

Краснодарский университет МВД России

**АНГЛИЙСКИЙ ЯЗЫК
ДЛЯ ТЫЛОВЫХ ПОДРАЗДЕЛЕНИЙ
ОРГАНОВ ВНУТРЕННИХ ДЕЛ**

Учебное пособие

Краснодар
2023

УДК 811.111(075.8)
ББК 81.2Англ-923
А647

Одобрено
редакционно-издательским советом
Краснодарского университета
МВД России

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Английский язык для тыловых подразделений органов
А647 внутренних дел: учебное пособие / сост.: Е. В. Гордеева,
О. А. Ступина. – Краснодар : Краснодарский университет МВД России,
2023. – 174 с.

ISBN 978-5-9266-1948-2

Содержатся современные профессионально-ориентированные материалы по изучению английского языка, которые способствуют использованию полученных знаний в коммуникативных ситуациях, возникающих в процессе выполнения служебных обязанностей. Предлагаются задания, стимулирующие продуктивную монологическую и диалогическую речь.

Для профессорско-преподавательского состава, адъюнктов, курсантов, слушателей образовательных организаций МВД России и сотрудников органов внутренних дел Российской Федерации.

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Предлагаемое учебное пособие предназначено для курсантов, обучающихся по специальности 38.03.02 – Менеджмент (бакалавриат).

Цель данного учебного пособия – обучить курсантов активному владению английским языком, а также сформировать способность и готовность вести дискуссию.

В пособие включены темы «Личные данные», «Экономика Великобритании», «Экономика США», «Понятие бизнеса», «Бизнес в Великобритании», «Финансы», «Бюджет», «Финансовые документы», «Менеджмент», «Понятие экономики», «Государственные закупки», «Поиск информации. Работа с цифровыми данными», «Налоговое право», «Международная торговля. Биржа», «Банки. Займы». В пособие включены тесты и вопросы для самоконтроля знаний и умений, а также тексты для дополнительного чтения. Лексика каждого текста закрепляется в разнообразных коммуникативных упражнениях и находит свое применение в речевых упражнениях. Предлагаемые задания стимулируют продуктивную монологическую и диалогическую речь, побуждают слушателей к обмену информацией. Каждый раздел является логическим продолжением предыдущего, но при необходимости может быть использован самостоятельно. При работе с языковым материалом основное внимание уделяется обогащению лексического запаса за счет изучения терминологических и сопутствующих лексических единиц общенаучного и функционального характера, наиболее часто применяемых в области расследования и предотвращения преступлений. Для закрепления грамматического материала предполагается повторение, углубление и систематизация изученных в рамках общеобразовательного стандарта грамматических структур в целях активизации навыков и умений структурно – семантического анализа профессионально – ориентированного текста, а также использования грамматических явлений в иноязычной профессиональной коммуникации.

Рекомендации курсантам для успешного усвоения учебного материала

1. Рекомендации по общей «стратегии» и «тактике» чтения.

1. Вдумайтесь в заголовок: возможно, он подскажет вам, о чем текст.

2. Прочитайте бегло весь текст или его законченный отрывок, обходя трудности, чтобы составить общее представление о его содержании; это поможет в последующем при чтении преодолеть трудности.

3. При встрече с незнакомым словом – не останавливайтесь: дальнейшее изложение может внести ясность в понимание его значения, при этом старайтесь использовать свои знания фактов, событий действительности, о которых упоминается в тексте.

4. Постарайтесь догадаться о значении слова; языковая догадка возможна, если данное незнакомое слово:

- напоминает по своему звучанию или графическому образу слово родного языка;
- состоит из знакомых словообразовательных элементов;
- относится к интернациональным словам;

– включено в словосочетание, элементы которого вам известны.

5. Слова, значение которых не удалось установить, найдите в словаре. Для этого необходимо:

– знать условные обозначения, принятые в словаре (они даются в начале любого словаря), и его структуру;

– усвоить правила расположения слов в словаре;

– уметь придать слову исходную словарную форму, отталкиваясь от его производной контекстной формы;

– выбрать нужное значение, проверить его соответствие тексту.

II. Рекомендации для самостоятельной подготовки монологического высказывания.

1. Представьте, о чем вы будете говорить, и составьте план своего высказывания.

2. Прочитайте текст (тексты) на нужную вам тему.

3. Выделите из текста (текстов) материал – слова, словосочетания, предложения, нужные для вашего высказывания; соотнесите его с пунктами плана.

4. Вспомните, какой еще языковой материал вы сможете использовать в своем высказывании и запишите его.

5. Сделайте преобразования, необходимые для передачи замысла.

III. Рекомендации для самостоятельной подготовки устного высказывания на основе опор.

1. Представьте, что вы хотите сказать по данной теме / ситуации, и спланируйте свое высказывание.

2. Подберите к каждому пункту плана соответствующие языковые средства: слова, словосочетания, предложения из данных в учебнике и по памяти.

3. Скомбинируйте этот материал для передачи своего замысла (помните при этом о времени, лице, числе и т.д.).

4. Представьте себе конкретных слушателей и, обращаясь к ним, произнесите свое высказывание.

IV. Рекомендации для выполнения лексико-грамматических упражнений.

1. Прочитайте задание.

2. Если задание предполагает подстановку или ответ на вопрос, уточните значение требуемого языкового явления.

3. Установите его грамматические формы, обратите внимание на порядок слов (обратитесь к словарю и грамматическому справочнику.)

4. Письменно вставьте данное языковое явление в предложение (или в ответ на вопрос), придав ему сначала соответствующую производную форму.

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UNIT 1

Personal

Data

Lesson 1

1. Personal details. You are going to introduce yourself. Complete the table.

First name	имя
Surname	фамилия
Age	возраст
Sex	пол
Male/ Female	мужской/ женский
Marital status	семейное положение
Nationality	национальность
Address	адрес
Mobile	телефон
Email address	электронная почта

2. Rearrange the words to make questions

- a) from / you/ are/ where?
- b) name / your / is /what?
- c) are / how/ you / old?
- d) live / where /live /do?
- e) what /speak / languages / can / you?
- f) English /why / you /are studying?
- g) you / got/ friends / have / you/ any?
- h) do / where / study/ you?

3. Write questions using *you* and the words given.

- a) speak English
- b) live near here
- c) live with your parents
- d) often go out
- e) married
- f) a cadet

4. Make up verb phrases. Match points A and B. Think of your own phrases

A. get up, check, have, listen, watch, meet, do, chat, be, study, read, go

B. TV, on the phone, e-mails, exercise, law, early, new friends, read magazines, on duty, detailed, new friends, hobby, to the radio.

5. Look at the phrases and tell: 1. what you always do; 2. what you sometimes do; 3. what you never do;

6. Think of and write down 5 hobbies and interests. Compare your results with your partner. Find out what things he\ she likes\hates doing.

7. Introduce yourself

Grammar to revise

8. Study the tables. Complete the sentences.

+	I	Am	a cadet, cadets
	He, she, it	Is	
	We, you, they	Are	
-	I	am not, 'm not	
	He, she, it	is not, isn't	
	We, you, they	are not, aren't	
?	Am	I	
	Is	he, she, it	
	Are	we, you, they	

+	I	have got	a sister	
	He,she,it	has got		
	We, you, they	have got		
-	I	have not got haven`t got	a sister	
	He,she,it	has not got, hasn`t got		
	We, you, they	have not got haven`t got		
	Have	I got	a sister?	Yes, I have. No, I haven`t
	Has	he, she, it got		Yes, he, she, it has.

?			No, he, she, it hasn't
	Have	we, you, they got	Yes, we, you, they have. No, we, you, they haven't

1. My brother ... a cadet. He ... a pilot.
2. We ... a large house.
3. They ... future police officers.
4. She single. She is married.
5. I ... an aunt but I ... an uncle.
6. We ... future investigators. We are future managers.
7. What you?

10. Answer the questions. Introduce yourself

What is your name?

How old are you?

Where are you from?

Are you a Krasnodarian?

What is your occupation?

What is your future specialty?

Are you married?

Are you a student or a police officer?

Lesson 2

1. New words to memorize

To get into trouble – иметь неприятности danger -опасность

to be honest and responsible-быть честным и ответственнымto protect the community - защищать общество

to enforce law – обеспечивать закон

to maintain peace-поддерживать правопорядок

to require -требовать

extraordinary courage- чрезвычайное мужествоunder pressure-под давлением

to attend the gym-посещать зал

2. Read and translate the text

Why do you want to be a police officer?

My future profession is a policeman. Profession of a policeman is very important.

When a person gets into trouble, when his life is in danger, he comes to the police for

help. If a child disappears, police can help. Almost in any trouble people ask police for assistance. It is very important to be honest and responsible in this profession. I hope I'd be able to become such person. Police officers protect the community by enforcing laws and maintaining peace. The job requires excellent judgment, hard work, extraordinary courage and the ability to think quickly under pressure. They are to make sure to be in their best physical shape. To be fit I attend the gym, work with a personal trainer and run every day. My profession can make the life in our country be better and easier. And I'm glad that I'm going to take part in it.

3. Give Russian equivalents

Get into trouble, in danger, in any trouble, ask for assistance, be responsible, protect the community, enforce laws, maintain peace, extraordinary courage, to make sure, to be in one's best physical shape, to be fit, attend the gym, to take part

4. Complete the sentences

1. A person comes to the police for help, when
2. It is very important... ..
3. If a child disappears
4. Police officers protect
5. The job requires
6. Policemen are to make sure
7. To be fit a person should
8. The profession of a policeman can make

5. Match the synonyms. Make up your own sentences with them

- | | |
|-----------------------------------|-------------------|
| 1. to help | a. to participate |
| 2. to get into trouble. frank | |
| 3. honest | c. reliable |
| 4. responsible | d. be certain |
| 5. to protect | e. phenomenal |
| 6. to enforce f. to have problems | |
| 7. to maintain g. to defend | |

6. Match the opposites. Make up your own sentences with them

- | | |
|-------------------------|------------------------|
| 1. to help | a. to begin a conflict |
| 2. to get into trouble. | to attack |
| 3. honest | c. to demoralize |
| 4. responsible. | dishonest |
| 5. to protect. | untrustworthy |
| 6. to enforce | f. to harm |
| 7. to maintain peace. | get well |
| 8. to make sure. | be unsure |

7. Write down five reasons why you've decided to become a policeman. Speak about your future profession

Grammar to revise

8. Give the plural form of the following nouns

this book, that room, this bag, that college, this classroom, that city, this desk, that

notebook, future investigator, a little child, a young man, an old woman, an interesting phenomenon, an important datum, a good tooth, a large foot, an important evidence

9. Give the single form of the following nouns in English

различные страны, необходимые специалисты, специальные отделения, различные части, будущие специалисты, большие страны, прекрасные школы, молодые специалисты, счастливые дети, детективные рассказы, маленькие девочки, счастливое будущее, необходимые части, различные высшие школы, молодые психологи.

