости) |
| **experience** | *10* | опыт |
| **expertise** | *10* | компетенция, знания и опыт |
| **explain** | *19* | объяснять |
| **explanation** | *21* | объяснение |
| **exporter** | *45* | экспортер |
| **express** | *7* | выражать |
| **expression** | *1* | выражение |
| **extend** | *20* | предоставлять ("кредит), проявляв оказывать |
| **extensive** | *20* | обширный |
| **external** | *9* | внешний |
| **extract** | *13* | отрывок |
| **extraordinary** | *39* | чрезвычайный |
| **eye** | *22* | глаз |
| **F** |  |  |
| **facilities** | *19* | возможности, благоприятные усло­вия, средства, устройства |
| **fact** | *38* | факт |
| **factory** | *37* | завод, фабрика |
| **fail** | *36* | не суметь, не смочь (или отриц. час­тица "не") |
| **faithfully** | *11* | верно, преданно |
| **fall** | *48* | падение |
| **fall ill** | *12* | заболеть |
| **family** | *5* | семья |
| **famous** | *26* | известный |
| **far away** | *16* | далеко |
| **farewell** | *50* | прощание |
| **far from it** | *39* | ничего подобного |
| **fascinating** | *21* | интересный, захватывающий |
| **fast** | *22* | быстрый, скорый |
| **fatal** | *34* | фатальный, роковой |
| **fax** | *7* | факс |
| **February** | *7* | февраль |
| **fee** | *7* | гонорар, комиссия |
| **feel (felt, felt)** | *31* | чувствовать |
| **feel well** | *16* | чувствовать себя хорошо |
| **fifteen** | *10* | пятнадцать |
| **fifty** | *16* | пятьдесят |
| **fight (fought, fought)** | *49* | бороться |
| **fighting** | *49* | борьба, сражение |
| **figure** | *48* | цифра |
| **file** | *19* | папка, досье, скоросшиватель |
| **fill in** | *3* | заполнять |
| **film** | *43* | фильм |
| **finally** | *43* | наконец, в конце концов |
| **finance (n)** | *19* | финансы |
| **finance *(v)*** | *19* | кредитовать, финансировать |
| **financial** | *18* | финансовый |
| **find (found, found)** | *12* | находить |
| **fine** | *3* | прекрасный |
| **fire** | *42* | пожар; огонь |
| **first** | *1* | первый |
| **first and foremost** | *44* | прежде всего |
| **fish** | *4* | рыба |
| **fit** | *31* | подходить |
| **fitting room** | *31* | примерочная |
| **five** | *5* | пять |
| **flee (fled, fled)** | *26* | уезжать, убегать, спасаться бегством |
| **flight** | *2* | полет |
| **floor** | *15* | пол; этаж |
| **flow** | *34* | течь |
| **fluent** | *13* | свободный, беглый |
| **fly (flew, flown)** | *13* | лететь |
| **fob (FOB, f. o. b., F. 0. В.) = free on board** | *39* | фоб (свободно на борт): условия по­ставки, при которых продавец несет ответственность за товар до момента его поставки на борт судна/самолета |
| **folder** | *19* | папка для документов |
| **follow** | *1* | следовать за |
| **following** | *7* | следующий |
| **fond** | *5* | любящий |
| **foot** | *34* | нога, ступня |
| **for** | *1* | для |
| **for and on behalf of** | *40* | от имени и по поручению |
| **force** | *37* | сила |
| **force majeure** | *12* | форс-мажор: обстоятельства непре­одолимой силы — война, пожар, ава­рии на заводе или складе, эпидемии, поломки на железных дорогах и т.д. |
| **forecast (forecast,** | *48* | предсказывать |
| **forecast)** |  |  |
| **foreign** | *7* | иностранный |
| **for example** | *12* | например |
| **forget (forgot, for­gotten)** | *26* | забывать |
| **form *(n)*** | *3* | форма, бланк |
| **form *(v)*** | *40* | составлять, образовывать |
| **formalities** | *15* | формальности |
| **for some time** | *16* | некоторое время |
| **fortification** | *42* | укрепление |
| **forty** | *13* | сорок |
| **found** | *49* | основывать |
| **foundation** | *21* | основание |
| **four** | *4* | четыре |
| **fourteen** | *14* | четырнадцать |
| **Foyle's** | *30* | Фойлз — крупнейший книжный ма­газин в Лондоне, назван по имени первого владельца Фойла |
| **free** | *9* | свободный; бесплатный |
| **freight** | *38* | фрахт — плата за перевозку груза |
| **Friday** | *10* | пятница |
| **friend** | *1* | Друг |
| **friendly** | *33* | дружеский |
| **from** | *16* | из, от |
| **front** | *43* | передний |
| **funny** | *21* | смешной |
| **fur** | *30* | мех |
| **furnishings** | *44* | меблировка |
| **furniture** | *44* | мебель |
| **further** | *42* | далее, дальше |
| **G** |  |  |
| **gain** | *48* | повышаться, увеличиваться |
| **gains** | *29* | повышение, увеличение, прирост |
| **gallery** | *34* | галерея |
| **game** | *33* | игра |
| **gate** | *14* | ворота, выход, проход |
| **general** | *7* | общий |
| **gentleman=gent** | *4* | джентльмен |
| **get (got, got)** | *2* | получать |
| **get down to business** | *8* | переходить к делу |
| **get off** | *22* | выходить |
| **get on** | *36* | жить, поживать |
| **get out of** | *14* | выходить из |
| **gin and tonic** | *4* | джин с тоником |
| **give (gave, given)** | *19* | давать |
| **glad** | *1* | довольный, радующийся |
| **go (went, gone)** | *4* | идти |
| **go ahead** | *38* | одобрение |
| **go inside** | *17* | войти |
| **gold** | *21* | золото |
| **goldsmith** | *21* | ювелир |
| **good** | *1* | хороший |
| **goodbye** | *1* | до свидания |
| **Good for you!** | *13* | Молодец! |
| **goods** | *19* | товар (ы) |
| **goodwill** | *28* | престиж, деловая репутация фирмы |
| **go on** | *22* | продолжать |
| **go outside** | *17* | выходить |
| **go shopping** | *30* | идти за покупками |
| **go so far** | *46* | заходить так далеко |
| **Gothic** | *44* | готический |
| **government** | *30* | правительство |
| **gradual** | *42* | постепенный |
| **graduate** | *49* | выпускник |
| **great** | *19* | великий, большой |
| **Greater London** | *41* | Большой Лондон (Лондон и части нескольких прилегающих графств) |
| **grateful** | *18* | благодарный |
| **green** | *15* | зеленый |
| **Greenwich** | *34* | Гринвич (юго-восточная часть Боль­шого Лондона) |
| **greet** | *8* | приветствовать |
| **greetings** | *8* | приветствия |
| **group** | *8* | группа |
| **growth** | *42* | рост |
| **grudges** | *46* | недовольство, обида |
| **guardian** | *47* | наставник |
| **guest** | *17* | гость |
| **guide** | *18* | гид; путеводитель |
| **H** |  |  |
| **hail** | *41* | останавливать |
| **half** | *31* | половина |
| **hall** | *15* | холл |
| **halt** | *41* | останавливать (ся) |
| **hand** | *1* | рука |
| **hand in** | *3* | сдавать |
| **handle** | *19* | заниматься, работать с, обрабатывать |
| **hand over** | *6* | передавать |
| **happen** | *39* | случаться |
| **happy** | *33* | счастливый |
| **hard** | *37* | твердый, упорный, тяжелый |
| **hat** | *42* | шляпа |
| **have a trip** | *2* | совершать поездку |
| **have dinner** | *3* | обедать |
| **have got** | *5* | иметь |
| **head** | *4* | голова |
| **headquarters** | *47* | штаб-квартира |
| **health** | *36* | здоровье |
| **hear (heard, heard)** | *12* | слышать |
| **heart** | *17* | сердце |
| **hearty** | *50* | сердечный |
| **heavy** | *38* | тяжелый |
| **Hello.** | *1* | Здравствуй (те) |
| **help** | *2* | помощь |
| **her** | *5* | ее, ей |
| **here** | *2* | здесь |
| **herein** | *40* | здесь (в данном документе) |
| **hereinafter** | *10* | далее по тексту |
| **Here you are.** | *3* | Вот, пожалуйста |
| **hero** | *26* | герой |
| **hesitate** | *11* | колебаться |
| **hi-fi =high fidelity** | *30* | аудио- и видео-техника с высокой точностью воспроизведения звука |
| **high** | *37* | высокий |
| **highway** | *43* | шоссе |
| **hill** | *34* | холм |
| **hint** | *19* | намек; совет |
| **hire** | *12* | нанимать |
| **his** | *7* | его |
| **history** | *18* | история |
| **hold** | *21* | держать |
| **hold on** | *12* | не вешать трубку |
| **hole** | *34* | отверстие, дырка |
| **holiday** | *5* | выходной; праздник |
| **- home sales** | *36* | продажи внутри страны, внутренняя |
|  |  | торговля |
| **hope *v*** | *4* | надеяться |
| **hope *n*** |  | надежда |
| **hot** | *4* | жаркий |
| **hour** | *10* | час |
| **Houses of Parlia­ment** | *41* | здание Парламента на берегу Темзы на Парламентской площади, где про­ходят заседания обеих палат Парла­мента: Палаты лордов (the House of Lords) и Палаты общин (the House of Commons) |
| **how** | *2* | как |
| **how long** | *8* | как долго, как давно, сколько време­ни |
| **hundred** | *12* | сто |
| **Hungary** | *18* | Венгрия |
| **I** |  |  |
| **I** | *1* | я |
| **idea** | *8* | идея |
| **if** | *3* | если |
| **illegal** | *43* | незаконный, неправомочный |
| **illegally** | *43* | незаконно |
| **immediately** | *12* | немедленно |
| **immensely** | *6* | чрезвычайно, очень |
| **impatient** | *38* | нетерпеливый |
| **importance** | *21* | важность |
| **important** | *5* | важный |
| **impress** | *26* | производить впечатление |
| **impression** | *26* | впечатление |
| **impressive** | *37* | впечатляющий, значительный |
| **improve** | *27* | совершенствовать |
| **improvement** | *27* | усовершенствование, улучшение |
| **in** | *1* | в |
| **in accordance with** | *11* | в соответствии с |
| **in addition to** | *15* | в дополнение к |
| **in advance** | *32* | заранее; авансом |
| **in a few words** | *18* | в нескольких словах |
| **in an hour** | *17* | через час |
| **in an hour or so** | *17* | через час или около того |
| **inch** | *30* | дюйм *=* 2,54 см |
| **include** | *29* | включать |
| **income** | *47* | доход |
| **in conference** | *35* | на заседании, на конференции, на |
|  |  | переговорах |
| **incorporate** | *21* | включать в свой состав; регистриро­ |
|  |  | вать, оформить (общество, компа­ |
|  |  | нию) |
| **independence** | *42* | независимость |
| **independent** | *47* | независимый |
| **indicate** | *14* | указывать |
| **indistinguishable** | *41* | неотличимый, незаметный |
| **inform** | *7* | информировать, сообщать |
| **information** | *27* | сведения |
| **informative** | *50* | информативный, дающий большую |
|  |  | информацию |
| **in general** | *19* | в целом, в общем |
| **innovation** | *26* | нововведение, новинка |
| **inside out** | *11* | вдоль и поперек |