10. Read and translate

a. my sister's child — ty ester's children — ty sisters' children; the student's task — the student's tasks — the students' tasks, the investigator's case — the investigator's cases

— the investigators' cases; the student's friend — the student's friends — the students' friends; the student's future profession — the student's future professions — the students' future professions; the parent's home — the parent's homes — the parents' homes; the investigator's college — the investigators' colleges; the lawyer's name — the lawyers' names.

b. Жена моего друга, имя этого ребенка, сестра моего друга, книги курсанта, будущая профессия студента, студенты этого учителя, дом моего друга, жена моего брата, имена моих друзей, дом моей тещи (свекрови), предметы студентов, дела юристов, отец моего друга.

Lesson 3

1. New words to memorize

resume and CV

to specify

to obtain

to apply

educational institution

chronological order

2. Read and translate the text

Resume or CV structure in English Surely you have met two terms: resume and CV (from Latin curriculum vitae — life path). In our country, they are used as synonyms. In Europe, the term CV is used, in the USA — resume. Each document has its own structure to follow to. Usually the sections go in this order:

1. Personal information. This section consists of the following items: 1. First and last name 2. Address The address is usually written in this order: house number and street name, apartment number, city, zip code, country. Example: 201 Lenin Street, apt. 25, Moscow, 215315, Russia. 3. Phone number 4. Marital status: married, single, divorced. 5. Date of birth. 6. Email address: your.name@gmail.com e-mail, write other communication methods: Skype, social networks, etc.

2. Objective (goal) In this paragraph, you must specify the purpose of the resume - the job you are applying for. e.g. I am looking for a position in the banking sector with a specialization in microcredit. I want to obtain a position as an accountant in your

company.

3. Education In this section, you need to write what kind of education you received after school and where exactly. That is, you need to specify the full name of the educational institution, faculty, specialty and your educational qualification level.

4. Qualifications (additional qualification) In this section, you can specify all the professional courses that you have studied or are studying.

5. Work experience You need to list all the places of work in reverse chronological order, that is, from the last to the first

6. Personal qualities: dependable, determined, initiative, versatile

7. Special skills: Native Russian Fluent English Working knowledge of German (Basic knowledge) Driving License (Category B) Computer literacy (Microsoft Office, Outlook Express, 1C: Enterprise)

8. Awards

9. References

3. Give Russian equivalents structure to follow, to go in this order, first and last name, the purpose of the resume, look for a position, to obtain a position, to specify the full name, in reverse chronological order, dependable, determined, initiative, versatile

4. Give English equivalents

Несомненно, жизненный путь, имя и фамилия, указать цель, работа, на которую вы претендуете, искать работу, получить, точно, в обратном порядке, надежный, решительный, разносторонний

5. Answer the questions

- What is the difference between resume and CV?
- What items does the paragraph Personal information consist of?
- What should you specify in the paragraph Objective?
- You need to specify the full name of the educational institution, don't you?
- What should you specify in the paragraph Qualifications?
- What items does the paragraph Special skills consist of?

6. Make up dialogues to find out the structure of the resume

Grammar to revise

Study the table

Число	Личные местоимения	Притяжательные местоимения	Объектные местоимения	Возвратные местоимения
Ед.ч	I he she it	my his her its	mine his hers its	myself himself herself itself
Мн.ч	We You they	our your their	ours yours theirs	ourselves yourselves themselves

7. Replace the nouns by proper pronouns Example: my name — it

your man, a freshman, future investigators, future field-criminalists, our country, a teacher, my parents, my father, my mother, my sister, my brother, a school-girl, a school-joy, a student, my wife, an English lesson, English, a specialist

8. Give English equivalents

я — мне, меня; он — ему, его; она — ей, её; мы — нам, нас; вы — вам, вас; они — им, их; я и моя школа; он и его друзья; мы и наши родители; вы и ваши педагоги; они и их сестры и братья; мы и наша страна; я и моя семья; они и их уроки.

Lesson 4

New words to memorize

to look through	просматривать
to make information clear	прояснять, выяснять
recent position	недавняя должность
skills-based	основанный на навыках

1. Read and translate the text How to format a resume

The goal of formatting your resume is to create a professional-looking, easy-to-read document. Employers have only a short time to look through your resume, so your formatting decisions should make information clear and easy to find.

There are some types of resume formats you can use when creating your resume. Different formats work better for different situations, depending on your goals. The main of them are: Chronological Resume, Functional Resume, Combination Resume .A chronological resume lists your work experience in reverse-chronological order, starting with your most recent position at the top. This is the most traditional resume format and for many years remained the most common.

The functional, or skills-based, resume focuses on your skills and experience more than your job history.

If you have multiple gaps in your employment history, you're looking to change careers or your work experience is heavily varied, you may want to consider a functional or combination resume. But all of them usually include the following information in this order:

- Contact information
- Objective or summary statement

- Relevant skills
- Professional experience
- Education
- Additional information (i.e., volunteer work and special interests—optional)

2. Answer the questions

What is the goal of formatting your resume?

Why should your formatting decisions make information clear?

What are the main types of resume formats?

What does the formatting of your resume depend on?

What is the most traditional resume format?

What does a chronological resume list?

What does the functional resume focus on?

What information do all types of resume usually include?

3. Study thoroughly the example of the Curriculum Vitae

1. Personal Details

Ann Jackson

52 Hanover Street

Edinburgh EH2

5LMScotland

Phone – 01957487004

E-mail: ann Jackson@mid.net

2. Education

2001-2008 Broadfield School. Brighton.
A levels in German (A),
English (B),History(B) and
Geography (C).

2008-2014 University of London.
BA (Honours) in
Journalism andMedia
Studies (Class II)
London Chamber of
Commerceand Industry.
Diploma in Public Relations.

3. Professional Experience

2015- 2017 present Public Relations Officer,
Scottish Nature Trust.
Editor of the Trust's monthly
journal.In charge of relations
with European environmental
agencies.

2018-2019 Press Officer, Highlands Tourist Board.
Preparation of promotional

materials and brochures.
Co-ordination of media
coverage. Summers of News
Herald newspaper.

2019 and 2020 Two three-month training periods as
assistant to the Sports Editor.

Arranging and conducting interviews. Preparation of articles covering local community
sports events.

4. Skills Windows, MS Office 2000, Excel, Internet Languages Fluent
German and proficient in French Additional Driving license.

5. Activities Skiing and swimming.
Ski instructor (grade II).

6. References

Herbert Lindsay
Professor of Journalism
London University

Diane Swans
Sports Editor
The News Herald

4. Describe the person using the information from her Curriculum Vitae

5. Write down your own CV

6. Introduce yourself according to your CV

Grammar to revise

Complete the sentences with pronouns this, these, that, those.

What color are (те) pens?

(Тот) boy is my friend.

I want to read (ты) book.

(Те) children are my friends.

What is (это)? 6. (Этот) table is round.

(Эти) cats are white.

(Те) flowers are roses.

Give English equivalents

(Что) do you like to do?

(Сколько) friends have you got?

(Как) are your parents?

(Почему) are you so late?

(Где) do you live?

(Когда) is your birthday?

(Кто) knows your telephone number?

7. Complete the questions

...are you?

... is your name?

... do you live?

... color is this flower?

... big is your family?

... do you learn English?

... do you have free time?

Lesson 5 Check yourself Vocabulary

1. Choose the right variant

1. This job requires extraordinary courage
a. manager b. police officer c. doctor d. teacher
2. Police officers ... the community by enforcing laws
a. protect b. preserve c. teach d. judge
3. Police officers are ... to be in their best physical shape
a. to try b. to learn c. to teach d. to make sure
4. I'm going ... in making our life better
a. to take place b. to take part c. to start d. to be
5. Almost in any trouble people ask police for ...
a. interview b. assistance c. visit d. courage
6. Employers have only a short time ... your resume
a. to look forward b. to look through c. to look at d. to look for
7. A ... resume lists your work experience in reverse-chronological order
a. combination b. functional c. chronological d. usual
8. The functional resume focuses on your ...
a. skills b. biography c. jobs d. ideas
9. The police officer job requires excellent ...
a. shape b. judgment c. uniform d. award
10. You need ... the full name of the educational institution
a. to address b. to show c. to write d. to specify

2. Complete the sentences

- Each document has its own ... to follow to.
- In ... paragraph, you must specify the purpose of the resume.
- In ... section, you need to write what kind of education you received.
- In ... section, you can specify all the professional courses.
- In ... section you need to list all the places of work.
- ... status: married, single, divorced
- The goal of formatting your resume is to create a ... document
- Employers have only a short time ... your resume
- ... formats work better for ... situations
- If you have multiple gaps in your employment history you may consider a ... resume

3. Give the English equivalents

иметь неприятности, поддерживать мир, опасность, быть честным, быть ответственным, защищать общество, недавняя должность, обеспечивать закон, требовать, чрезвычайное мужество, под давлением, посещать зал, решительный, разносторонний, профессиональный опыт, навыки, образование, цель, опыт, награда, фамилия, получать, подавать заявление, надежный, поменять.

Grammar

Choose the right variant (this, that, these or those)

- Look at ... book here.
-are my parents, and ... people over there are my friends.
- ... building over there is parents' house.
- ... is your mobile phone and ... is my mobile phone on the desk over there.
- ...pictures here are much better than ...ones on the wall.
- ...was a great day.
- Are ... your pens here?
- ...can over there is empty.
- ...chairs over there are for the meeting.
- Ivan, take ... file and put it on ... desk over there.

Choose the right variant

- I ... Russian.
- She ... American.
- They ... English.
- Our teacher ... old.
- My father ... an engineer.
- He ... my friend.
- His friends ... students.
- You ... farmers.
- We ... brothers.
- Her sisters ... tall.
- My mother ... a doctor.

- You ... a driver.

Choose the right variant

- Did you ask David or ...*Ib.itc. med. they*
- Tom and ... went to the railway station.
- Will you let John and ... go to the cinema?
- My sister and ... had a nice dinner.
- Where is Diana? I want to see
- I looked for the book, but could not find
- I am younger than
- They sent for you and ...
- Tell ... to go away.
- I can play much better than
- How do you know ... are Italians?
- The dog was hungry so I fed

Speaking

Speak about your family

Introduce your friend/groupmate

Writing

Put down ten questions to get information about your groupmate

Write an essay about your future profession

Unit 2

UK economy Lesson 1

1. New words to memorize

to measure	измерять
gross domestic product (GDP)	валовой внутренний продукт
purchasing power parity (PPP)	паритет покупательной способности
inward foreign direct investment	приток прямых иностранных инвестиций
outward foreign direct investment	внешние прямые иностранные инвестиции
prosperity	процветание
preeminent role	выдающаяся роль
decline	снижение
to retain	сохранить
to project	проецировать
significant power	значительная мощность
His Majesty's Treasury	казначейство его величества
Chancellor of the Exchequer	Канцлер казначейства

2. Read the text, divide it into logical parts. Title each of them.

The economy of the United Kingdom is a highly developed social market and market-orientated economy. It is the fifth-largest national economy in the world measured by nominal gross domestic product (GDP), ninth-largest by purchasing power

parity (PPP), and twenty first-largest by GDP per capita, constituting 3.3% of world GDP.