| **institution** | *19* | учреждение, организация |
| **instruct** | *12* | инструктировать, давать указание |
| **instrument** | *34* | прибор; финансовый инструмент |
| **in such cases** | *14* | в таких случаях |
| **insurance** | *36* | страхование |
| **insure** | *39* | страховать |
| **integral** | *40* | неотъемлемый |
| **interest *(n)*** | *28* | интерес, заинтересованность |
| **interest *(v)*** | *37* | интересовать |
| **interested in** | *18* | заинтересованный в |
| **interested party** | *27* | заинтересованные стороны |
| **international** | *7* | международный |
| **interpret** | *14* | переводить; истолковывать |
| **interrupt** | *19* | прерывать, перебивать |
| **in the recent past** | *45* | в недавнем прошлом |
| **into** | *16* | в, внутрь |
| **introduce** | *1* | представлять |
| **inventories** | *28* | запасы (товаров), материально- |
|  |  | технические запасы |
| **invest** | *28* | вкладывать |
| **investment** | *28* | инвестиция |
| **investor** | *28* | инвестор |
| **invitation** | *3* | приглашение |
| **invite** | *3* | приглашать |
| **invoice** | *40* | счет |
| **involve** | *42* | привлекать, задействовать, включать |
|  |  | в себя, вызвать, повлечь за собой |
| **irrevocable** | *40* | безотзывный (аккредитив) |
| **I see.** | *24* | Понятно. |
| **I should say** | *38* | я бы сказал |
| **island** | *20* | остров |
| **isle** | *20* | остров (только с именем собствен­ным) |
| **issue *(n)*** | *45* | выпуск;вопрос |
| **issue *(v)*** | *30* | выпускать, открывать |
| **it** | *1* | это |
| **item** | *48* | пункт; короткая статья (в газете) |
| **J** |  |  |
| **jacket** | *34* | куртка, френч |
| **jam** | *43* | пробка (автомобильная) |
| **Japanese** | *20* | японский |
| **Jesus** | *49* | Иисус |
| **jeweler** | *30* | ювелир |
| **join** | *3* | присоединяться к |
| **jointly** | *20* | совместно |
| **joint stock company** | *21* | акционерное общество |
| **journey** | *22* | путешествие |
| **jubilee** | *44* | юбилей |
| **judge *.(v)*** | *38* | судить |
| **judge *(n)*** |  | судья |
| **just** | *15* | только;только что |
| **Just a minute.** | *3* | Одну минуту. |
| **Just a moment.** | *17* | Один момент. |
| **К** |  |  |
| **keep** | *22* | держать |
| **key** | *3* | ключ |
| **kid** | *36* | шутить |
| **kill** | *49* | убивать |
| **killometre** | *42* | километр |
| **kind** | *2* | добрый, любезный |
| **kind regards** | *7* | наилучшие пожелания |
| **king** | *26* | король |
| **know (knew, known)** | *7* | знать |
| **L** |  |  |
| **labor** | *37* | рабочая сила |
| **lager** | *33* | легкое (светлое) пиво |
| **landing card** | *14* | карточка прилета (для паспортного контроля при прилете пассажира в страну) |
| **language** | *13* | язык |
| **large** | *21* | большой |
| **last** | *3* | последний |
| **last *(v)*** | *49* | длиться |
| **last night** | *8* | вчера вечером; прошлой ночью |
| **later** | *1* | позже |
| **latest** | *43* | последний, новый |
| **lawyer** | *9* | юрист |
| **lazy** | *13* | ленивый |
| **lead** | *43* | свинец |
| **leaflet** | *37* | брошюра, рекламная листовка |
| **learn** | *13* | учить; узнавать |
| **leave (left, left)** | *5* | покидать, уходить, уезжать |
| **lecture** | *7* | лекция |
| **lecturer** | *8* | лектор |
| **left side** | *22* | левая сторона |
| **legal** | *29* | законный, легальный, юридический, судебный |
| **legal action** | *45* | судебное дело |
| **Leicester Square** |  | Лестер-Сквер (Площадь в центре Лондона, на которой и вблизи кото­рой находится много театров, кино театров и ресторанов. В старину в ее центре часто устраивались дуэли). |
| **lend (lent, lent)** | *19* | давать в кредит |
| **lender** | *27* | кредитор |
| **length** | *30* | длина |
| **less** | *29* | менее |
| **let (let, let)** | *5* | позволять |
| **Let bygones be by­ gones.** | *43* | Кто старое помянет, тому глаз вон |
|  |  |  |
| **Let me see.** | *13* | Сейчас подумаю. Одну минуту. |
| **let's...** | *16* | давайте... |
| **letter** | *7* | письмо |
| **letter of credit** | *40* | аккредитив: документ, направляемый одним банком другому с указанием произвести платеж при отгрузке то­вара |
| **liabilities** | *28* | ответственность, обязательства, (бухг.) пассивы |
| **license n** | *41* | лицензия |
| **license *v*** | *41* | выдавать лицензию |
| **licensed** | *41* | лицензированный |
| **lie (lay, lain)** | *44* | лежать, находиться |
| **lifesize** | *44* | в натуральную величину |
| **light *(n)*** | *41* | свет, огонь, огонек |
| **light *(v)* (lit, lighted)** |  | освещать, зажигать |
| **lighter** | *13* | зажигалка |
| **like** | *2* | любить, нравиться |
| **likewise** | *6* | взаимно |
| **limited** | *41* | ограниченный |
| **list *n*** | *11* | список |
| **list *v*** | *41* | перечислять |
| **listen** | *6* | слушать |
| **live** | *26* | жить |
| **loan** | *20* | кредит |
| **located** | *21* | расположенный |
| **location** | *26* | месторасположение |
| **log-in** | *45* | *(тех.)* входить в систему |
| **Londoner** | *42* | житель Лондона |
| **long** | *13* | длинный |
| **long distance call** | *25* | междугородний звонок |
| **long-term** | *28* | долгосрочный |
| **look after** | *47* | следить за, присматривать за |
| **look forward to** | *7* | с нетерпением ждать, мечтать о |
| **look through** | *7* | просматривать |
| **look *(v)*** | *4* | выглядеть |
| **look *(n)*** |  | взгляд; внешний вид |
| **lose (lost, lost)** | *46* | терять |
| **lot** | *21* | много, множество; партия |
| **lounge** | *3* | фойе, холл |
| **low** | *32* | низкий |
| **ltd= limited** | *7* | компания с ограниченной ответст­венностью |
| **luck** | *32* | удача |
| **lucky** | *6* | удачливый |
| **luggage** | *15* | багаж |
| **lunch** | *8* | ланч |
| **M** |  |  |
| **macabre** | *26* | мрачный, ужасный |
| **magnetic** | *22* | магнитный |
| **maid** | *25* | служанка |
| **mail** | *45* | почта |
| **majestic** | *43* | величественный |
| **major** | *34* | главный |
| **make (made, made)** | *10* | делать |
| **make a call** | *25* | звонить |
| **make a note** | *7* | записать; заметить |
| **make a reservation** | *3* | делать заказ |
| **make pictures** | *18* | фотографировать |
| **manage** | *21* | управлять, руководить; удаваться |
| **management** | *7* | управление |
| **managing** | *36* | управляющий, исполнительный |
| **many** | *13* | много |
| **map** | *22* | карта |
| **March** | *7* | март |
| **maritime** | *34* | морской |
| **mark** | *34* | отметка |
| **market** | *21* | рынок |
| **marketable** | *28* | товарный, ходкий |
| **marshal** | *14* | распорядитель |
| **mass media** | *47* | средства массовой информации |
| **masterpiece** | *44* | шедевр |
| **materials** | *11* | материалы |
| **matinee** | *32* | дневной спектакль |
| **matter** | *29* | вопрос, дело, сущность |
| **maybe** | *22* | может быть |
| **me** | *1* | мне, меня |
| **meal** | *4* | еда, прием пищи |
| **mean (meant,** | *8* | означать |
| **meant)** |  |  |
| **meaning** | *27* | значение |
| **meaningful** | *27* | многозначительный, значимый |
| **mean time** | *34* | среднее солнечное время |
| **meantime** | *34* | тем временем |
| **meanwhile** | *38* | тем временем, пока |
| **measure** | *27* | измерять |
| **meat** | *4* | мясо |
| **medieval** | *44* | средневековый |
| **meet (met, met)** | *1* | встречать |
| **meeting** | *1* | встреча; собрание |
| **member** | *45* | член, участник |
| **mention** | *39* | упоминать |
| **menu** | *4* | меню |
| **merchant** | *20* | торговец |
|  |  | торговый |
| **merger** | *20* | слияние (двух или более компаний |
|  |  | для образования новой компании) |
| **message** | *7* | послание, сообщение, известие |
| **meter** | *41* | счетчик |
| **method** | *45* | способ, метод |
| **metropolis** | *42* | столица |
| **metropolitan** | *41* | столичный |
| **middle** | *49* | середина |
| **mild** | *2* | мягкий |
| **mile** | *34* | миля (*=* 1609 м) |
| **milk** | *25* | молоко |
| **mind** | *3* | возражать |
| **minority** | *28* | меньшинство |
| **mint** | *21* | чеканить |
| **mirror** | *47* | зеркало |
| **mislay (mislaid,** | *46* | затерять (положить не туда) |
| **mislaid)** |  |  |
| **miss** | *15* | упускать, пропускать |
| **mistaken** | *16* | ошибающийся |
| **modern** | *36* | современный |
| **monarch** | *44* | монарх |
| **Monday** | *7* | понедельник |
| **money** | *20* | деньги |
| **money chest** | *21* | сундук с деньгами |
| **month** | *32* | месяц |
| **more** | *6* | более |
| **morning** | *9* | утро |
| **mortgage** | *20* | залог, ипотека |
| **most** | *1* | большая часть |
| **most probably** | *14* | скорее всего |
| **mother** | *26* | мать |
| **motorway** | *16* | шоссе |
| **mould** | *26* | отливать в формы |
| **mountain** | *5* | гора |
| **move** | *15* | двигаться |
| **moving stairs** | *22* | эскалатор |
| **much** | *2* | много |
| **much better** | *31* | намного лучше |
| **much easier** | *36* | намного легче |
| **much higher** | *38* | намного выше |
| **much later** | *31* | намного позже |
| **multiply** | *30* | умножать |
| **museum** | *8* | музей |
| **music** | *6* | музыка |
| **musical** | *32* | мюзикл |
| **my** | *1* | мой |
| **myself** | *18* | себя |
| **N** |  |  |
| **narrow** | *43* | узкий |
| **nation** | *21* | нация, народ |
| **naturally** | *17* | естественно |
| **near** | *16* | около |
| **nearest** | *22* | ближайший |
| **nearly** | *49* | почти |
| **need *(n)*** | *19* | необходимость, потребность |
| **need *(v)*** | *9* | нуждаться в |
| **needle** | *42* | игла |
| **negotiate** | *41* | обсуждать, вести переговоры о; об­ращать, передавать финансовые ин­струменты из рук в руки |
| **neighbour** | *13* | сосед |
| **neither... nor..** | *12* | ни... ни... |
| **Nelson** | *34* | Нельсон (1758—1805), английский адмирал, национальный герой, под чьим командованием английский флот одержал ряд побед над фран­цузским, португальским, датским и испанским флотами. |