The UK is one of the most globalized economies, and comprises England, Scotland, Wales and Northern Ireland. In 2019, the UK was the fifth-largest exporter in the world and the fifth-largest importer. It also had the third-largest inward foreign direct investment, and the fifth-largest outward foreign direct investment. In 2020, the UK's trade with the 27 member states of the European Union accounted for 49% of the country's exports and 52% of its imports.

The service sector dominates, contributing 79% of GDP; the financial services industry is particularly important, and London is the second-largest financial centre in the world. Britain's aerospace industry is the second-largest national aerospace industry. Its pharmaceutical industry, the tenth-largest in the world, plays an important role in the economy. Of the world's 500 largest companies, 26 are headquartered in the UK. The economy is boosted by North Sea oil and gas production; its reserves were estimated at 2.8 billion barrels in 2016. There are significant regional variations in prosperity, with South East England and North East Scotland being the richest areas per capita.

In the 18th century, Britain was the first nation to industrialize. During the 19th century, through its expansive colonial empire and technological superiority, Britain had a preeminent role in the global economy. The cost of fighting both the First and Second World Wars further weakened the UK's relative position. Despite a relative decline in its global dominance, in the 21st century the UK retains the ability to project significant power and influence around the world. Government involvement is primarily exercised by Her Majesty's Treasury, headed by the Chancellor of the Exchequer, and the Department for Business, Energy and Industrial Strategy. The Bank of England is the UK's central bank, and since 1997 its Monetary Policy Committee has been responsible for setting interest rates, quantitative easing, and forward guidance.

The currency of the UK is the pound sterling, which is the world's fourth-largest reserve currency after the United States dollar, the Euro and the Japanese yen. It is also one of the 10 most-valued currencies in the world.

The UK is a founding member of the Commonwealth, the G7, the G20, the International Monetary Fund, the Organization for Economic Co-operation and Development, NATO, the United Nations Security

Council, the World Bank, the World Trade Organization, the Asian Infrastructure Investment Bank and the United Nations.

3. Answer the questions

Why is the UK one of the most globalized economies?

Is the UK economy a market-orientated one? Why do you think so?

What are the most developed industries in the UK?

Which sectors dominate in the UK economy?

When did Great Britain begin to industrialize?

When did Britain have a preeminent role in the global economy?
Does the UK retain the ability to influence around the world today?
What is the UK's central bank?
What is the currency of the UK?
Which international organizations is the UK a member of?

4. Give Russian equivalents

highly developed market-orientated economy, measured by nominal gross domestic product, by purchasing power parity, inward foreign direct investment, financial services industry, cost of fighting, be responsible for setting interest rates, quantitative easing, a founding member.

5. Give English equivalents

Рыночная экономика, измерять, номинальный валовый внутренний продукт, паритет покупательной способности, вывоз прямых иностранных инвестиций, приток прямых иностранных инвестиций, преобладает, подкрепляется, оценивались, ослабить, Казначейство Ее Величества министр финансов, для установления процентных ставок, количественное смягчение, заблаговременное руководство.

6. Read the statements. Find out whether they are true or false. Correct the false ones.

1. The United Kingdom is an undeveloped, backward country.
2. The UK is one of the least globalised economies.
3. The UK is one of the largest exporters in the world.
4. The agricultural sector dominates in the UK.
5. London is the second-largest financial centre in the world.
6. 2 largest companies in the world are headquartered in the UK.
7. The economy of the UK is boosted by oil and gas production.
8. In the 18th century, Britain was the first nation to industrialize.
9. Today the UK is able to project significant power and influence around the world
10. The currency of the UK is the US dollar.

7. Tell your partner five facts you've memorized from the text.

8. Retell the text Grammar to revise

9. Choose « is, are». Look around the study you are in and give short answers.

- 1.... there a sofa in the study?
- 2.... there any chairs?
3. there any lamps?
4. ...there a wardrobe in the room?
5. ...there two armchairs?

- 6.... there a carpet on the floor?
- 7.... there a sofa in the room?
8. ... there any armchairs?
9. ... there any lamps?
10. ... there a bookcase?
11. ... there a bed?
- 12... there any books.

10. Make up sentences

1. Police/ are/ agencies/many/city/our/in/there?
2. isn't/supermarket/any/university/in/there/the.
3. an egg / on the / there / plate / is / ?
4. on the / there / a / cat / chair / is / white / .
5. are/many/ faculties/there/how/university/our?
6. there/what/in/city/are/sights/the?
7. aren't /cadets / there / any/ classroom / in the / .
8. a turtle / on / there / isn't / farm / this / .
9. at the / two / bikes / door / are /
- there / ?10 . pears / there / ten / in the
- / are / bag / .

Lesson 2

1. New words to memorize

shrink- shrank	сокращаться
economical out	экономические
последствия	
to negotiate	вести переговоры
to mitigate	смягчать
devastation	опустошение

to furlough предоставлять
отпуск
to suffer пострадать
ailing industry пострадавшая экономика

2. Read and translate the text.

Facts about the UK economy

The gross domestic product of the British economy was 1.96 trillion British pounds in 2020, making it the sixth largest global economy, behind the United States, China, Japan, Germany, and India. In 2020, the UK economy shrank by a record 9.9 percent, due to the economic fallout of the Coronavirus pandemic.

On January 31, 2020 the UK formally left the European Union and entered an 11 month transition period, in which the two sides had to negotiate a new political and economic relationship. This timeline, which was already ambitious, was cast into further doubt by the arrival of the Coronavirus (COVID-19) pandemic, with the UK's first cases recorded on the same day it left the EU. By the middle of March 2020, the pandemic had forced the simultaneous lockdown of most European countries.

Although the UK government moved swiftly to mitigate the economic devastation of the virus, by furloughing workers and protecting the incomes of the self-employed, its handling of the public health crisis was much less assured, and the country suffered a very high number of deaths in the initial wave as a result. In April the GDP of the UK fell by 18.3 percent, the biggest monthly fall in GDP ever recorded. Unemployment claims, which numbered 1.23 million prior to the pandemic increased to 2.62 million by May. As summer arrived, there were estimated to be just 343 thousand job vacancies, compared with 796 thousand before lockdown measures started. With cases falling, some parts of the UK economy began to open up, with the government providing aid to the ailing restaurant industry through the 'Eat out to Help Out' scheme.

3. Answer the questions.

1. What was the gross domestic product of the British economy in 2020?
- 2 Why did the UK economy shrink by a record 9.9 percent?
3. When did the UK formally leave the European Union?
4. How did the UK government try to mitigate the economic devastation of the virus?
5. What did the country suffer?
6. When was the biggest monthly fall in GDP recorded?
7. When did some parts of the UK economy begin to open up?
8. What kind of aid did the government provide to the restaurant industry?

4. Give Russian equivalents

the UK economy shrank by, due to the economic fallout, to negotiate a new relationship, be cast into further doubt, the simultaneous lockdown, to mitigate the devastation, the incomes of the self-employed, provide aid to the ailing industry

5. Give English equivalents

валовой внутренний продукт, делает ее шестой по величине мировой экономикой, уменьшился, на экономические последствия, вести переговоры, был повергнут, для смягчения, экономическая разруха, путем увольнения, были оценены

6. Complete the sentences with the following word combinations.

(began, moved, shrank, makes, suffered, fell, estimated, entered, left)

1. The gross domestic product of the British economy ... it the sixth largest globaleconomy
2. The UK economy ... by a record 9.9 percent.
3. On January 31, 2020 the UK formally ... the European Union and ... an 11monthtransition period.
4. The UK government ... swiftly to mitigate the economic devastation of the virus.
5. The country ... a very high number of deaths in the initial wave.
6. In April the GDP of the UK ... by 18.3 percent.
7. There were ... to be just 343 thousand job vacancies.
8. With cases falling, some parts of the UK economy ... to open up.

7. Discuss the economic fallout of the Coronavirus pandemic in the UK.

Make up your own dialogues

8. Retell the text

Grammar to revise

9. Complete the sentences with the proper preposition on, in, at, near, between, under, above

1. The exhibition opens ... 10 a.m. ... Sunday.
2. Dad will arrive late ... night, so I will see him only ... the morning.
3. We don't go shopping ... weekends.
4. Jane was born ... the 15th of December ... 1989.
5. The snow usually starts melting ... spring, ... April.
6. Mike has lunch ... noon.
7. I will call you back ... 5 minutes.
8. The students will write a test ... the end of the week.
9. A woman is holding an umbrella ... her head.
10. It's too hot and sunny. Let's stand ... that tree.
11. There is no life ... the moon.
12. He is building a house ... the country.
13. We'll exchange the money ... the airport.
14. When you called I was sitting ... my desk ... the office.
15. The elevator stopped ... the second and the third floors.

10. Complete the sentences with the proper preposition

1. It has been raining ... (for/since/until) last Friday.
2. I didn't see you ... (in/at/on) home.
3. Where are you ... (from/in/at)? – Russia. But I live ... (from/in/at) Germany.
4. Wait ... (of/by/for) me. I will come back ... (in/over/with) an hour.

5. We often travel ... (in/to/at) Sochi ... (on/in/by) train.
6. Lucy has worked as a waitress ... (for/since/during) four years.
7. He couldn't fall asleep ... (since/for/until) 3 in the morning.
8. Was she named ... (after/to/by) her grandmother.
9. They are interested ... (by/in/with) philosophy.
10. I am not fond ... (in/with/of) cats.
11. You should turn left ... (at/on/in) the corner.
12. ... (At/In/On) 10 o'clock Ben was talking ... (on/in/at) the phone.
13. They are still ... (in/on/at) work.
14. He never goes ... (to/at/in) the cinema.
15. The portrait ... (by/of/at) my mother was painted ... (by/of/at) a famous artist.

Lesson 3

1. New words to memorize

decline	понижаться, спадать
Software	программное обеспечение
Subscription	подписка
Estimate	оценивать
cloud-based storage systems	облачные системы хранения данных
threat	угроза

Read and translate the text. Divide it into logical parts. Title each of them

The UK has now entered a post-industrial era. This is a time when traditional industries have declined and new jobs have had to take their place. The IT industry in the UK is worth £58 billion a year:

- Around 100,000 software companies operate in the UK, eg Microsoft and IBM.
- The UK has the largest mobile device market in Europe, with around 80 million mobile subscriptions.
- Cloud-based storage systems are a fast growing part of the UK economy.
- Many UK companies are looking to locate data centers closer to home and so this is a growth area. The UK's cyber security market has grown, due to increased threats. This is worth about £2.8 billion a year. The service sector makes up about three-quarters of the UK's economy. Services can include a range of job types, eg healthcare, IT support and entertainment. The UK exports services too, examples of this are tourism and education. People from other countries travel to the UK for these services and the money generated from this counts towards UK exports. The UK is the second largest exporter of services globally. Financial jobs are to do with money. In the UK, these types of jobs include accountancy,

working in banks and building societies, financial planning, insurance, investments and pensions. Large financial employers in the UK include Barclays, Aviva and KPMG. The government believes that science and research are important for the UK's growth because they help discover new ways for the country to move forward in a sustainable way. Science and research takes place through government research councils, such as the Medical Research Council, higher education, like universities, and other organizations, such as the UK Space Agency. Science and business parks are special places for company offices. They are often found on the edge of cities, like Bristol and Cambridge, where there is good accessibility. Many are located close to universities to attract graduates. Science and business parks are designed to be pleasant environments for people to work in. They are often low-rise, with plenty of parking and green spaces. The growth of science and business parks has helped IT, service, finance and research businesses to work together.