| **Neptune** | *34* | Нептун (в римской мифологии — бог— покровитель морей; в греческой мифологии — Посейдон) |
| **net** | *28* | чистый; нетто; за вычетом всех рас­ходов или/и налогов |
| **networks** | *20* | сеть |
| **never** | *24* | никогда |
| **new** | *16* | новый |
| **news** | *38* | новости |
| **newsagent** | *22* | агент по продаже газет и журналов |
| **newspaper** | *13* | газета |
| **next** | *7* | следующий |
| **next month** | *38* | в следующем месяце |
| **nice** | *3* | приятный, симпатичный |
| **nickname** | *21* | прозвище |
| **night** | *7* | вечер, ночь |
| **nine** | *7* | девять |
| **nineteen** | *19* | девятнадцать |
| **ninety** | *20* | девяносто |
| **no** | *5* | нет |
| **nominate** | *10* | называть, выдвигать |
| **non-smoker** | *13* | для некурящих |
| **No problem.** | *8* | Нет вопросов. Нет никаких проблем. Конечно. |
| **Norman** | *42* | норманнский |
| **north** | *34* | север |
| **not** | *1* | не |
| **note** | *25* | запись, замечание |
| **nothing** | *15* | ничто |
| **not less than** | *10* | не меньше чем |
| **November** | *7* | ноябрь |
| **now** | *3* | сейчас |
| **nowadays** | *20* | в настоящее время |
| **number** | *3* | номер; количество; несколько |
| **numerous** | *20* | многочисленный |
| **O** |  |  |
| **objection** | *39* | возражение |
| **observatory** | *34* | обсерватория |
| **observer** | *47* | обозреватель |
| **occur** | *17* | случаться, происходить; приходить на ум |
| **o'clock** | *6* | часов (при указании времени) |
| **October** | *10* | октябрь |
| **of** | *2* | предлог, указывающий на родитель­ный падеж |
| **offer n** | *9* | предложение |
| **offer v** | *4* | предлагать |
| **office** | *5* | офис |
| **officer** | *14* | служащий |
| **official** | *15* | официальный |
| **often** | *6* | часто |
| **old** | *21* | старый |
| **on** | *19* | на |
| **on behalf of** | *21* | от имени |
| **on both counis** | *19* | в обоих случаях |
| **one** | *1* | один |
| **only** | *14* | только |
| **on the whole** | *8* | в целом |
| **on time** | *2* | вовремя |
| **open** | *31* | открыть |
|  |  | открытый |
| **open account** | *46* | открытый счет: форма расчета между продавцом и постоянным покупате­лем, при которой товары отправля­ются без подтверждения оплаты, а покупатель в оговоренные сроки должен оплатить товар |
| **operate** | *30* | действовать, функционировать |
| **operator** | *25* | телефонист, оператор |
| **opposite** | *41* | противоположный |
| **or** | *1* | или |
| **orchestra** | *6* | оркестр |
| **order** | *33* | заказать; заказ; порядок |
| **ordinary** | *39* | обычный |
| **organigram** | *36* | структура компании |
| **organisation** | *19* | организация |
| **organiser** | *10* | организатор |
| **original** | *42* | первоначальный, оригинальный |
| **other** | *9* | другой |
| **otherwise** | *22* | иначе |
| **our** | *1* | наш |
| **outside** | *16* | вне, снаружи |
| **outskirts** | *34* | окраина |
| **outstanding** | *46* | неоплаченный; выдающийся |
| **outwards** | *42* | наружу |
| **over** | *26* | над, свыше |
| **overseas** | *20* | за морем, за рубежом; |
|  |  | заморский, иностранный |
| **overtake** | *43* | обгонять |
| **over there** | *15* | вон там |
| **own** | *20* | владеть собственный |
| **owner** | *27* | владелец |
| **Oxford** | *34* | Оксфорд (город в графстве Oxford­shire севернее Лондона, славится сво­им университетом, основанным в XII в. и состоящем более чем из 30 самоуправляющихся колледжей). |
| **P** |  |  |
| **pack** | *33* | упаковка |
| **packing list** | *40* | упаковочный лист |
| **page** | *11* | страница |
| **paint** | *41* | окрашивать, красить |
| **painting** | *44* | картина |
| **pair** | *31* | пара |
| **palace** | *44* | дворец |
| **paper** | *11* | бумага; документ |
| **parking** | *1* | парковка |
| **part** | *10* | часть |
| **partial** | *40* | частичный |
| **participant** | *7* | участник |
| **participate** | *20* | участвовать |
| **particular** | *39* | частный, особый, особенный, дан­ный |
| **party** | *10* | сторона |
| **pass along** | *14* | проходить по, проходить мимо |
| **passenger** | *41* | пассажир |
| **passport** | *14* | паспорт |
| **past** | *4* | прошлый, прошедший |
| **pastime** | *47* | времяпрепровождение |
| **pay (paid, paid)** | *6* | платить |
| **payable** | *41* | подлежащий оплате |
| **pay a visit** | *9* | нанести визит |
| **payment** | *40* | платеж |
| **peace** | *42* | мир |
| **people** | 7 | люди |
| **per** | *9* | на, в |
| **per cent** | *48* | процент (ы) |
| **performance** | *32* | спектакль; деятельность |
| **perpendicular** | *44* | перпендикулярный |
| **person** | *8* | человек, лицо |
| **personal** | *47* | личный |
| **personnel** | *36* | штат, персонал |
| **petrol** | *43* | бензин |
| **pfennig** | *48* | пфениг (в 1 немецкой марке100 пфенигов) |
| **pickle** | *33* | соленья, соленый или маринованный огурец |
| **pick up** | 6 | забирать; заезжать за; приобретать |
| **picturesque** | *34* | живописный |
| **pin-striped** | *42* | в полоску |
| **pity** | 5 | жалость |
| **place** | *15* | место |
| **plague** | *42* | чума |
| **plan *(n)*** | *2* | план |
| **plan *(v)*** |  | планировать |
| **plane** | 2 | самолет |
| **plant** | *28* | фабрика, завод; растение |
| **play *(n)*** | 6 | игра |
| **play *(v)*** |  | играть |
| **plc =public limited company** | *40* | компания с ограниченной ответст­венностью, выпускающая свои акции на свободный рынок и публикующая свои отчеты о финансовой деятель­ности |
| **please** | *1* | пожалуйста |
| **pleasure** | *6* | удовольствие |
| **ploughman** | *33* | пахарь |
| **p. m.** | *31* | после полудня |
| **point** | *9* | пункт, момент; точка (например: 0.5) |
| **Poland** | *18* | Польша |
| **police** | *41* | полиция |
| **policy** | *21* | политика |
| **poor** | *49* | бедный |
| **pop star** | *22* | звезда эстрады |
| **porcelain** | *44* | фарфор |
| **post** | *30* | почта |
| **postcard** | *31* | почтовая карточка |
| **poster** | *31* | плакат |
| **post office** | *31* | почтовое отделение, почта |
| **pound** | *9* | фунт (англ. валютная единица) фунт (мера веса = 454 грамма) |
| **power of attorney** | *39* | доверенность |
| **practice** | *20* | практика |
| **precedent** | *39* | прецедент |
| **prefer** | *34* | предпочитать |
| **preferable** | *39* | предпочтительный |
| **prehistoric** | *34* | доисторический |
| **preliminaries** | *38* | вступительная беседа, подготовитель­ные переговоры/мероприятия |
|  |  |  |
| **premises** | *10* | помещение, здание |
| **prepare** | *6* | приготавливать |
| **present *(n)*** | *45* | подарок |
| **present *(v)*** |  | дарить |
| **present** | *14* | представлять, предъявлять |
| **press** | *47* | пресса |
| **price** | *30* | цена |
| **price-list** | *39* | прейскурант |
| **prime minister** | *21* | премьер министр |
| **print** | *21* | печатать |
| **private** | *18* | частный, личный |
| **problem** | *8* | проблема |
| **proceeds** | *45* | средства, выручка |
| **produce** | *9* | производить |
| **product** | *37* | продукт |
| **production** | *36* | производство |
| **production shop** | *36* | производственный цех |
| **profit** | *27* | прибыль |
| **programme** | *7* | программа |
| **progress** | *44* | прогресс; положение |
| **project** | *5* | проект |
| **project finance** | *29* | проектное финансирование |
| **promise *(n)*** | *12* | обещание |
| **promise *(v)*** | *6* | обещать |
| **properly** | *38* | должным образом |
| **property** | *28* | частная собственность |
| **proposal** | *7* | предложение |
| **propose** | *9* | предлагать |
| **proud** | *22* | гордый |
| **provide** | *10* | обеспечивать |
| **provide for** | *29* | предусматривать |
| **provision** | *28* | обеспечение; статья (документа) |
| **pub== public house** | *33* | пивная |
| **public** | *44* | публика, народ; общественный, публичный; частный; государственный |
| **public figure** | *26* | общественный деятель |
| **publicity** | *36* | реклама, известность |
| **public school** | *44* | частная школа |
| **publish** | *48* | издавать |
| **pump** | *43* | насос |
| **punish** | *49* | наказывать |
| **purchase** | *36* | покупка |
| **put (put, put)** | *15* | класть, ставить |
| **put through** | *12* | соединять (по телефону) |
| **Q** |  |  |
| **quality** | *47* | качество |
| **quarter** | *13* | четверть |
| **queen** | *26* | королева |
| **query** | *11* | вопрос |
| **question** | *9* | вопрос |
| **questionnaire** | *11* | вопросник,анкета |
| **queue up** | *14* | стоять в очереди |
| **quiet** | *49* | спокойный,тихий |
| **quietly** | *49* | спокойно,тихо |
| **quite** | *2* | совсем, вполне |
| **quote** | *40* | называть, назначать (цену) |
| **R** |  |  |
| **rack** | *15* | стоянка такси |
| **railway** | *41* | железцая дорога |
| **raise** | *21* | поднимать |
| **range** | *27* | ассортимент, диапазон |
| **rank** | *41* | занимать место |
| **rate** | *24* | ставка, темп, курс |
| **re** | *7* | о, по вопросу о |
| **read (read, read)** | *8* | читать |
| **reader** | *47* | читатель |
| **readiness** | *40* | готовность |
| **Reading** | *34* | Ридинг (город в графстве Birkshire) |
| **ready** | *9* | готовый |
| **really** | *5* | неужели |
| **reasonable** | *12* | обоснованный |
| **rebuild** | *42* | перестраивать |
| **rebound** | *48* | вернуться на прежние позиции |
| **receipt** | *19* | получение; |
|  |  | квитанция |
| **receivables** | *28* | причитающиеся к получению суммы, |
|  |  | кредиторская задолженность |
| **receive** | *7* | получать |
| **recent** | *7* | недавний |
| **receptionist** | *3* | администратор, регистратор |
| **reclaim** | *15* | востребовать |
| **recognition** | *22* | признание |
| **record** | *27* | пластинка |
| **records** | *46* | записи |
| **recreate** | *44* | воссоздавать |
| **red** | *15* | красный |