2. Answer the questions.

1. How much is the IT industry in the UK worth?
2. The UK has the largest mobile device market in Europe, doesn't it?
3. How much of the UK's economy does the service sector make up?
4. What examples of exports services can you give?
5. What do financial jobs include?
6. Why are science and research important for the UK's growth?
7. How does science and research growth take place?
8. Where are science and business parks located?
9. How are science and business parks designed?
10. What industries has the growth of science and business parks helped to work together?

4. Give Russian equivalents

To enter a post-industrial era, mobile subscriptions, include a range of job types, cloud-based storage systems, increased threats to do with money, to move forward in a sustainable way, takes place through, on the edge of cities, good accessibility, to attract graduates, low-rise

5. Give English equivalents

Сократиться, стоять, быстро растущая область, стараются разместить, выросшие угрозы, полученные от, устойчивым образом, совет по исследованиям при правительстве, пригород, приятная среда

6. Match the synonyms. Make up your own sentences with them

- a. to enter 1. to combine
- a. to decline 2. rapid
- b. fast 3. to build up
- e. to increase 4. to develop
- f. to include 5. to interest
- g. to attract 6. to achieve

- h. to discover
- i. to generate
- j. to move forward
- k. to count
- 7. to get in
- 8. to lower
- 9. to calculate
- 10. to determine

7. Find out whether the statements are true or false. Correct the false ones.

1. Today traditional industries have declined.
2. The IT industry in the UK is worth £8 billion a year
3. Cloud-based storage systems are a slow growing part of the UK economy
4. Many UK companies are looking to locate data centers farther from home
5. The service sector makes up about half of the UK's economy
6. The government believes that science and research are important for the UK's growth
7. Science and business parks are often found in the centers of cities
8. Science and business parks are designed to be pleasant environments for people to work in
9. Science and business parks don't have any parking and green spaces.
10. The growth of science and business parks has helped a lot of businesses.

8. Speak about UK's entering a post-industrial era. Give examples

Grammar to revise

9. Complete the sentences with a proper number

1. The Celsius freezing point is
2. There are ... letters in the English alphabet
3. An unlucky number is
4. There are ... teeth in the normal human mouth
5. The number of years in a millennium is
6. There are ... months in a year .
7. There are ... days in December
8. There are ... degrees in a right angle
9. The hour includes ... minutes
10. There are ... players in a soccer team
11. Number of hours in a day is
12. Celsius boiling point is

10. Complete the sentences with a proper ordinal number

1. H is the eighth letter.
2. B is the ... letter.
3. Q is the letter.
4. C is the ... letter.
5. P is the ... letter.
6. K is the ... letter.
7. M is the ... letter.
8. R is the ... letter.
9. S is the ... letter.
10. O is the ... letter.

11. A is the.... letter.

12. J is the ... letter.

Lesson 4

1. Words to memorize

To recognizeпризнавать

Wealth divide разделение по степени

богатстваTo experience испытывать

charity благотворительность, некоммерческая организация

decline снижать

devolution measures меры по передаче

полномочийresolving решение

the multiplier effect мультипликативный эффект

2. Read and translate the text. Divide it into logical parts. Title each of them

It has long been recognized that there is a north/south divide in the UK. As many businesses choose to set up in the south of England, this creates a wealth divide. Those living in the north of the country experience lower incomes, higher unemployment and a lower standard of living than those living in the south. The Centre for Cities is a charity that measures economic growth and change in 64 UK cities. In 2015, it found that for every 12 jobs created since 2004 in southern cities, only one was created in cities elsewhere. Cities like London and Milton Keynes in the south have seen a large growth in the number of jobs available, while Blackpool and Hull in the north have seen a large decline. Resolving regional differences is a difficult task. The government have agreed devolution measures, which gives additional power and money to councils in the north. An example is the election of the Mayor for Greater Manchester, who has been given £1 billion of devolved funds to spend on improving the city and attracting new businesses. This will mean that fewer decisions about the city are made in London and more decisions are made by the people of Manchester. Other local councils are demanding the same control. Some people believe that professional jobs need to be created in the north. The popularity of universities such as Manchester and Leeds have encouraged professionals to settle in the north. The relocation of some businesses and organizations can also help. For example, the BBC moved many of its offices to the newly built Media City UK in Salford in 2011. Since then, the multiplier effect has led to other companies locating close by, e.g. the Holiday Inn.

3. Give Russian equivalents

a wealth divide, to experience, low income, high unemployment, standard of living, a large growth, a large decline, to agree devolution measures, additional power, to spend on improving the city, to demand

4. Match the synonyms.

Recognize	determine
set up	challenging
income	rise
grow	recover

create	admit
difficult	earning
resolve	arrange
improve	establish

5. Complete the sentences

1. Many businesses choose to set up
2. People living in the north of the country experience... .
3. The Centre for Cities is a charity that... .
4. Cities in the south have seen... .
5. Cities in the north have seen... .
6. The government have agreed... .
7. Devolution measures give additional... .
8. Some people believe that professional jobs

6. Make up dialogues to discuss differences between north and south of the UK

7. Retell the text in brief

Grammar to revise

8. Translate the following sentences

1. It always rains in autumn.
2. It was impossible to reach her by phone.
3. It snowed heavily last December.
4. It was six o'clock already.
5. It is much cheaper to get here by train.
6. It was getting cold.
7. It is early morning.
8. It's 10 degrees above zero.
9. It's quite expensive to buy a brand new car.
10. It's quite far from the post-office.
11. It will be 5 kilometers to the village.
12. It was quiet and mysterious up in the mountains.
13. It wasn't cloudy this afternoon.
14. It's noon.
15. It won't be easy to find an experienced baby-sitter.

Lesson 5

Check

yourself

1. Give English equivalents

Рыночная экономика, измерять, номинальный валовый внутренний продукт, паритет покупательной способности, вывоз прямых иностранных инвестиций, приток прямых иностранных инвестиций, преобладает, подкрепляется, оценивались, ослабить, Казначейство Ее Величества министр финансов, для установления процентных ставок, количественное смягчение, заблаговременное руководство, валовой внутренний продукт, делает ее шестой по величине мировой экономикой, уменьшился, на экономические последствия, вести переговоры, был повергнут, для смягчения, экономическая разруха, путем увольнения, были оценены

2. Complete the sentences with a proper word (the edge, devolved, devolution, unemployment, environments, sustainable, jobs, involvement, decline, significant, globalized)

1. The UK is one of the most ... economies

2. Despite a relative ...in its global dominance, in the 21st century the UK retains theability to project ...power
3. Government ... is primarily exercised by Her Majesty's Treasury
4. Financial ... include accountancy, working in banks and building societies, financialplanning, insurance, investments and pensions
5. Science and research help to move forward in a ... way
6. Science and business parks are designed to be pleasant
7. claims increased to 2.62 million by May.
8. The government have agreed ... measures
9. The Mayor for Greater Manchester has been given ... funds to spend on improvingthe city.
10. Science and business parks are found on of cities

3. Choose the right variant

1. The government have agreed ... measures.
a. devolution b. centralization c. consolidation d. systematization
2. Those living in the north of the country experience ... incomes
a. higher b. upper c. superior d. lower
3. Science and business parks are special places for company offices. They are oftenfound of cities.
a. on the rivers b. in the streets c. in the centre d. on the edge
4. London is the second-largest ... centre in the world.
a. financial b. industrial c. agricultural d. scientific
5. In 2020, the UK economy ... by a record 9.9 percent
a. shrank b. expanded c. broadened d. developed
6. The ...sector makes up about three-quarters of the UK's economy.
a. service b. industrial c. agricultural d. educational
7. Science and research help discover new ways for the country to move forward in a...way
a. weak b. senseless c. unsustainable d. sustainable
8. It has long been recognized that there is a ... divide in the UK
a. north/south b. west/east c. north/west d. south/east
9. The economy of the United Kingdom is a ... market-orientated economy
a. hardly b. slightly c. highly d. mildly
10. The government ... aid to the restaurant industry through the 'Eat out to Help Out'scheme
a. rejects b. provides c. forgets d. ignores

Grammar

4. Choose the right variant

1. We live in a house ... the sea.

- a. by b. on c.in d. about

2.We talked ... football.

- a. at b. on c. of d. about

3. The dog ran ... the street.

- a. at b. down c. from d.on

4. My sister was born ... 7th March.

- a. of b.at c. on d.in

5. Turn ... the left.

- a. from b. in c.atd.to

6. You have to choose ... fish or meat.

- a. among b. between c. at d. on

7. The match starts ... half past nine.

- a. at b. on c. in d.by

8.The baby cried... three hours.

- a. at b. for c. of d. on

9.It hasn't rained... Monday.

- a. from b.in c . at d. since

10.Go ... the stairs.

- a. in b. on c. up d. at

11.Who's ... the car?

- a. on b. for c. behind d. of

12. The ducks swam ... the river.

a. on b. across c. by d. behind

13. We sat ... the fountain.

a. in b. around c. on d. across

14. My friends live ... London

a. in b. on c. at d. by

15. Where do you come... ?

a. at b. in c. from d. on

16. Her grandmother will arrive there ... half-past seven in the morning.

a. b. c. d. at

17. I like to swim ... the beach, not just in the pool.

a. in b. on c. at d. across

18. We sprinkle parsley ... the tomatoes.

a. in b. on c. at d. by

19. Tom's birthday will be... a week or two.

a. in b. on c. at d. by

20. Diamond was born ... the 30th of

July. a. in b. on c. at d. by

5. Write down the correct cardinal or ordinal numeral

1. I have breakfast at ... o'clock. (7)

2. My brother is in the ... class. (7)

3. Jamie is ... years old. (10)

4. Today is the ... of April. (10)

5. It costs only ... pound. (1)

6. I am so happy that he won the ... prize. (1)

7. It takes ... hours to get from London to Cairo by air. (5)

8. It's the ... day of our holiday in Florida. (5)

9. He scored ... goals in ... games. (3)/(2)

10. It was his ... goal in the last ... games. (3)/(2)

6. Describe the study you are in .Use there is, there are

Speaking

7. Study the following industries. Which of them do you think have beendeveloped in the UK? Justify your ideas.

Aerospace, Agriculture, Computer and technology, Construction, Education, Financeand economic, Manufacturing, Media and news, Mining, Pharmaceutical, Telecommunication, Transportation.

8.Speak about advantages and drawbacks of UK economy

9. Your friend is studying in the UK. Ask him 10 questions about UK economy

10. You are going to make presentation about UK economy. Write down your ideas in brief

Unit 3

US econom

Lesson 1

1. New words to memorize

purchasing power parity

способностито maintain

saving rate

unemployment rate

output

consumer spending

расходыhealth care

to constitute

to subject

to measure

паритет покупательной

обеспечивать

норма сбережений

уровень безработицы

показатель

потребительские

здравоохранение

составлять

подвергать

измерять

2. Read and translate the text

The economy of the United States is the world's largest national economy. Its nominal GDP was estimated to be \$14.3 trillion in 2019, approximately a quarter of nominal global GDP. Its GDP at purchasing power parity was also the largest in the world, approximately a fifth of global GDP at purchasing power parity. Historically, the U.S. economy has maintained a stable overall GDP growth rate, a low unemployment rate, and high levels of research and capital investment funded by both national and, because of decreasing saving rates, increasingly by foreign investors. It has been the world's largest national economy since 1870 and remains the world's largest manufacturer, representing 19% of the world's manufacturing output. In 2019,

consumer spending, coupled with government health care spending constituted 70% of the American economy. The US is also home to the world's largest stock exchange, the [New York Stock Exchange](#). It also boasts the world's largest gold reserves and the world's largest gold depository, the [New York Federal Reserve Bank](#). The United States is also home to 139 of the world's 500 largest companies, which is almost twice that of any other country. A large contributor to the country's success has also been a very strong and stable currency. The [US dollar](#) holds about 60% of world reserves, as compared to its top competitor, the [euro](#), which controls about 24%. Since the 1960s, the United States economy absorbed savings from the rest of the world. The phenomenon is subject to discussion among economists. The [US](#) is by far the most heavily invested-into country in the world, with [foreign investments](#) made in the US measuring almost \$2.4 trillion, which is more than twice that of any other country. The [US](#) is also by far the largest investor in the world, with US [investments in foreign countries](#) totaling over \$3.3 trillion, which is almost twice that of any other country. The American labor market has attracted [immigrants from all over the world](#) and has one of the world's [highest migration rates](#). The United States is ranked fourth, down from first in 2008-2009 due to [the economic crisis](#), in the [Global Competitiveness Report](#). The country is one of the world's largest and most influential [financial markets](#), home to major [stock](#) and [commodities exchanges](#).

3. Give Russian equivalents to the following word combinations

the world's largest national economy, to be estimated, approximately a quarter of, a stable overall GDP growth rate, high levels of [research](#) and [capital investment](#), world's manufacturing output, consumer spending, a contributor to the country's success, to absorb savings, to be subject to discussion

4. Give English equivalents to the following word combinations

номинальный мировой ВВП, пятая часть мирового ВВП, по паритету, низкий уровень безработицы, покупательная способность, объем промышленного производства в мире, потребительские расходы, государственные расходы на здравоохранение, крупнейшая в мире фондовая биржа, более чем в два раза

5. Complete the sentences with the following word combinations.

(*immigrants, unemployment, exchange, growth, manufacturer, savings, currency, reserves*)

1. The US economy has maintained a stable overall GDP ... rate.
2. The US economy has maintained a low... rate.
3. The US remains the world's largest ..., representing 19% of the world's manufacturing output.
4. The US is also home to the world's largest stock ..., the [New York Stock Exchange](#).
5. The US can boast the world's largest gold ... and the world's largest gold

depository.

6. A very strong and stable ... is a large contributor to the country's success.
7. The United States economy absorbed ... from the rest of the world.
8. The American labor market has attracted [... from all over the world.](#)

6. Find out whether these sentences are true or false. Correct the false ones

1. US nominal [GDP](#) was estimated to be \$14.3 million in 2019.
2. The U.S. economy has maintained a stable overall GDP growth rate.
3. The U.S. economy has maintained high [unemployment](#) rate.
4. US has been the world's largest national economy since 1870.
5. In 2019, consumer spending, coupled with government health care spending constituted only 7 % of the American economy.
6. The US has the world's largest gold reserves and the world's largest gold depository.
7. The [US](#) is by far the largest investor in the world.
8. The American labor market isn't large and has one of the world's [lowest migration rates.](#)

7. Answer the questions.

1. What is the world's largest national economy?
2. What was US GDP at [purchasing power parity in 2019](#) ?
3. How long has US economy been the world's largest national one ?
4. How many percent of the American economy did consumer and health care spending constitute in 2019?
5. Where is the world's largest stock exchange located?
6. Does the USA possess the world's largest gold reserves?
7. The [US dollar](#) holds about 60% of world reserves, doesn't it?
8. Why has the American labor market attracted [immigrants from all over the world](#) ?

9. Retell the text in brief

Grammar to revise

10. Complete the sentences

1. I ... (go) shopping with my brother.
2. We sometimes ... (use) a dictionary in class.
3. My friends ... (study) Italian at their school.
4. School ... (finish) at three o'clock.
5. You ... (live) near me.
6. He ... (like) rap music.

7. She ... (do) her homework before dinner.
8. We ... (play) tennis in school on Wednesday afternoon.
9. I ... (watch) TV in the evening.
10. My mother ... (teach) art.

10. Make up sentences

1. never /sweets /eats /she...
2. we/cinema/usually/Saturdays/go/the/to/o...
3. sometimes /warm /winter /in/ is/ it...
4. football /often /with /friends/ his/ plays/ he...
5. always /January/ it /rains/ in...
6. dancing /usually/ Fridays/ on /go/ they...
7. often/ music /listens/ to/ he /evenings/ the/ in...

Lesson 2

1. New words to memorize

Spending	расходы
Social Security benefits	пособия по социальному обеспечению
debt-to- GDP ratio	соотношение задолженности к ВВП
Durable goods	товары длительного пользования
Bulk	масса
Stance	позиция
Erratic	неустойчивый
A pronounced impact	выраженное воздействие

2. Read and translate the text.

Major Influences on the US Economy

The U.S. budget is total federal income and spending. The government receives most of its revenue from income taxes. Most of its spending goes toward three large expenses: Social Security benefits, military spending, and Medicare. There is a budget deficit when spending is higher than revenue. The federal government has had a deficit every year since 1970 in all but four years (1998-2001). **Debt-to-GDP Ratio**

The U.S. national debt is more than \$28 trillion. That's more than the country's entire economic output. The statistic that describes this is the debt-to-GDP ratio, which was about 125% at the end of the third quarter of 2021 (national debt divided by GDP).

Durable Goods Orders Durable goods orders report on the number of items ordered that last longer than a year. The bulk of this is defense and commercial

aircraft since they are so expensive. It also includes automobiles. A critical measurement in the durable goods category is capital goods. That's the machinery and equipment businesses need every day. They only order these items when they are sure the economy is improving.

The Federal Reserve The Federal Reserve System is the nation's central bank. There are many tools it can use to change its stance on monetary policy. Currently, it focuses on the federal funds rate (FFR), interest rates, and open market operations. The Fed has three other functions. First, it supervises and regulates many of the nation's banks.

Second, it maintains financial market stability and works hard to prevent crises. Third, it provides banking services to other banks, the U.S. government, and foreign banks.

Commodities Market The commodities market has had an important, but sometimes erratic, influence on the U.S. economy. It is the market where food, metals, and oil are traded. Technical forces (like supply and demand) can have a pronounced impact on commodities prices. As a result, all of these goods may exhibit a high degree of price volatility from time to time. This may be further compounded by fluctuations in foreign exchange prices, which impact imports and exports.

3. Give Russian equivalents to the following word combinations

total federal income, receive revenue, income taxes, military spending to change its stance maintains financial market stability commodities market a high degree of price volatility fluctuations in foreign exchange prices federal funds rate interest rate

4. Give English equivalents to the following word combinations доходы и расходы важный параметр изменить положение обеспечить стабильность финансового рынка ставка по федеральным фондам процентная ставка значимое влияние волатильность цен колебания

5. Match the synonyms. Translate them into Russian

Income, revenue, expense, spending, bulk, amount, supply, demand, give, order, commodities, product, durable, hard, erratic, volatile

6. Complete the sentences with the following word combinations

(income taxes, durable goods, budget deficit, equipment items, price volatility, capital goods, monetary policy, pronounced impact)

1. The government receives most of its revenue from
2. There is a when spending is higher than revenue.
3. The bulk of the is defense and commercial aircraft.
4. Supply and demand can have a on commodities prices.
5. A critical measurement in the durable goods category is
6. focuses on the federal funds rate (FFR), interest rates, and open market operations.
7. Food, metals, and oil may exhibit a high degree of

8. They only order the machinery andwhen they are sure the economy is improving.

7. Answer the questions.

1. What does the government receive most of its revenue from?
2. What are three large US government expenses ?
3. What is the U.S. national debt?
4. What items do durable goods orders report on ?
5. What is the Federal Reserve System?
6. What does the nation's central bank focus on?
7. What are functions of the Federal Reserve System?
8. What is the commodities market?
9. What technical forces can have a pronounced impact on commodities prices?
10. What goods may exhibit a high degree of price volatility?

8. Speak about major influences on the US economy.

Grammar to revise

9. Make the sentences negative

1. I study French.
2. School finishes at two o'clock.
3. You copy from other students.
4. We think English is easy.
5. My friends play volleyball.
6. I watch TV on Saturday morning.
7. She speaks Chinese.
8. The dog likes cats.
9. They listen to pop music.
10. I play with my hamster every day.

10. Write questions and short answers

1. live / in / you / Do /

Moscow/ ?No,

2. in / students / Do / the canteen / ?

/ eatYes,

3. to school / your brother / on Saturday / ? /

Does / goNo,

4. live / near / Do / your friends / you / ?

Yes,

5. at /work / finish / Does / three o'clock

/he/ ?No,

Lesson 3

1. New words to memorize

Fuel	заправить горючим,	
зарядить	Annualized rate	годовая ставка
seek	искать, обращаться	
augmented	расширенный	
retail trade	розничная торговля	
life span	продолжительность жизни	

2. Read the text and name five main industries driving the U.S. Economy.

The Industries Driving the U.S. Economy Below are the five sectors that have helped fuel the economy's growth in the wake of the latest economic downturn. The selection is based on data from the Bureau of Labor Statistics (BLS) and industry perspectives. The Bureau of Labor Statistics expects healthcare jobs to grow at an annualized rate of 18% from 2016 to 2026, much faster than the rate of the rest of the economy. There are four reasons for the booming healthcare sector. First, an increasingly aging population. Second, chronic conditions suffered by the aging population are increasing the demand for healthcare workers. Third, medical advances and improvements are expanding the type and number of jobs available. And finally, federal healthcare insurance reform has increased the number of people seeking routine medical care. Employment in computer and IT is projected to grow 11% from 2019 to 2029, faster than the average for all occupations. Technology plays a role in almost all other sectors, such as healthcare, advanced manufacturing, transportation, education, and energy. The Internet of Things, artificial intelligence, machine learning, autonomous vehicles, and augmented and virtual reality are all changing society and industries. Construction has been a growth industry in all areas. According to the Bureau of Labor Statistics, construction and extraction occupations are projected to grow by 4% from 2019 to 2029, which is nearly as fast as the average for all occupations. The growth is, in part, being driven by population growth, which is increasing demand for new buildings, roads, and other structures. The retail trade accounts for 5.5% of the nation's GDP, providing 9.6% of total employment in the U.S., according to the Bureau of Labor Statistics. The National Retail Federation (NRF) notes that retail supports more than one-in-four U.S. jobs—or 52 million working Americans. The sector includes online retailers such as Amazon (AMZN) and eBay (EBAY). The non-durable manufacturing industry produces commodities that are defined as having a lifespan of less than three years, such as gasoline, electricity, and clothing.