| **reduce** | *12* | сокращать (ся), уменьшать (ся) |
| **reduction** | *12* | сокращение, уменьшение |
| **refer** | *10* | относить |
| **refresh** | *7* | освежать |
| **region** | *47* | область, регион |
| **regional** | *47* | областной, региональный |
| **regulation** | *41* | предписание, правило |
| **reimburse** | *45* | возмещать, платить |
| **relate to** | *37* | относиться к |
| **relation** | *36* | отношение |
| **relax** | *33* | расслабляться |
| **relevant** | *27* | соответствен ный |
| **remember** | *4* | помнить, вспоминать |
| **remove** | *15* | устранять |
| **render** | *20* | оказывать |
| **repeat** | *2* | повторять |
| **replace** | *45* | заменять |
| **reply** | *37* | ответ; отвечать |
| **report *(n)*** | *27* | сообщение, доклад |
| **report *(v)*** | *38* | сообщать |
| **repository** | *21* | хранилище |
| **request** | *7* | просьба; просить |
| **require** | *19* | требовать (ся) |
| **research** | *36* | исследования, изучение |
| **reserve** | *11* | резервировать |
| **residence** | *44* | местожительство |
| **responsible** | *12* | ответственный |
| **restaurant** | *3* | ресторан |
| **restrict** | *43* | ограничивать |
| **result** | *38* | результат; |
|  |  | давать результат |
| **resume** | *9* | возобновлять |
| **retail** | *20* | розничный |
| **retain** | *28* | удерживать, сохранять |
| **return** | *11* | возврат; возвращаться |
| **return ticket** | *22* | билет туда и обратно |
| **ride** | *26* | поездка |
| **right side** | *22* | правая сторона |
| **rise (rose, risen)** | *48* | подниматься |
| **river** | *34* | река |
| **road** | *16* | дорога |
| **role** | *42* | роль |
| **rolled** | *42* | закрытый, скрученный |
| **Roman** | *42* | римский |
| **room** | *3* | комната |
| **round** | *19* | вокруг; круглый |
| **round *n*** | *21* | круг |
| **roundabouts** | *43* | развязка (дорожная) |
| **roundel** | *22* | кружок |
| **row** | *13* | ряд |
| **royal** | *26* | королевский |
| **rule *(n)*** | *24* | правило; правление |
| **rule *(v)*** | *44* | править |
| **run (ran, run)** | *24* | управлягь, направлять; владеть |
| **Russian** | *1* | русский |
| **S** |  |  |
| **safe** | *50* | безопасный |
| **safely** | *13* | безопасно, в сохранности |
| **safety** | *36* | безопасность, сохранность |
| **sales** | *32* | продажи |
| **sample** | *28* | образец |
| **satisfied** | *8* | удовлетворенный |
| **satisfy** | *33* | удовлетворять |
| **Saturday** | *31* | суббота |
| **save** | *29* | сберегать, экономить |
| **say (said, said)** | *1* | сказать |
| **scale** | *21* | масштаб |
| **scene** | *44* | сцена |
| **schedule *(n)*** | *40* | график |
| **schedule *(v)*** | *10* | намечать, планировать |
| **scheme** | *30* | схема |
| **scope** | *18* | объем |
| **sea** | *34* | море |
| **seat** | *13* | место |
| **second** | *10* | второй |
| **second *(n)*** | *45* | секунда |
| **secure** | *45* | надежный |
| **secure *(v)*** |  | обеспечивать, гарантировать |
| **security** | *36* | безопасность, надежность; охрана, защита |
| **securities** | *28* | ценные бумаги: 1) любые денежные единицы, которые можно использо­ вать как залог 2) акции и облигации |
| **see (saw, seen)** | *1* | видеть |
| **seem** | *9* | казаться |
| **select** | *43* | выбирать, отбирать |
| **self-criticism** | *13* | самокритика |
| **sell (sold, sold)** | *22* | продавать |
| **send (sent, sent)** | *8* | отправлять |
| **senior** | *10* | старший (по званию) |
| **serious** | *47* | серьезный |
| **serve** | *31* | служить, обслуживать |
| **service *(v)*** | *9* | обслуживать, проводить осмотр, за­правлять горючим |
| **service *(n)*** | *20* | услуга |
| **services** | *20* | обслуживание, сервис |
| **session** | *10* | сессия; занятие |
| **set out** | *10* | излагать |
| **set time** | *34* | ставить время |
| **settle** | *9* | оплатить, урегулировать |
| **set up** | *26* | организовывать |
| **seven** | *3* | семь |
| **seventeen** | *17* | семнадцать |
| **shake (shook, shaken)** | *1* | трясти, пожимать |
| **share** | *28* | доля; акция |
| **share capital** | *28* | акционерный капитал компании: ка­питал компании в форме акций — сумма номинальных стоимостей ак­ций |
| **shareholder** | *28* | акционер: владелец сертификата, удостоверяющего юридическое право на часть капитала и прибыли компа нии, участие в выборе директоров и решении других вопросов |
| **sharp** | *3* | острый, резкий |
| **she** | *5* | она |
| **sheet** | *28* | лист |
| **ship** | *38* | судно |
| **shipment** | *39* | отгрузка |
| **shipping documents** | *36* | отгрузочные документы |
| **shock** | *47* | удар, потрясение |
| **shocking** | *47* | скандальный, потрясающий, ужа­сающий |
| **shop** | *30* | магазин; цех |
| **shop assistant** | *30* | продавец |
| **short** | *24* | короткий |
| **short-term** | *28* | краткосрочный |
| **should** | *25* | модальный глагол, выражающий долженствование, уместность, целе­сообразность |
| **shoulder** | *34* | плечо |
| **show *(n)*** | *21* | показ, зрелище, выставка, витрина |
| **show *(v)* (showed, shown)** | *11* | показать |
| **side** | *49* | сторона |
| **sight** | *18* | вид |
| **sightseeing** | *18* | осмотр достопримечательностей |
| **sign** | *15* | знак |
| **sign** | *9* | подписывать |
| **signal *n*** | *14* | сигнал |
| **signal *v*** | *41* | подавать сигнал |
| **similar** | *11* | подобный |
| **simple** | *33* | простой |
| **since** | *12* | с, с тех пор, с тех пор как, поскольку |
| **sincerely** | *7* | искренне |
| **single** | *12* | один, единственный, на одного |
| **single ticket** | *22* | билет в один конец |
| **sister** | *5* | сестра |
| **site** | *42* | местоположение, участок, площадка |
| **size** | *31* | размер |
| **ski** | *5* | кататься на лыжах |
| **skills** | *10* | умения |
| **sleep (slept, slept)** | *6* | сон |
|  | *25* | спать |
| **slot machine** | *22* | автомат с отверстием для монет и |
|  |  | жетонов |
| **slowly** | *16* | медленно |
| **small** | *5* | маленький |
| **small change** | *24* | сдача, мелочь |
| **smaller** | *16* | меньше |
| **small talk** | *5* | светский разговор |
| **smile (n)** | *36* | улыбка |
| **smile *(v)*** |  | улыбаться |
| **smoke (v)** | *13* | курить |
| **smoke (n)** |  | дым |
| **smoker** | *13* | курящий |
| **smooth** | *2* | гладкий, спокойный |
| **snow** | *2* | снег |
| **so** | *1* | так, таким образом |
| **society** | *20* | общество |
| **solicitor** | *29* | адвокат, дающий советы клиентам и выступающий в судах низшей ин­станции |
| **some** | *4* | некоторый, немного |
| **someone** | *1* | кто-то, кто-нибудь |
| **sometimes** | *16* | иногда |
| **somewhere** | *24* | где-то |
| **song** | *6* | песня |
| **sophisticated** | *21* | изощренный, сложный |
| **sophistication** | *37* | изощренность, утонченность |
| **sorry** | *12* | огорченный, несчастный |
| **sort code** | *40* | сортировочный код |
| **sound *(n*)** | *26* | звук |
| **sound *(v)*** | *6* | звучать |
| **source** | *19* | источник |
| **south** | *34* | юг |
| **space** | *15* | место, пространство; космос |
| **speak (spoke, spoken)** | *2* | говорить |
| **Speaking** | *12* | Слушаю вас. *(телеф.)* |
| **specialise** | *18* | специализироваться |
| **specify** | *10* | устанавливать, указывать |
| **speed** | *43* | скорость |
| **speed up (sped,** | *45* | ускорять |
| **sped)** |  |  |
| **spend (spent, spent)** | *26* | проводить (время) |
| **spirit** | *26* | дух |
| **spot** | *34* | местечко |
| **spot** | *48* | *(фин.)* спот: условия сделки, озна­чающие расчет на второй рабочий день после ее заключения |
| **spread** | *42* | простираться, развертывать (ся) |
| **square** | *22* | площадь; |
|  |  | квадратный |
| **staff** | *25* | штат, персонал |
| **staff member** | *14* | штатный работник |
| **stamp** | *30* | марка |
| **stand astride** | *34* | стоять, широко расставив ноги |
| **stand for** | *45* | обозначать |
| **stranger** | *14* | незнакомец |
| **star** | *34* | звезда |
| **start *(n)*** | *7* | начало |
| **start *(v)*** | *8* | начинать |
| **starter** | *4* | холодная закуска |
| **state** | *30* | заявлять, устанавливать |
| **state** | *44* | государственный |
| **statement** | *19* | заявление, *(фин)* отчет, выписка по счету |
| **station** | *22* | станция, вокзал |
| **stay *n*** | *3* | пребывание |
| **stay *v*** | *31* | находиться |
| **step** | *1* | шаг; ступенька |
| **steward** | *13* | стюард |
| **still** | *4* | все еще |
| **stocks** | *42* | запасы *(фин)* 1) акции и облигации; |
|  |  | 2) обыкновенные и привилегирован­ные акции |
| **stock exchange** | *42* | фондовая биржа |
| **stop *(n)*** | *22* | остановка |
| **stop *(v)*** |  | останавливаться |
| **store** | *31* | магазин |
| **story** | *34* | рассказ |
| **St. Paul's Cathedral** | *43* | собор Св. Павла (главный собор анг­ликанской церкви, построен архитек­тором К. Реном в 1675—1710 гг. по­сле Великого лондонского пожара) |
| **street** | *41* | улица |
| **strict** | *41* | точный, строгий |
| **stringent** | *41* | строгий, обязательный |
| **strip** | *22* | полоска |
| **student** | *44* | студент |
| **study** | *10* | изучение; рабочий кабинет; |
|  |  | изучать |
| **subject** | *19* | предмет |
| **subject to** | *40* | при условии если |
| **submit** | *45* | представлять, передавать |
| **subsidiary** | *20* | дочерняя компания |
| **suburbs** | *42* | пригород |
| **success** | *18* | успех |
| **successful** | *27* | успешный |
| **such** | *16* | такой |
| **sugar** | *25* | сахар |
| **suggest** | *21* | предлагать, предполагать |
| **suit** | *35* | костюм устраивать, подходить |
| **suitcase** | *2* | чемодан |
| **summarise** | *27* | суммировать |
| **summer** | *2* | лето |
| **Sunday** | *31* | воскресенье |
| **super** | *43* | первоклассный |
| **superb** | *6* | великолепный, роскошный |
| **supervise** | *21* | руководить чем-либо |
| **support** | *11* | поддерживать |
| **suppose** | *9* | полагать |