Non-durable manufacturing is a predominant pillar in the U.S. with a GDP value-added that's 4.8% of the national GDP, according to the Federal Reserve. The non-durable manufacturing sector is less valuable than durable manufacturing; however, it employs more people and accounts for 4.4 million jobs compared to 349,000 jobs from durable manufacturing.

3. Give Russian equivalents to the following word combinations to fuel, in the wake, economic downturn, an annualized rate, aging population, the demand for healthcare workers, healthcare insurance reform, seek to routine medical care, machine learning, autonomous vehicles, a lifespan, a predominant pillar, with a GDP value

4. Give English equivalents to the following word combinations

стимулировать экономический рост, в связи с последним экономическим спадом, в годовом исчислении, для быстро развивающегося сектора здравоохранения, обычная медицинская помощь, передовое производство, автономные транспортные средства, строительные и добывающие профессии, общая занятость, обрабатывающая промышленность, недолговечных материалов.

5. Match the synonyms. Translate them into Russian. Make up your own sentences

to feed, chief, development, booming, increase, progress, demand, support, predominant, to fuel, growth, advance, rise, flourishing, need, assist

6. Match the opposites. Translate them into Russian

Driving, downturn, special, slow, to grow, durable, retail, artificial, average fast, unmotivated, development, to decrease, delicate, wholesale, natural

7. Find out whether these sentences are true or false. Correct the false ones

1. The Bureau of Labor Statistics expects healthcare jobs to decrease
2. There are no reasons for the booming healthcare sector
3. There is an increasingly aging population in the USA
4. Medical advances and improvements are decreasing the type and number of jobs available
5. Employment in computer and IT is projected to increase
6. According to the Bureau of Labor Statistics, construction and extraction occupations are projected to grow by 10 %
7. The development in construction is being driven by population growth.
8. The non-durable manufacturing sector is more valuable than durable manufacturing
9. The non-durable manufacturing employs more people than durable manufacturing
10. The non-durable manufacturing industry produces commodities that are

defined as having a lifespan of more than three years

8. Answer the questions.

- What are the five sectors that have helped fuel the economy's growth?
- How many reasons are there for the booming healthcare sector?
- Are medical advances and improvements expanding the type and number of jobs available or decreasing?
- What has increased the number of people seeking routine medical care?
- How is IT industry projected to grow from 2019 to 2029?
- Does technology play an important role in almost all other sectors?
- How are construction and extraction occupations projected to grow according to the Bureau of Labor Statistics?
- How many U.S. jobs does retail trade support?
- Is the non-durable manufacturing sector less or more valuable than durable manufacturing?
- How many jobs does non-durable manufacturing sector account?

Grammar to revise

9. Ask questions. Give negative answers

1. I visit my parents very often.
2. They live in Great Britain.
3. He goes to school by bus.
4. She lives in this house.
5. He wants to be a doctor.
6. They play tennis every Sunday.
7. We work every day.
8. My sister goes to bed at nine.
9. Usually I have dinner very late.
10. My brother watches TV every evening.
11. She likes classical music.
12. We go to the theatre once a month.

10. Translate the sentences

У них много книг. Они много читают. Я живу в Москве, а мой брат живет в Нью-Йорке. Я люблю животных. У меня 3 собаки и 6 кошек. Она всегда встает в 7 часов. Она никогда не завтракает по утрам. Я обычно езжу на работу на машине, но иногда хожу пешком. Погода здесь не очень хорошая. Часто идут дожди. Они

обычно покупают продукты в этом магазине. Они иногда останавливаются у этой заправочной станции. Моя сестра очень умная. Она говорит на 4 языках. Квартыры очень дорогие. Они стоят дорого. Моя работа очень интересная. Я общаюсь со многими людьми.

Lesson 4

1. Study the questions. Match them with the answers below.

1. What type of economy does the USA have?
2. What is the role of the government in the US economy? What does it provide?
3. Why is the USA considered as the largest trading nation?
4. What sectors can US economy be divided into?
5. What do these sectors deal with?
6. What is the key component of the US economy?
7. What are the leading categories of the US manufactured goods?
8. What is the largest sector of the US economy in terms of output and employment?
9. When and how did the Internet begin?
10. What can you say about the US communication system?
11. What are the country's major mineral resources?
12. What makes the US the world's richest agricultural country?
13. What are the most wide-spread branches of animal husbandry?
14. Why is the USA the world's largest importer of lumber?
15. What do the fishing grounds of the country provide?
 - a. Rich fishing grounds of the country provide a rich marine harvest, the commercial value of which is about evenly divided between fish and shellfish.
 - b. The United States has mixed economy that has maintained a stable overall GDP growth rate, a moderate unemployment rate, and high levels of research and capital investment.
 - c. The United States is the largest trading nation in the world, because the U.S. is exporting and importing more goods and services than any other country.

- d.** The federal government does play an important part in the national economy. It provides services and goods that the market cannot provide effectively, such as national defense, public goods and services, assistance programs for low-income families, and interstate highways and airports. The government also provides incentives to encourage the production and consumption of certain types of products, and discourage the production and consumption of others, establishes guidelines regulating environmental protection.
- e.** The U.S. economy can be divided into 4 sectors: a natural resource sector, manufacturing and energy sectors, service and commerce sector, information and technology sector.
- f.** The leading categories of the US manufactured goods are chemicals, industrial machinery, electronic equipment, processed food and transportation equipment.
- g.** The first sector provides goods that come directly from natural resources: agriculture, forestry, fishing, and mining. The second sector includes manufacturing and the generation of electricity. The third sector, made up of commerce and services. It comprises financial services, wholesaling and retailing, government services, transportation, entertainment tourism, and other businesses that provide a wide variety of services to individuals and businesses. The fourth major economic sector deals with recording, processing, and transmission of information, and includes the communication industry.
- h.** The key component of the US economy is manufacturing.
- i.** The country's major mineral resources are coal, iron ore, copper, lead, zinc, natural gas, gold, silver.
- j.** The largest sector of the US economy in terms of output and employment is the service and commerce sector.
- k.** The Internet began in the 1960s as a small network of academic and government computers primarily involved in research for the USA military. But soon it became a worldwide network providing users with information on a range of subjects.
- l.** The communication systems in the US are among the most developed in the world. Television, newspapers, and other publications, provide most of the country's

news and entertainment. On the average there are 2 radios and 1 television for every person in the US.

m. Cattle production, hog production, and chicken production are the most widespread branches of animal husbandry.

n. The nation's favorable climate, soil, and water conditions make the US the world's richest agricultural country.

o. Since all the US demand for forest isn't satisfied, the United States has to import lumber.

2. Give Russian equivalents

a stable overall GDP growth rate, a moderate unemployment rate, provide effectively, incentives to encourage the production and consumption, discourage the production, establish guidelines, processed food, transportation equipment, on the average, animal husbandry.

3. Match the synonyms. Make up your own sentences

Stable, arrange, segregate, straight, maintain, moderate, provide, to encourage, discourage, divide, directly, constant, preserve, mild, inspire, dampen.

4. Match the opposites.

Stable, encourage, moderate, destruction, important, provide, establish, protection, more, inconstant, rough, discourage, disorganize, insignificant, destroy, less.

5. Find out whether these sentences are true or false. Correct the false ones

- The United States has mixed economy
- The federal government doesn't play any part in the national economy
- The government provides incentives to encourage the production and consumption of certain types of products
- The United States is the smallest trading nation in the world
- The U.S. economy can be divided into many sectors
- The first sector provides goods that come directly from natural resources
- The key component of the US economy is agriculture.
- There are no any leading categories of the US manufactured goods
- The largest sector of the US economy in terms of output and employment is the service and commerce sector
- The Internet began in the 1970s

6. Complete the sentences

The United States mixed economy maintains
The federal government provides such services and goods as
The government establishes guidelines ...
The U.S. exports and imports more
The U.S. economy can be divided into ...
The second sector includes
The third sector includes ...
The fourth sector includes ...
The key component of the US economy ...
The largest sector of the US economy in terms of output and employment ...

7. Work in pairs. Make up dialogues with your partner

8. Speak about the US economy

Grammar to revise

9. Complete the sentences. Use Present Simple

Jack is a truck driver. He ...(drive) hundreds of kilometers every day. He ...(love) his work. When he ...(drive) he(listen) to the radio. Tom and Rom ...(like) to read books. Rom ...(like) historical novels, but Tom ...(prefer) science fiction. They never ...(go) to the same movies either. Rom ...(insist) on love stories and she always ...(enjoy) them, but her brother ...(find) them boring. Sharon ...(study) medicine at the university. Kim always ...(do) her homework. They rarely ...(drink) coffee before they go to sleep. Roni and Vika(have) a dog. Vika and I ...(do/ does) our homework together. Sara ...(pass/ passes) our house on her way to school. Our cat(eat/ eats) fish. Mike is very handy. He(fix/ fixes) everything. This plane ...(fly / flies) to the USA every Friday.

10. Translate the sentences

Я не люблю фильмы ужасов. Джо не любит классическую музыку. Билл и Роза не любят гольф. Мы не знаем его адреса. Она пьет кофе, но она не пьет чай. У них нет детей. Вы не понимаете меня. Моя машина не использует много бензина. У нее есть машина, но она не ездит на ней очень часто. Возьми сигарету. – Нет, спасибо, я не курю. Она живет рядом, но мы не видим ее очень часто. Она замужем, но она не носит кольцо. Ты можешь одолжить мне \$5? – Конечно. Вот, пожалуйста. Земля вращается вокруг Солнца. Солнце встает на востоке. Вода кипит при 100°C.

Lesson 5

Check yourself

Vocabulary

1. Give English equivalents

номинальный мировой ВВП, пятая часть мирового ВВП, по паритету, низкий уровень безработицы, покупательная способность, объем промышленного производства в мире, потребительские расходы, государственные расходы на здравоохранение, крупнейшая в мире фондовая биржа, более чем в два раза ,доходы и расходы, важный параметр, изменить положение, обеспечить стабильность, ставка по федеральным фондам, процентная ставка, значимое влияние, волатильность цен, стимулировать экономический рост, в связи с последним экономическим спадом, в годовом исчислении, для быстро развивающегося сектора здравоохранения, обычная медицинская помощь, передовое производство, автономные транспортные средства, строительные и добывающие профессии, общая занятость, Обрабатывающая промышленность недолговечных материалов.