| **sure** | *11* | уверенный |
| **surpass** | *26* | превосходить |
| **surround** | *42* | окружать |
| **survey** | *38* | обследование; обзор |
| **SWIFT** | *45* | СВИФТ. (Международное общество межбанковских (финансовых) теле­коммуникаций) |
| **symbolize** | *44* | символизировать |
| **Т** |  |  |
| **table** | *4* | стол, таблица |
| **telegraph** | *28* | телеграф. сообщать по телеграфу |
| **tailcoat** | *44* | фрак |
| **take (took, taken)** | *4* | брать |
| **take care** | *16* | заботиться |
| **take into account** | *12* | принимать во внимание |
| **take legal** |  |  |
| **action** | *45* | обращаться в суд |
| **take-over** | *20* | поглощение: покупка одной компа­нией контрольного пакета акций другой компании, как правило, во­преки желанию последней |
| **take place** | *10* | иметь место, происходить |
| **talk** | *5* | разговор, переговоры |
| **tax** | *19* | налог |
| **taxable** | *29* | налогооблагаемый |
| **taxation** | *29* | налогообложение |
| **taxi** | *41* | такси |
| **tea** | *25* | чай |
| **teach (taught, taught)** | *10* | учить, обучать, преподавать |
| **teacher** | *4* | учитель, преподаватель |
| **team** | *37* | команда |
| **telephone** | *12* | телефон |
|  |  | звонить по телефону |
| **television** | *47* | телевидение |
| **tell (told, told)** | *4* | рассказывать, говорить |
| **ten** | *6* | десять |
| **term** | *28* | семестр |
| **terms** | *10* | условия |
| **terrible** | *42* | ужасный |
| **test** | *38* | тест, испытание, проверка |
| **text** | *1* | текст |
| **than** | *16* | чем |
| **thank** | *1* | благодарить |
| **Thanks.** | *3* | Спасибо. |
| **That's right.** | *17* | Хорошо. Правильно. |
| **the** | *1* | определенный артикль |
| **the City** | *42* | Сити: финансовый и коммерческий |
|  |  | центр Лондона |
| **their** | *5* | их |
| **them** | *4* | им |
| **themselves** | *33* | им самим |
| **then** | *3* | затем |
| **the original** | *46* | оригинал |
| **therefore** | *22* | поэтому |
| **thereof** | *40* | его (данного документа) |
| **these** | *22* | эти |
| **the Strand** | *43* | Стрэнд (одна из главных улиц Лонд­она, соединяющая Уэст-Энд и Сити, в старину улица шла вдоль Темзы(strand — берег, прибрежная улица) |
| **the Thames** | *34* | Темза |
| **theatre** | *32* | театр |
| **the U. K.** | *14* | Соединенное Королевство Велико­ |
|  |  | британии |
| **they** | *1* | они |
| **thin** | *48* | *(фин.)* вялый, неактивный |
| **think (thought,** | *2* | думать |
| **thought)** |  |  |
| **thirteen** | *51* | тринадцать |
| **thirty** | *12* | тридцать |
| **this** | *3* | этот |
| **this time** | *38* | на этот раз |
| **thought** | *47* | мысль |
| **thoughtful** | *47* | задумчивый, внимательный |
| **thoughtfully** | *47* | задумчиво, внимательно |
| **thousand** | *9* | тысяча |
| **thread** | *42* | нить |
| **three** | *3* | три |
| **threshold** | *29* | порог |
| **through** | *10* | через, сквозь |
| **throughout** | *41* | повсюду, во всех отношениях |
| **Thursday** | *7* | четверг |
| **thus** | *19* | таким образом |
| **tight** | *31* | тесный |
| **time** | *1* | время |
| **timetable** | *11* | расписание |
| **title** | *21* | звание, должность |
| **toast** | *50* | тост |
| **together with** | *45* | вместе с |
| **tomorrow** | *6* | завтра |
| **tomorrow afternoon** | *9* | завтра днем |
| **to-night** | *3* | сегодня вечером |
| **too** | *1* | тоже |
| **topic** | *7* | тема |
| **total** | *28* | итог  итоговый |
| **tour** | *14* | поездка, путешествие |
| **tourist** | *2* | турист |
| **tow away** | *43* | отбуксировать |
| **tower** | *50* | башня |
| **town** | *31* | город (небольшой) |
| **townspeople** | *49* | горожане |
| **trade** | *7* | торговля, дело, профессия (рабочего) |
| **trader** | *19* | торговец |
| **trading** | *48* | торги — операции с ценными бумагами и др. финансовыми документа­ми |
| **traditional** | *42* | традиционный |
| **Trafalgar** | *34* | Трафальгар (мыс около Гибралтара, принадлежит Испании) |
| **traffic** | *16* | движение |
| **train** | *7* | поезд |
| **train** | *10* | обучать |
| **trainer** | *10* | преподаватель |
| **training** | *13* | обучение |
| **transaction** | *18* | сделка |
| **transfer** | *12* | перевод переводить |
| **travel** | *13* | путешествие путешествовать |
| **travelcard** | *22* | единый проездной билет |
| **traveller's cheque** | *24* | дорожный чек |
| **treasure** | *44* | сокровище |
| **treat** | *37* | относиться к кому-либо |
| **trial** | *38* | пробный |
| **Trinity** | *49* | Троица |
| **trip** | *16* | поездка |
| **trolley** | *15* | тележка |
| **true** | *37* | правдивый |
| **try** | *31* | пытаться |
| **Tudors** | *50* | династия Тюдоров в Англии (1485— 1603), период реформации и усиле­ния централизованной власти |
| **Tuesday** | *31* | вторник |
| **tuition** | *10* | обучение (в колледже, университете) |
| **tunnel** | *34* | тоннель |
| **turn** | *17* | повернуть |
| **turnover** | *37* | товарооборот |
| **twenty** | *10* | двадцать |
| **twice** | *47* | дважды |
| **twin** | *17* | близнец |
| **two** | *2* | два |
| **type *(n)*** | *36* | тип |
| **type *(v)*** | *39* | печатать |
| **U** |  |  |
| **umbrella** | *42* | зонтик |
| **uncle** | *26* | дядя |
| **under** | *16* | по, в соответствии с, под |
| **undergo** | *15* | проходить, претерпевать |
| **underground** | *22* | метро |
| **underlying** | *45* | лежащий в основе |
| **understand (underdstood, un­derstood)** | *19* | понимать |
| **undertaking** | *10* | обязательство |
| **unfold** | *50* | раскрывать |
| **unforgettable** | *26* | незабываемый |
| **uniform** | *34* | форма |
| **unit** | 7 | единица;урок |
| **unity** | *44* | единство |
| **university** | *49* | университет, институт |
| **unlike** | *41* | непохожий на |
| **upper circle** | *32* | балкон *(театр.)* |
| **upstairs** | *50* | наверх (у) |
| **us** | *4* | нас, нам... |
| **use** | *19* | польза |
|  |  | использовать |
| **useful** | *18* | полезный |
| **user** | *27* | пользователь |
| **usual** | *1* | обычный |
| **V** |  |  |
| **vacant** | *4* | свободный, вакантный |
| **valid** | *22* | действительный (о сроке) |
| **value** | *30* | ценность; цена |
| **vast** | *44* | обширный |
| **vegetables** | *4* | овощи |
| **very** | *1* | очень |
| **very much** | *5* | очень (с глаголами) |
| **via** | *34* | через |
| **victim** | *26* | жертва |
| **village** | *31* | поселение, деревня |
| **visa** | *11* | виза |
| **visit** | *5* | визит |
| **visitor** | *21* | посетитель |
| **W** |  |  |
| **wages** | *36* | заработная плата |
| **wait** | *16* | ждать |
| **waiter** | *4* | официант |
| **walk** | *44* | прогулка; идти пешком |
| **wall** | *15* | стена |
| **want** | *5* | хотеть |
| **war** | *21* | война |
| **warder** | *50* | стражник |
| **warm** | *36* | предупреждать |
| **watch** | *1* | часы |
| **watch** | *47* | наблюдать |
| **waterway** | *34* | водная артерия |
| **wax** | *26* | воск |
| **waxworks** | *44* | восковые фигуры |
| **way** | *16* | путь, дорога |
| **wealth** | *21* | богатство |
| **wealthy** | *21* | богатый |
| **wear (wore, worn)** | *34* | носить |
| **Wednesday** | *31* | среда |
| **week** | *3* | неделя |
| **weekend** | *41* | уикенд: выходные дни, начиная с ве­чера пятницы и до утра понедельни­ка |
| **weekly** | *32* | еженедельник; еженедельно |
| **welcome** | *3* | приветствовать |
| **well** | *5* | хорошо |
| **west** | *44* | запад |
| **West End** | *42* | Уэст-Энд (западная фешенебельная |
|  |  | часть Лондона) |
| **Westminster** | *42* | Вестминстер (район в центральной |
|  |  | части Лондона, где находится здание Парламента; *перенос, знач. —* англий­ский парламент). |
| **Westminster Bridge** | *41* | Вестминстерский мост (по названию района, где он находится. Построен в 1854-1862 гг.) |
| **what** | *4* | что; какой |
| **What's on?** | *32* | *(театр.)* Что идет? Что? Где? (объявления культурной жизни) |
| **when** | *1* | когда |
| **where** | *8* | где |
| **whereby** | *40* | по которому |
| **while** | *35* | пока |
| **whole** | *22* | полный |
| **wholesale** | *20* | оптовый |
| **whom** | *35* | кого, кем... |
| **whose** | *17* | чей |
| **why** | *5* | почему, зачем |
| **widely** | *20* | широко |
| **wife** | *5* | жена |
| **will** | *33* | желание, воля, завещание |
| **willing** | *33* | желающий |
| **willingly** | *33* | с желанием |
| **win (won, won)** | *43* | завоевывать |
| **winner** | *43* | победитель, призер |
| **window** | *24* | окно |
| **windscreen** | *41* | переднее/лобовое стекло |
| **Windsor Castle** | *44* | Винзорский замок (одна из загород­ных резиденций английской короле­вы/короля) |
| **wine** | *33* | вино |
| **wing collar** | *44* | стоячий воротник с отворотами |
| **winner** | *43* | победить |
| **winter** | *2* | зима |
| **wish *(n)*** | *7* | желание, пожелание |
| **wish *(v)*** | *25* | желать |
| **with** | *2* | с |
| **withdraw (withdrew, withdrawn)** | *27* | отзывать |
| **within** | *27* | в пределах |
| **wonder** | *30* | удивляться, интересоваться |
| **wonderful** | *32* | удивительный, прекрасный |
| **word** | *]* | слово |
| **work (л)** | *16* | работа |
| **work *(v)*** | *5* | работать |
| **works** | *44* | 1) произведения искусства 2) завод |
| **works' test certifi­** | *44* | сертификат заводских испытаний |
| **cate** |  |  |
| **world** | *32* | мир |
| **worldwide** | *45* | всемирный |
| **worry** | *25* | беспокоить (ся) |
| **worth** | *48* | стоящий |
| **wounded** | *34* | раненый |
| **writer** | *26* | писатель |
| **wrong** | *35* | неправильный, ошибочный |
| **Y** |  |  |
| **year** | *5* | год |
| **yellow** | *41* | желтый |
| **Yellow Pages** | *41* | Желтые страницы: телефонный спра­вочник; справочник |
| **yen** | *48* | иена |
| **yet** | *2* | нет еще |
| **you** | *1* | вы, ты |
| **your** | *3* | ваш (перед существительным) |
| **yours** | *15* | ваш |
| **You see, ...** | *16* | Видите ли, ... |

English-Russian phrases on business

|  |  |
| --- | --- |
| Preliminaries | Вступительная беседа |
| How are you getting on? | Как вы поживаете? |
| How is business with you? | Как идут ваши дела? |
| How is your company doing? | Как дела у компании? |
| How was your flight? | Как вы долетели? |
| Where are you staying? | Где вы остановились? |
| I haven't seen you for ages. | Не видел вас целую вечность. |
| I hope everything is OK, isn't it? | Надеюсь, все в порядке, да? |
| Is this your first visit to...? | Вы первый раз в ...? |
| You like..., don't you? | Вам нравится, не правда? |
| How do you like the weather today? | Как вам нравится сегодня по­года? |
| The weather is wonderful/fine. | Погода прекрасная |
| It's nice, isn't it? | Очень приятно, правда? |
| What a lovely/marvellous day! | Какой чудесный день! |
| terrible | ужасный |
| mild | мягкий |
| cold | холодный |
| chilly | прохладный |
| hot | жаркий |
| windy | ветреный |
| stormy | штормовой |
| foggy | туманный |
| wet | сырой |
| It looks like raining. | Похоже, скоро пойдет дождь. |
| It's raining cats and dogs. | Дождь льет как из ведра. |
| It seems to be clearing up. | Похоже, погода проясняется. |
| We have had a lovely summer. | У нас было прекрасное лето. |
| We have had no summer at all. | Зимы у нас совсем не было. |
| What is the weather like in... now? | Какая сейчас погода в ..? |
| How is your family? | Как поживает ваша семья? |
| Have you had a holiday this year? | В этом году у вас уже был от­пуск? |
| Where did you spend it? | Где вы его провели? |
| Did you enjoy your holiday? | Вам понравился отпуск? |
| Shall we get down to business now? | Может быть перейдем к делу? |
| The point /the question/the prob­lem is... | Вопрос состоит в том, что... |
| I would suggest... | Я бы предложил... |
| I would like to remind you that... | Я хотел бы напомнить, что... |
| Telephoning | **Телефонные разговоры** |
| Mr. Brown's office here, can I help you? | Офис г-на Брауна, слушаю вас. |
| Who's calling, please? | Кто говорит? |
| This is... | Говорит.. |
| Could I speak to...? | Я могу поговорить с... |
| Hold on, please. | Не вешайте трубку. |
| Just a minute/moment, please. | Одну минуту. |
| 'Ill see if he is in. | Я посмотрю, на месте ли он. |
| I'm afraid he is in conference at he moment. | Он сейчас на заседании. |
| I'm afraid he is in a meeting. | Он сейчас на деловой встрече. |
| I'm afraid he isn't here. | Его нет на месте. |
| I'm afraid he isn't free. | Он сейчас занят. |
| I'm afraid he isn't available. | Он сейчас не может с вами поговорить. |
| I'm afraid he's busy on another line. | Он сейчас говорит по другому телефону. |
| I'm afraid he has a visitor. | У него сейчас посетитель. |
| Sorry to have kept you waiting. | Простите, что заставил вас ждать. |
| Could you call in an hour? | Не могли бы вы позвонить че­рез час |
| Can I take a message? | Вы хотите что-нибудь передать ему? |
| What's your number, please? | Какой у вас номер? |
| Where can he contact you? | Где он может вас найти? |
| I'm putting you through. | Соединяю вас. |
| Speaking. | Слушаю вас. |
| Thank you for calling me. | Спасибо за звонок. |
| to phone/to telephone/ | звонить кому-либо |
| to ring up to/to call somebody |  |
| to dial a number | набрать номер |
| receiver | трубка |
| to leave a message | передать кому-либо что-либо |
| wrong number | неправильный номер |
| I'm sorry you have rung the wrong number. | Извините, вы ошиблись. |
| Sorry for disturbing you. | Извините за беспокойство |
| The line is engaged. | Линия занята |
| Market | **Рынок** |
| goods/commodity/product | товар |
| goods/commodities/products | товары |
| to sell | продавать |
| to buy/to purchase | покупать |
| purchase of something | покупка чего-либо |
| seller | продавец |
| buyer/customer | покупатель |
| a bulk buyer | покупатель крупных партий товара |
| to supply something | поставлять что-либо |
| supplier | поставщик |
| the regular customer | постоянный покупатель |
| wholesaler | оптовый покупатель |
| retailer | розничный покупатель |
| agent | посредник |
| principal | доверитель |
| associate | партнер |
| representative | представитель |
| subsidiary | дочерняя компания |
| trade | торговля |
| Trade Association | торговая ассоциация |
| foreign trade | внешняя торговля |
| home sales | внутренняя торговля |
| to import | импортировать |
| imports | импорт |
| importer | импортер |
| to export | экспортировать |
| exports | экспорт |
| exporter | экспортер |
| to be the sole exporters of some­thing | быть монопольным экспорте­ром чего-либо |
| company | компания |
| joint-stock company | акционерное общество |
| on the market | на рынке |
| on the world market | на мировом рынке |
| on the British market | на рынке Англии |
| to develop new markets | развивать новые рынки |
| to launch a product on the market | начать реализацию какого-либо товара на рынке |
| to enter the market | выйти на рынок |
| to introduce something onto the market | представить что-либо на рынок |
| to sell well | хорошо продаваться |
| to be in demand | пользоваться спросом |
| to find a ready market | найти хороший рынок |
| to be in the market for some goods | хотеть закупить какой-либо то­вар |
| to be interested in some goods | интересоваться каким-либо то­варом |
| to require/to need some goods | испытывать потребность в ка­ких-либо товарах |
| requirements/needs | потребности |
| to be in need of something | нуждаться в чем-либо |
| to be in urgent need of something | остро нуждаться в чем-либо |
| to meet somebody's requirements | удовлетворить чьи-либо по­требности |
| to stock a product | складировать/запасать товар |
| to hold/to carry a stock of a product | иметь запас товара |
| to do business/to cooperate with somebody | сотрудничать с кем-либо |
| Enquiry | Запрос |
| enquiry/inquiry for something | запрос на что-либо |
| to make an enquiry | делать запрос |
| to send/to forward an enquiry | направлять запрос |
| to study/to consider/to examine an enquiry | рассматривать запрос |
| to reconsider/to reexamine an enquiry | еще раз рассмотреть запрос |
| to ask for/ to request a price-list | запросить прейскурант |
| catalogue | каталог |
| brochure | брошюра |
| booklet | буклет |
| prospectus | проспект |
| leaflet | брошюра, рекламный лист |
| sample | образец |
| Please could you send us | Просим направить нам |
| details of something advertised | подробную информацию о..., |
| by... | рекламированном в... |
| Our company specializes in... | Наша фирма специализируется в... |
| We are interested in... | Мы интересуемся... |
| You were recommended to us by... | Вас рекомендовали нам.. |
| Please send us your offer by re­turn mail. | Просим направить ваше пред­ложение незамедлительно. |
| We look forward to hearing from you very soon. | Надеемся получить от вас све­дения в ближайшем будущем. |
| Offer | Предложение |
| offer of/for something quotation of/for something | предложение чего-либо |
| to make an offer | сделать предложение |
| to send/to forward an offer | направить предложение |
| the goods offered | предложенный товар |
| to accept an offer | принять предложение |
| to decline an offer | отклонить предложение |
| to withdraw an offer | отозвать предложение |
| the original offer | первоначальное предложение |
| detailed offer | детальное предложение |
| Please find enclosed herewith our offer. | При сем прилагаем наше пред­ложение. |
| Our offer is valid till... | Наше предложение действи­тельно до... |
| We have studied your offer and... | Мы изучили ваше предложе­ние и... |
| Your offer suits us and... | Ваше предложение нам подхо­дит и... |
| We are prepared to make an | Мы готовы разместить |
| order or a contract with you... | у вас заказ или заключить с вами контракт... |
| Order | **Заказ** |
| Order No... | заказ № |
| large order | большой заказ |
| small order | маленький заказ |
| official/formal order | официальный заказ |
| repeat order | повторный заказ |
| trial order | пробный заказ |
| The total amount of the order is... | Общая сумма заказа составляет... |
| to confirm the acceptance of the order | подтвердить принятие заказа к исполнению |
| formal confirmation of the order | официальное подтверждение за­каза |
| to fulfil/to execute an order | выполнять заказ |
| under Order No... | по заказу № |
| the position/progress of the order | состояние выполнения заказа |
| the balance of the order | оставшаяся часть заказа |
| to be in full conformity with the order | быть в полном соответствии с заказом |
| = to be in strict accordance with the order |  |
| = to be in line with the order |  |
| in final execution of the order | для окончательного выполне­ния заказа |
| to cancel an order | аннулировать заказ |
| to cancel an order in whole | аннулировать заказ полностью |
| to cancel on order in part | аннулировать заказ частично |
| to withdraw an order | отозвать заказ |
| Contract | **Контракт** |
| draft contract | проект контракта |
| contract form | стандартная форма контракта |
| contract for some goods | контракт на такой-то товар |
| to negotiate a contract | провести переговоры о заклю­чении контракта |
| negotiation on a contract | переговоры по контракту |
| to prepare a contract | подготовить/составить кон­тракт |
| to make/to conclude a contract with somebody | заключить контракт с кем-либо |
| to sign a contract | подписать контракт |
| party to a contract | сторона, заключившая кон­тракт |
| Messrs.... hereinafter referred to as the Sellers on the one hand and | Фирма..., именуемая далее По­купатель, с одной стороны и |
| Messrs.... hereinafter referred to | Фирма..., именуемая далее |
| as the Buyers on the other hand have concluded the present Con­tract on the following:... | Продавец, с другой стороны заключили настоящий кон­тракт о следующем:... |
| subject of a contract | предмет контракта |
| clause/article/provision of a contract | статья контракта |
| value of a contract | стоимость контракта |
| total value of a contract | общая стоимость контракта |
| validity of a contract | срок действия контракта |
| terms and conditions of a contract | условия контракта |
| wording of a clause | формулировка статьи |
| obligations/undertakings/ com­mitments | обязательства |
| specification | спецификация |
| to form an integral part | составлять неотъемлемую часть контракта |
| to state/to specify/ | указывать в контракте |
| to provide for/to stipulate in the |  |
| contract |  |
| to amend a contract | дополнять контракт |
| to make/introduce amendments in a contract | делать дополнения к контракту |
| to infringe/to violate a contract | нарушить контракт |
| infringement/violation of a con­tract | нарушение контракта |
| slight infringement | небольшое нарушение кон­тракта |
| gross infringement | серьезное нарушение контракта |