2. Choose the right variant

1. The U.S. economy ... a stable overall GDP growth rate
a. destroys b. wastes c. maintains d. abandons
2. The American labor market ... [immigrants from all over the world](#)
a. attracted b. refused c. discourage d. reject
3. The [US dollar](#) ... about 60% of world reserves
a. fails b. holds c. misses d. loses
4. The government ... most of its revenue from income taxes
a. denies b. drops c. fails d. receives
5. The Federal Reserve System ... and regulates many of the nation's banks
a. commands b. protects c. supervises d. conquers
6. The Federal Reserve System ... banking services to other banks
a. conceals b. provides c. dislikes d. takes
7. There are four reasons for the healthcare sector
a. ruling b. making c. crashing d. booming
8. Medical advances and improvements the type and number of jobs
a. close b. lessen c. fall d. expand
9. Construction and extraction occupations are to grow by 4% from 2019
10. a. projected b. destroyed c. neglected d. disorganized
11. The retail trade ... 9.6% of total employment in the U.S
a. conceals b. provides c. dislikes d. takes
12. The non-durable manufacturing industry ... commodities
a. produces b. breaks c. stops d. holds
13. The government the production and consumption of certain types of products
a. encourages b. discourages c. leaves d. weakens

3. Complete the sentences

(unemployment, exchange, growth, manufacturer, reserves, income taxes, durable goods, budget deficit, capital goods, impact)

1. The US economy has maintained a stable overall GDP ... rate.
2. The US economy has maintained a low... rate.
3. The US remains the world's largest ... , representing 19% of the world's manufacturing output.
4. The US is also home to the world's largest stock ... , the [New York Stock Exchange](#).
5. The US can boast the world's largest gold ... and the world's largest gold depository.
6. The government receives most of its revenue from
7. There is a ... when spending is higher than revenue.
8. The bulk of the ... is defense and commercial aircraft.
9. Supply and demand can have an ... on commodities prices.
10. A critical measurement in the durable goods category is

Grammar

4. Choose the right variant

do, does, don't, doesn't.

- I ...do my homework in the morning – always in the evening
- She ... spend her free time with her friends. She prefers reading books.
- ...you often do the shopping?
- ...her mother work in the bank?
- We...play tennis after school.
- My parents...live in a flat. They have a house.
- ...your teacher speak German?
- He ...do karate.
- Susan...learn Spanish at school.
- They...eat apples. They don't like them.

5. Make up sentences

- at/ the morning/ he/ seven o'clock/ in/ gets up
- car/ often/ Bob/ the/ washes...
- born/ 1964/ was/ in/ Jane....
- lunch/ we/ noon/ have/ seldom/ at...
- leave/ what/ you/ work/ time/ do/ for?....
- never/ bed/ John/ early/ goes/ to....
- clean/ do/ room/ often/ you/ how/ your?...
- friends/ I/ go out/ sometimes/ Saturdays/ with/ my/ on...
- to/ he/ swimming pool/ goes/ a week/ the/ twice...
- always/ for/ we/ a walk/ on/ afternoons/ go/ Sunday

UNIT 4

The Concept of Business

1. New words to memorize

Distribution	доставка, распределение
sale	продажа, реализация
good	товар
expenses/expenditures/ costs	расходы, издержки
sole proprietorship	частный бизнес
legal entity	юридическое лицо
physical entity/individual	физическое лицо
entrepreneur	предприниматель
stock	основной капитал, акция
share	доля, квота, акции

2. Read the text, divide it into logical parts. Title each of them.

Business is a word that is commonly used in many languages. Traditionally, business simply meant exchange or trade for things people wanted or needed. Nowadays, the concept and activities of business have increased. One definition of business is production, distribution, and sale of goods or services for a profit. To examine this definition, let us look at its different parts.

First, production is the creation of services or processing of materials into products. Example is the conversion of iron ore into metal car parts. Next, these products need to be moved from the plant to the marketplace. This is known as distribution. A car might be moved from a plant in Germany to a car dealership in Poland. Third is the sale of goods and services. Sale is the exchange of a product or service for money. A car is sold to someone in exchange for money. Goods are, products that people either need or want; for example, cars can be classified as goods. Services, on the other hand, are activities that a person or group perform for a nother person or organization. For example, an automechanic performs a service when he repairs a car. A barber renders a service when he curtsy our hair. Business, then, is a combination of all the seactivities: production,distribution, and sale. However, there is another important factor, i.e., creation of profit or economic surplus. A major goal in the functioning of any business company is making a profit. Profit is the money that remains after all the expenses are paid. Creating an economic surplus or profit is, therefore, a primary goal of business activity. The three traditional forms of business are the sole proprietorship, the partnership, and the corporation. The sole proprietorship means going into business for oneself. All one needs is some knowledge about the business, start-up capital and knowledge of regulations. The partnership is an association of two or more people involved in business under a written partnership agreement. The corporation is the legal entity having a right to issue stock certificates. The people who own such stock certificates (or shares) are called stockholders/ shareholders. They in fact own the corporation.

3. Answer the questions

What is one modern definition of business?

What does production mean? Give examples

What does distribution involve? Give examples

What differ goods from services?

What are the constituents of business?

What is profit?

What are three traditional forms of business?

What people are called stockholders?

4. Give Russian equivalents to the following word combinations exchange or trade for things sale of goods or services for a profit creation of services processing of materials into products economic surplus making a profit under a written partnership agreement to issue stock certificates

5. Give English equivalents to the following word combinations

Прибыль, акция, доставка, производство, товарищество, акционер, продажа, индивидуальное предпринимательство

6. Match the synonyms. Translate them into Russian language

1. production; 2. stock; 3. major; 4. producer; 5. good; 6. business; 7. productive; 8. commonly

a share; b. company; c. efficient; d. manufacturer; e. in general;

f. manufacturing; g. primary; h. product

7. Classify the examples

- Production of goods
- Rendering services
- Distribution of goods
- Sale of goods
- Sale of services

Examples:

Are finery turns oil into gasoline.

The gasoline is moved to the gas station. A gas station sells gas to a customer. An auto mechanic repairs a car.

A truck moves spare parts across the country. A waiter takes your order for dinner.

A farmer grows vegetables.

A warehouse keeps these books before a bookstore. A secretary answers incoming calls.

A news agent sells you *The Guardian*.

A barber cuts hair.

A chemical plant converts raw materials into fertilizers.

Grammar to revise

8. Make up sentences

- usually / at 10 o'clock / out of the garage / in the morning / drives / his bike /

Fred

- shower / after dinner / often / Mrs Lewis / takes
- parking place / near the library / we / find / seldom
- to / I / on / a / night-club / sometimes / Saturdays / go
- fly / my parents / to Australia / sometimes /
- I / in winter / and enjoys / very much /
- swimming / in the pool / always / Mary
- hardly / last year / could / skate / I
- is / near / house / there / new / a / our / cinema
- got / my / problems / I / with / have / home-task / some
- well / think / your / very / I / don't / sister / drives
- .to / parents / once / the theatre / month / my / a / go
- his / car / two / ago / Jim / sold / years.
- necklace / can't / anywhere / Cindy / her / find
- been / to / India / Mike / has / year / already / this
- lunch / never / weekdays / she / has / on

9. Translate into English. Don't forget about word order

Телевизор я смотрю редко. На улице темно, и я скоро поду спать. Они что-то очень шумно обсуждают в спальне. Он медленно шел вдоль реки. На уроках мы часто поем песни. Я тихо закрыла дверь и сразу же пошла в ванну. Мой дядя очень любит рыбалку. Анна умеет хорошо играть в теннис. Она все время кричит на детей. Твои книги я положу на стол. Я недостаточно хорошо его знаю. По телевизору много хороших фильмов сегодня. В парке есть красивый фонтан. В прошлый вторник было очень ветрено. Эти туфли я купила в Италии.

Lesson 2

1. New words to memorize

To be acknowledged	получить, заслужить
признание	Earn profits
зарабатывать	прибыль
on demand	по требованию
in a long run	долгосрочный
excel	преуспеть
middlemen	посредники
tangible goods	материальные товары
intangible goods	не материальные товары

2. Read the text, divide it into logical parts. Title each of them.

Business is either an occupation, profession, or trade, or is a commercial activity which involves providing goods or services in exchange for profits. Profits in business are not necessarily money. It can be a benefit in any form which is acknowledged by a business entity involved in a business activity. To make things clearer, let us divide the business definition into business entity definition and business activity definition. A business [entity] is an organization or any other entity engaged in commercial, professional, charitable or industrial activities. It can be a for-profit entity or a not-for-profit entity and may or may not have a separate existence from the people/person controlling it. A business [activity] is a commercial activity which involves providing goods or services with a primary motive of earning profits. The business concept is the fundamental idea behind the business. The business model, plan, vision, and mission are developed based on this concept. Uber, for example, was started on the concept of aggregating taxi drivers and providing their services on demand under one brand.

Every other business strategy was developed based on this concept. The business objective is what makes the business go on and conduct its activities in a long run. It is the reason why the business exists. While most of the people argue that profit making is the core objective of every business few have come up with the new underlying objective. According to the traditional concept, business exists only to earn profits by providing the goods and services to the customers. According to the modern concept, the underlying objective of every business is customer satisfaction as this is what results in most profits. If the customer is satisfied, business excels. Businesses can be classified into but are not limited to 4 types. These are –Manufacturing, Service, Merchandising, Hybrid Manufacturing businesses are the producers who develop the product and sell it either directly to the customer or the middlemen to conduct sales.

Examples of manufacturing businesses are steel factories, plastic factories, etc. This type of business deals in selling intangible goods to the consumers. Unlike tangible goods, services cannot be stored or separated from the provider. Service firms offer professional services, expertise, commission-based promotions, etc. Examples include salons, schools, consultancy etc. Merchandising is a middlemen business strategy where the business buys products from a manufacturer, wholesaler, or other partners, and sells the same at the retail price. It is usually known as a ‘buy and sell’ business as they make profits by selling the products at a price higher than their cost price.

Examples of a merchandising business are grocery stores, supermarkets, distributor etc. Hybrid businesses have the characteristics of two or more types of businesses explained above. For example, a restaurant develops its own dishes (manufacturing), sells the products like cold drinks which are manufactured by other businesses (merchandising), and provide service to the customers (service).

3. Give Russian equivalents to the following word combinations

in exchange for profit, is acknowledged by a business entity for-profit entity not-for-profit entity on the concept of aggregating taxi drivers providing their services on demand conduct its activities in a long run underlying objective customer satisfaction business excels deals in selling intangible goods a middlemen business strategy at the retail price

4. Give English equivalents to the following word combinations

предоставление товаров или услуг, в обмен на прибыль, признанная хозяйствующим субъектом, юридическое лицо, с основным мотивом получения прибыли, в долгосрочной перспективе, бизнес процветает, удовлетворение потребностей клиентов, производственные предприятия, продают напрямую, бизнес-стратегия посредников, цена, превышающая себестоимость.

5. Match the synonyms. Translate them into Russian involve, provide, a knowledge

,to make clearer, engage, earn, make, deal in, to conduct, to satisfy, to come up with, barter, include, invent, please, maintain, accept, clarify, employ, gain, receive, run

6. Match the words to make as many phrases as possible. Translate them into Russian. Make up your own sentences.1. to provide;2.to earn;3. to develop; 4.tooffer;5. to satisfy;6. to come up with; 7. to sell

goods or services; at the retail price; profit; the new objective; customer; profit; theproduct; professional services

7. Answer the questions

1. What is business?
2. Are profits in business only money?
- 3.What is a business entity?
- 4.What is a business activity?
5. How is business plan developed?
- 6.What is the business objective?
- 7.Why does business exist according to the traditional concept?
8. What is the underlying objective of every business according to the modernconcept?
9. When does business excel?
10. How many types can businesses be classified into?