| to cancel a contract | аннулировать контракт |
| Terms of delivery | **Условия поставки** |
| fob (free on board) | фоб (свободно на борт): условия поставки, при которых продавец несет ответствен­ность за товар до момента его поставки на борт суд­на/самолета |
| cif (cost, insurance, freight) | сиф (стоимость, страхование, фрахт)' условия поставки, при которых продавец отвечает за транспортировку и страхование груза |
| c&f (cost and freight) | каф (стоимость и фрахт) усло­вия поставки, при которых продавец отвечает за транспор­тировку груза |
| free on rail | франко рельсы/вагон: условия поставки, при которых прода­вец отвечает за груз до момента доставки на железную дорогу |
| ex works | франко завод: условия постав­ки, при которых продавец должен поставить товар для самовывоза покупателем |
| to deliver goods on fob terms | поставить товар на условиях фоб |
| to deliver goods fob London | поставить товар на условиях фоб Лондон |
| The goods are to be delivered fob London. | Товар поставляется на услови­ях фоб Лондон. |
| The prices are understood fob London. | Цена понимается как фоб Лондон. |
| The price is... fob London. | Цена составляет... фоб Лондон. |
| Prices | **Цены** |
| current price | текущая цена |
| good/low price | низкая цена |
| competitive price | конкурентоспособная цена |
| non-competitive price | неконкурентоспособная цена |
| high price | высокая цена |
| at the price of... per... | по цене... за... |
| price-list | прейскурант |
| to give the idea of the price | назвать приблизительную цену |
| to calculate a price | рассчитать цену |
| to quote a price | назвать цену |
| to confirm a price | подтвердить цену |
| to change a price | изменить цену |
| to revise a price | пересмотреть цену |
| to cut a price | уменьшить цену |
| to agree on/about the price | согласовать цену |
| to accept a price | принять цену |
| to raise/to increase a price | увеличить цену |
| rise/increase/advance in prices | увеличение цены |
| difference in prices | разница в цене |
| to reduce the price by...% | уменьшить цену на...% |
| to reduce the price to *GBP...* | уменьшить цену до... ф. ст. |
| to give a discount of...% off the price | дать скидку с цены в размере... % |
| quantity discount | скидка при покупке большой партии товара |
| prices are based on- | цены основаны на... |
| prices are subject to revision | цены могут быть пересмотрены |
| to finalize a price | окончательно согласовать цену |
| to include something into the price | включить что-либо в цену |
| to deduct... from the price | вычесть что-либо из цены |
| deduction from the price | исключение из цены |
| prices are going up | цены увеличиваются |
| prices are going down | цены понижаются |
| prices have gone up | цены возросли |
| prices are fluctuating | цены колеблются |
| upward trend in prices | повышательная тенденция из­менения цен |
| downward trend in prices | понижательная тенденция из­менения цен |
| Execution of a contract | Выполнение контракта |
| to execute /to fulfil/ to carry out/to perform a contract | выполнять контракт |
| execution/fulfilment/ performance of a contract | выполнение контракта |
| under Contract No... | по контракту №... |
| in accordance with Contract No... | в соответствии с контрак­том № . |
| to observe all the terms and | соблюдать все |
| conditions of a contract | условия контракта |
| in due course | должным образом |
| in the course of the execution of a contract | в ходе выполнения контракта |
| consignment/lot/cargo/shipment | партия товара |
| to deliver goods | поставить товар |
| to ship/dispatch goods | отгрузить товар |
| to ship goods in... lots | отгрузить товар .. |
| of... tons each | партиями по .. тонн в каждой |
| to ship goods in the time | отгрузить товар в срок, |
| stipulated by the contract | оговоренный в контракте |
| to load goods | погрузить товар |
| to unload goods | выгрузить товар |
| partial shipment | частичная отгрузка |
| prior shipment | досрочная отгрузка |
| timely shipment | своевременная отгрузка |
| overdue shipment | просроченная отгрузка |
| complete shipment | полная отгрузка |
| delay in shipment | задержка отгрузки |
| The delay occurred through | Задержка произошла не |
| no fault of ours. | по нашей вине. |
| to delay shipment | задержать отгрузку |
| to suspend shipment | приостановить отгрузку |
| to speed up/to expedite/ to accel­erate shipment | ускорить отгрузку |
| port of loading | порт отгрузки |
| port of unloading | порт разгрузки |
| port of destination | порт назначения |
| shipping documents | отгрузочные документы |
| air waybill | авианакладная |
| bill of lading | коноссамент (товарораспоря­дительный документ при от­грузке товара морем) |
| railway bill | железнодорожная накладная |
| receipt | получение; квитанция; расписка |
| clean bill of lading | чистый коноссамент (без отме­ток капитана о каких-л повре­ждениях груза) |
| claused/dirty bill of lading | коноссамент с пометками о повреждениях груза |
| during the transportation | во время транспортировки |
| to complete the execution of a contract | закончить выполнение кон­такта |
| to fail to execute the contract in the time stipulated by... | не выполнить контракта в срок, оговоренный в... |
| to make a claim on somebody be­cause of something | предъявлять кому-либо претен­зию из-за чего-либо |
| to make a claim for GBP... | предъявлять претензию на сумму... ф. ст. |
| dissatisfied party | пострадавшая сторона |
| responsible party | сторона-ответчик |
| to study a claim | рассмотреть претензию |
| to decline a claim | отклонить претензию |
| to settle a claim amicably | урегулировать претензию дру­жеским путем |
| Payments and trade finance | Платежи и кредитование/ финансирование торговли |
| to make/to effect payment | производить платеж |
| to guarantee/to secure payment | гарантировать платеж |
| terms of payment | условия платежа |
| manner /method/ mode of payment | способ платежа |
| letter of credit | аккредитив: документ, направ­ляемый одним банком другому с указанием произвести платеж при отгрузке товара |
| collection | инкассо: форма оплаты, при которой платеж производит­ся/или от него отказываются в установленный краткий период после получения отгрузочных документов |
| open account | открытый счет: форма расчета между продавцом и постоян­ным покупателем, при которой товары отправляются без под­тверждения оплаты, а покупа­тель в оговоренные сроки дол­жен оплатить товар |
| to pay by a letter of credit | платить по аккредитиву |
| to pay for collection | платить по инкассо |
| to pay on an open account | платить на открытый счет |
| to pay cash against documents | платить наличными против документов |
| payment in cash | платить наличными (не в счет кредита) |
| to open/to issue a letter | открыть аккредитив в |
| of credit in favour of somebody | пользу кого-либо |
| to fail to open a letter of credit in | не открыть аккредитив в |
| the time stipulated by... | срок, оговоренный в... |
| issuing/opening bank | банк, открывающий аккреди­тив |
| to draw... from a letter of credit | использовать/снять с аккреди­тива... сумму |
| documentary letter of credit | документарный аккредитив: используемый при получении отгрузочных документов |
| revocable letter of credit | отзывный аккредитив: может быть отозван после его откры­тия |
| irrevocable letter of credit | безотзывный аккредитив: не может быть отозван после его открытия |
| confirmed letter of credit | подтвержденный аккредитив: как правило, подтверждается первоклассным банком |
| divisible letter of credit | делимый аккредитив |
| transferable letter of credit | аккредитив, который можно передавать третьим лицам |
| validity of a letter of credit | срок действия аккредитива |
| to extend the validity of a letter of credit | продлить срок действия аккре­дитива |
| draft | тратта: письменный приказ выплатить предъявителю ука­занную сумму |
| sight draft | тратта, оплачиваемая сразу при предъявлении |
| to pay by drafts | платить траттами |
| to issue drafts | выписывать/оформлять тратты |
| to present drafts | предъявлять тратты |
| to honour drafts | оплачивать тратты |
| to dishonour drafts | не оплатить тратты |
| to accept drafts | акцептовать тратты |
| to accept | акцептовать- принять к платежу |
| to extend/to grant a credit | предоставить кредит |
| to buy on credit | покупать в кредит |
| to pay by installments | платить по частям |
| advance/down payment | авансовый платеж |
| to pay in advance | платить авансом |
| overdue payment | просроченный платеж |
| outstanding invoice | неоплаченный счет |
| to adjust payment | урегулировать платеж |
| to transfer/to remit the sum of... | перевести сумму.. |
| transfer/remittance | перевод |
| proceeds | полученные средства |
| to pay by a bank transfer | оплачивать банковским пере­водом |
| for somebody's account *=* at | за чей-либо счет |
| somebody's expense |  |
| to credit somebody's account | кредитовать счет на |
| with the sum of... | сумму ... (перевести сумму... на счет) |
| to debit somebody's account with | дебетовать счет на сумму |
| the sum of... | (списать сумму... со счета) |
| to add the sum of... | приплюсовать сумму |
| to deduct the sum of... | вычесть сумму... |
| settlement | урегулирование |
| in full settlement | для полного урегулирования |
| to finance trade | кредитовать/финансировать торговлю |
| to finance projects | кредитовать/финансировать проекты |
| to finance overseas transactions | кредитовать/финансировать внешнеторговые сделки |
| Insurance | **Страхование** |
| to insure goods with an insurance company | страховать товар в страховой компании |
| Lloyd's == Society of Lloyd's | Ллойд: Ассоциация страховщи­ков, занимающаяся преимуще­ственно морским страхованием Создана в Лондоне в 1688 г/ Edward Lloyd был владельцем кофейни, расположенной на том месте, где долгое время за­тем стояло здание Ассоциации Ллойд В этой кофейне заключа­лись первые сделки между тор­говцами товаров и судовладель­цами для перевозки грузов. Не­давно Ассоциация переехала в другое здание в центре Лондона. |
| to insure goods for the sum of... | застраховать товар на сумму... |
| to insure goods for somebody's account | страховать товар за чей-либо счет |
| to insure goods against war risks | страховать груз против воен­ных рисков |
| marine risks | морские риски |
| fire | пожар |
| breakage | поломка |
| damage | повреждение |
| force majeure | форс-мажор: обстоятельства непреодолимой силы (война, пожар, аварии на заводе или складе, эпидемии, поломки на железной дороге и т. д.) |
| cost of insurance | стоимость страхования |
| insurance policy | страховой полис |
| insurance certificate | страховой сертификат |
| insured goods | застрахованный груз |
| insurance compensation | компенсация по страхованию |
| insurance broker/agent | страховой агент |
| insurer | страхователь |
| insured | застрахованн ый |
| premium | ставка по страхованию |
| Balance sheets and accounting | **Баланс и бухгалтерский учет** |
| balance | баланс, остаток |
| balance with the Central Bank | остатки в центральном банке с |
| balances with other banks | остатки на счетах других банков |
| balance sheet | баланс: документ, представ­ляющий все активы и пассивы компании по установленной форме на определенную дату (за квартал, за год) |
| consolidated balance sheet | консолидированный баланс: общий баланс корпорации и ее дочерних компаний |
| assets | активы: собственность, вклю­чая строения, оборудование, кредитные требования по должникам, ценные бумаги, наличные средства |
| liabilities | пассивы: все что подлежит оп­лате компанией/предприя­тием, включая счета на раз­личные приобретения, зарпла­ту сотрудников, дивиденды, объявленные к выплате, долго­срочные обязательства, бан­ковские кредиты и т.д. |
| receivables | причитающиеся суммы |
| items of a balance sheet | статьи баланса |
| cash in vaults | наличные в хранилище |
| cash due from banks, companies etc. | причитающиеся наличные сред­ства от банков, компаний и т.д. |
| earnings | общая выручка |
| to earn interest | получать проценты |
| to pay interest | выплачивать проценты |
| interest paid | выплаченные проценты |
| interest earned | полученные проценты |
| interest charged | взимаемые проценты |
| to retain | удерживать, оставлять у себя |
| retained earnings | выручка, оставшаяся в распо­ряжении компании |
| retained profit | нераспределенная прибыль |
| to make/to earn a profit | зарабатывать прибыль |
| equity | простая акция, капитал |
| share | акция, ценная бумага, свиде­тельствующая о внесении опре­деленной доли в капитал ак­ционерного общества и дающая право на получение части прибыли-дивидендов и управление акционерным обществом. |
| ordinary share | обыкновенная акция: акция, дающая дивиденды, размер которых завист от размера прибыли, а также право голоса в управлении акционерным обществом |
| preference share | привилегированная акция: ак­ция, дающая фиксированные дивиденды (в % на вложенный капитал) независимо от при­были, но не дающая права го­лоса в управлении |
| stock | запасы, акции, фонды |
| shareholder/stockholder | акционер |
| to invest | инвестировать |
| investment | инвестиция |
| return on investments | прибыль на вложенные средства |
| to record transactions | учитывать сделки |
| the amount of... | сумма в... |
| to amount to GBP... | составлять... ф. ст. |
| Our expenses amount to... | Наши расходы составляют... |
| income | доход |
| net income | доход за вычетом всех налогов |
| net income per share | чистый доход на 1 акцию |
| worth | стоящий |
| They hold 2 billion dollar | Они владеют ценными |
| worth of securities. | бумагами на 2 блн. долларов. *(Ам.* 1блн.=1млрд.) |
| to increase/to rise/to go up | расти |
| increase/rise | рост |
| increase of 10% over the | рост на 10% выше |
| previous year | уровня прошлого года |
| fee and commission earnings | поступления от сборов и ко­миссионных |
| fee and commission charges | сборы и комиссионные |
| costs | затраты |
| staff costs | затраты на персонал |
| to reduce costs | сокращать затраты |
| The costs increased by...%. | Затраты увеличились на... % |
| debt | долг |
| bad debt | плохой долг (очевидно, он не будет возвращен) |
| doubtful debt | сомнительный долг |
| provisions for bad and | резервы для покрытия |
| doubtful debts | смешанных долгов |
| depreciation | амортизация |
| depreciation on assets | амортизация оборудования и недвижимости |
| depreciation on premises | амортизация строений |
| Banking | **Банковские услуги** |
| to provide/to offer various services | предоставлять различные ус­луги |
| a variety of services =a wide range of services | широкий спектр услуг |
| services provided/offered by banks include... | услуги, предоставляемые бан­ками, включают... |
| wholesale banking | оптовый банковский бизнес: крупные операции между бан­ками и другими кредитно-финансовыми институтами |
| wholesale bank | оптовый банк |
| retail banking | розничный банковский бизнес: работа с мелкими и средними клиентами |
| retail bank | розничный банк |
| corporate banking | банковский бизнес, обслужи­вающий компании, фирмы и другие юридические лица |
| private customer banking | банковское обслуживание ча­стных лиц |
| customer-tailored services = cus­ | услуги, ориентированные на |
| tomer-oriented services | частных клиентов |
| deposit | депозит, вклад |
| deposit taking | прием депозитов |
| to take in deposits | принимать депозиты |
| advising bank | авизующий банк |
| to advise | сообщать, авизовать |
| advice | сообщение, авизо |
| credit-advice | кредитовое авизо |
| debit-advice | дебетовое авизо |
| to negotiate documents | обращать, передавать докумен-ты-финансовые инструменты из рук в руки |
| negotiable | передаваемый, обращаемый |
| non-negotiable | непередаваемый, необращае­мый |
| without recourse | без права регресса: без оборо­та, без обязательства при при­нятии векселей об их погаше­нии при наступлении срока |
| to protect buyers and sellers | защищать продавца и покупателя |
| to guarantee payment | гарантировать платеж |
| bank guarantee | банковская гарантия |
| first class bank guarantee | гарантия первоклассного банка |
| loan | кредит |
| to extend/to grant a loan | предоставить/дать кредит |
| to repay a loan | выплатить кредит |
| syndicated loan | синдицированный кредит' кре­дит, предоставленный двумя или более банками, один из которых является менеджером |
| loan capital | заемный капитал банка/компа­нии- состоит главным образом из долгосрочных облигацион­ных займов |
| to borrow | заимствовать |
| borrower | заемщик: юридическое или физическое лицо, которое при­влекает заемные средства пу­тем получения кредита или выпуска ценных бумаг |
| to lend (lent, lent) | предоставлять кредит |
| lender | кредитор, заимодавец: юриди­ческое или физическое лицо, предоставляющее деньги на срок за определенное возна­граждение |
| lending rate | кредитная ставка: ставка воз­награждения кредитору за пре­доставление кредита |
| to establish correspondent | устанавливать |
| relations with... | корреспондентские отношения с... |
| to run an account | вести счет |
| overdraft | овердрафт: получение кредита путем выписки чека или пла­тежного поручения на сумму, превышающую остаток средств на счете; кредит по овер­драфту оговаривается при от­крытии счета и не может пре­вышать фиксированной суммы |
| credit | кредит: сделка ссуды, кредитор предоставляет заемщику на фиксированный срок налич­ную сумму или соглашается на отсрочку платежа за товар за вознаграждение в форме про­цента |
| credit policy | кредитная политика |
| credit officer | специалист по вопросам кре­дитования |
| credit risks | кредитные риски: риски не­ возврата кредита |
| credit risk analysis | анализ кредитных рисков |
| to assess credit risks | оценивать кредитные риски |
| to assess a bank's performance | дать оценку финансовой дея­тельности банка |
| to manage assets | управлять активами |
| assets under management by... | активы, находящиеся в управ­лении... |
| to manage money | управлять денежными средст­вами |
| to manage investment portfolio | управлять инвестиционным портфелем (включающим цен­ные бумаги, недвижимость то­вары, депозиты и т.д.) |
| to manage resources | управлять денежными ресур­сами |
| money market transactions | операции на рынке средне­срочного и кратко-срочного капитала |
| capital market transactions | операции на рынке долгосроч­ного капитала |
| to handle commercial papers | работать с документацией по торговым сделкам |
| to handle government bonds | работать с правительственны­ми облигациями |
| to handle foreign exchange | вести валютные операции |
| Foreign exchange | **Валютный обмен** |
| trading | торги: операции с ценными бумагами и другими финансо­выми инструментами |
| trading floor | операционный зал биржи |
| floor trader | член биржи, участвующий в торговых операциях с финан­совыми инструментами за свой счет |
| foreign exchange dealing | валютный дилинг: покупка и продажа валюты |
| foreign exchange market | валютный рынок |
| rate of exchange | обменный курс |
| rates go up | курсы растут |
| rates go down/fall | курсы падают |
| to fluctuate | колебаться |
| fluctuations | колебания |
| exchange rate fluctuations | колебания курса |
| to adjust exchange rates | корректировать курсы |
| adjustment | корректировка |
| boost/advance/gain | повышение (курса) |
| the rally of the pound | повышение курса фунта после падения |
| quotation | котировка цены, курса, ставки (цена продавца или покупателя) |
| to buy arid sell currency | покупать и продавать валюту |
| demand for a currency | спрос на валюту |
| delivery | передача валюты или ценной бумаги новому владельцу |
| delivery notice | уведомление о поставке валю­ты/ценных бумаг по срочному контракту |
| delivery risk | риск поставки |
| spot | валютная сделка с расчетом на второй день после ее заключения |
| settlement | расчет |
| Taxes | **Налоги** |
| taxation | налогообложение |
| taxation system | система налогообложения |
| income tax | подоходный налог |
| property tax | налог на недвижимость |
| inheritance tax | налог на наследство |
| corporation tax | налог с прибыли предприятий и компаний |
| capital gains tax | налог на прирост капитала |
| value added tax (VAT) | налог на добавленную стои­мость |
| taxable | налогооблагаемый |
| liable to tax | подлежащий налогообложению |
| taxable income | налогооблагаемый доход |
| taxable profits | налогооблагаемые прибыли |
| tax rate | ставка налога |
| income tax rate | ставка подоходного налога |
| standard rate | обычная ставка |
| small companies tax rate | ставка для малых предприятий |
| marginal rate | максимальная ставка |
| allowance/relief | уменьшение налога |
| to be tax exempt | быть освобожденным от упла­ты налога |
| tax exemption | освобождение от утаты налога |
| to charge/to levy taxes | взимать налог |
| tax return/declaration | налоговая декларация |
| Inland Revenue | Налоговое ведомство Велико­британии |

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УСКОРЕННЫЙ КУРС

**Редактор Г.А. Клебче**

Оформление художника А.В. Лебедева

Оригинал-макет выполнен в издательском

объединении "ЮНИТИ" Н.В. Спасской

Лицензия №061072 от 17.04.92

Лицензия №071252 от04.01.96

Подписано в печать 23.09 97. Формат 60х881/16

Усл.печ.л 27,5. Тираж 15 000 экз. (1-й завод-8000)

Заказ №1293

Издательство "Культура и спорт"

Издательское объединение "ЮНИТИ"

Генеральный директор В.Н. Закаидзе

123298, Москва, Тепличный пер , 6

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Отпечатано в типографии издательства "Дом печати"

432601, г. Ульяновск, ул Гончарова, 14