11. 11.What is manufacturing? Give examples.
12. What is service? Give examples.
13. What is merchandising? Give examples.
14. What is hybrid? Give examples.

8.Give your own examples of manufacturing, service, merchandising, hybrid

Grammar to revise

9. Make up questions

1. birthday / is / when / your?
- 2.many / How/cards/did/get/you?
- 3.do / What / like / you/presents?
- 4.mum / What/make/did/cake/your?
- 5.at the party / you / did / what / do?
- 6.like / you / parties / do / Why?
- 7.summer / are/this/where/you/going?
- 8.there / going / How / you / are?
- 9.take / going / to / what /you/are?
10. with / are / you / Who / going?
- 11.do / going / to/you/there/What/are?
- 12.you / stay / going / to / are /Where?
- 13.what / playing / dad / sports / your/games/is/of/fond?
- 14.roller-skate / when / learn / you / to / did?
- 15.of / afraid / are / swimming / you?

10.Translate questions into English

1. У тебя много друзей?
2. Вам нравится заводить новых друзей?
3. Ты дружелюбный? Ты веришь в дружбу?
4. Хотите изучить новый иностранный язык?

5. Какой фильм вы хотели бы увидеть?
6. Вы придерживаетесь здорового образа жизни?
7. Ваша семья большая или маленькая?
8. У тебя есть бабушка?
9. Сколько лет твоим родителям?
10. В каком доме ты живешь?

Lesson 3

1. Read the text, divide it into logical parts. Title each of them.

The three traditional forms of business are the sole proprietorship, the partnership, and the corporation. The sole proprietorship means going into business for oneself. All one needs is some knowledge about the business, start-up capital and knowledge of regulations. The partnership is an association of two or more people involved in business under a written partnership agreement. The corporation is the legal entity having a right to issue stock certificates. The people who own such stock certificates (or shares) are called stockholders/ shareholders. They in fact own the corporation. A sole proprietorship is a business owned and usually operated by a single individual. Its major characteristic is that the owner and the business are one and the same. In other words, the revenues, expenses, assets and liabilities of the sole proprietorship are the revenues, expenses, assets, liabilities of the owner. A sole proprietorship is also referred to as the proprietorship, single proprietorship, individual proprietorship, and individual enterprise. A sole proprietorship is the oldest and most common form of ownership. Some examples include small retail stores, doctors' and lawyers' practices and restaurants. A sole proprietorship is the easiest form of business to organize. The only legal requirements for starting such a business are a municipal license to operate a business and a registration license to ensure that two firms do not use the same name. The organization costs for these licenses are minimal. A sole proprietorship can be dissolved as easily as it can be started. A sole proprietorship can terminate on the death of the owner, when a creditor files for bankruptcy, or when the owner ceases doing business. A sole proprietorship offers the owner freedom and flexibility in making decisions. Major policies can be changed according to the owner's wishes because the firm does not operate under a rigid charter. Because there are no others to consult, the owner has absolute control over the use of the company's resources. As mentioned earlier, the financial condition of the firm is the same as the financial condition of the owner. Because of this situation, the owner is legally liable for all debts of the company. If the assets of the firm cannot cover all the liabilities, the sole proprietor must pay these debts from his or her own pocket. Some proprietors try to protect themselves by selling assets such as their houses and automobiles to their spouses. A sole proprietorship, dependent on its size and provision for succession, may have difficulty in obtaining capital because lenders are leery of giving money to only one person who is pledged to repay. A proprietorship has a limited life, being terminated on the death, bankruptcy, insanity, imprisonment, retirement, or whim of the owner. A

partnership is an unincorporated enterprise owned by two or more individuals. A partnership agreement, oral or written, expresses the rights and obligations of each partner. For example, one partner may have the financial resources to start the business while the other partner may possess the management skills to operate the firm. There are three types of partnerships: general partnerships, limited partnerships, and joint ventures. The most common form is the general partnership, often used by lawyers, doctors, dentists, and chartered accountants. Partnerships, like sole proprietorships, are easy to start up. Registration details vary by province, but usually entail obtaining a license and registering the company name. Partners' interests can be protected by formulation of an "Agreement of Partnership". This agreement specifies all the details of the partnership. Complementary management skills are a major advantage of partnerships. Consequently partnerships are stronger entity and can attract new employees more easily than proprietorships. The stronger entity also makes it easier for partnerships to raise additional capital. Lenders are often more willing to advance money to partnerships because all of the partners are subject to unlimited financial liability. The major disadvantage of partnerships is that partners, like sole proprietors, are legally liable for all debts of the firm. In partnerships, the unlimited liability is both joint and personal. Partners are also legally responsible for actions of other partners. Partnerships are not as easy to dissolve as sole proprietorships. Limited companies, unlike proprietorships or partnerships, are created by law and are separate from the people who own and manage them. Limited companies are also referred to as corporations. In limited companies, ownership is represented by shares of stock. The owners, at an annual meeting, elect a board of directors which has the responsibility of appointing company officers and setting the enterprise's objectives. Limited companies are the least risky from an owner's point of view. Corporations can raise larger amounts of capital than proprietorships or partnerships through the addition of new investors or through better borrowing power. Limited companies do not end with the death of owners. It is more expensive and complicated to establish corporations than proprietorships or partnerships. A charter, which requires the services of a lawyer, must be obtained through provincial governments or the federal government. In addition to legal costs, a firm is charged incorporation fees for its charter by the authorizing government. Limited companies are subject to federal and provincial income taxes. Dividends to shareholders are also taxed on an individual basis. With diverse ownerships, corporations do not enjoy the secrecy that proprietorships and partnerships have. A company must send each shareholder an annual report detailing the financial condition of the firm.

2. Answer these questions.

1. What are the three traditional forms of business?
2. What is a sole proprietorship?
3. What is the owner of the company legally liable for?

4. How do any proprietors try to protect themselves?
5. Why may a sole proprietorship have difficulty in obtaining capital?
6. What is a partnership?
7. What are three types of partnerships?
8. What is a major advantage of partnership?
9. Are all of the partners subject to unlimited financial liabilities?
10. What is a major disadvantage of partnership?
11. How are limited companies created?
12. Who is represented by shares of stock in limited companies?
13. Do limited companies end with the death of owners?
14. Is it more expensive and complicated to establish corporations? Why?
15. What must a company send each shareholder?

3. Read the text again and decide whether these statements are true (T) or false(F).

1. The financial condition of the firm is the same as the financial condition of the owner.
2. The sole proprietor mustn't pay debts from his or her own pockets.
3. A sole proprietorship doesn't have any difficulty in obtaining capital.
4. A partnership is an unincorporated enterprise owned by two or more individuals.
5. There are three types of partnerships: general partnerships, limited partnerships and joint venture.
6. Complementary management skills are a minor advantage of partnerships.
7. In partnerships the limited liabilities are both joint and personal.
8. Limited companies are not created by law and are not separate from the people who own and manage them.

- 9. Limited companies end with the death of owners.
- 10. Limited companies are subject to federal and provincial income taxes.

4. Choose the correct variant to complete the sentence.

- 1. The financial condition of the firm.....
 - a) is the same as the financial condition of the owner.
 - b) is better than the financial condition of the owner.
 - c) depends on the financial condition of the shareholder.
- 2. Some proprietors try to protect themselves.....
 - a) lending assets such as their houses and automobiles to their relatives.
 - b) selling assets such as their houses and automobiles to their spouses.
 - c) pledging the assets to their relatives.
- 3. A partnership is an unincorporated enterprise owned.....
 - a) by two or more firms.
 - b) by the members of the government.
 - c) by two or more individuals.
- 4. In limited companies, ownership is represented by.....

a) shares of stock.

b) assets.

c) investors.

5. All of the partners are..... .

a) subject to limited financial liability.

b) subject to unlimited financial liability.

c) subject to unlimited juridical liability.

6. Limited companies are subject to

a) shareholders' income taxes.

b) federal and provincial income taxes.

c) foreign investors income taxes.

5. Work in pairs. Make up dialogues.

6. Underline advantages and disadvantages with regard to each type of companies. Discuss them.

7. Make an outline of the text consisting of 5-8 sentences.

8. Retell the text according to its outline.

Grammar to revise

9. Ask 10 questions to know your groupmate better

10. Find the mistakes. Correct them

1. I think, I'll tomorrow in the evening go to cinema.

2. She very much loves her

parents.3.In Paris we were in

July last year.

4. I'm sure, they will in these competitions win.

5.Yesterday I too late went to bed.

6. James very well speaks English.

7. I'll call in private my coach.

8. We don't like at all cooking.
9. Last Friday very interesting cartoons children watched.
10. They yesterday went to school.

Lesson 4

Check

yourself

Vocabulary

1. Give English equivalents

предоставление товаров или услуг, в обмен на прибыль, признанная хозяйствующим субъектом, юридическое лицо, с основным мотивом получения прибыли, в долгосрочной перспективе, бизнес процветает, удовлетворение потребностей клиентов, производственные предприятия, продают напрямую, бизнес-стратегия посредников, цена, превышающая себестоимость, предоставление товаров или услуг, в обмен на прибыль, признанная хозяйствующим субъектом, юридическое лицо, с основным мотивом получения прибыли, в долгосрочной перспективе, бизнес процветает, удовлетворение потребностей клиентов, производственные предприятия, продают напрямую, бизнес-стратегия посредников, цена, превышающая себестоимость.

2. Complete the sentences with a proper part of the speech

1. *production/produced/productive/product*

- a. In 1992, China... 500 thousand metric tons of rice.
- b. The Phased compasses product research and development, purchase of materials, and manufacturing.
- c. Our ... issue successful that we are rapidly running out of stock.
- d. Jim proved to be very

2. *distribution/distributor/distribute*

- a. Factory representatives ... products to whole sales and retailers.
- b. Moving a truckload of apples from the orchard to the supermarket is an example of
- c. British Leyland is an importer and ... by trade.

3. *sales/sell/sale*

- a. How efficiently a company ... its products will in large measure determine its success.
- b. A company's annual report includes the ... figures for the current fiscal year.
- c. Samgota ... with one of the top manufacturers.

4. *profits/profit/profitable*

- a. The farm is a highly ... business.

- b. The company explores natural resources to its own
- c. ... have only slightly increased, therefore we have had to cut further investment.

5. *allocated/allocation/allocate*

- a. The company's management can ... resources properly.
- b. The resources to be ... are scarce.
- c. A manager should monitor the ... of responsibilities.

3. Complete the sentences with a proper word

engaged; developed; providing goods or services; earning profits; in exchange; money; profit

1. Business is provides goods or services ... for profits.
2. Profits in business are not necessarily... .
3. ... can be a benefit in any form.
4. A business entity is an organization or any other entity ... in commercial, professional, charitable or industrial activities
5. A business activity involves
6. The primary motive of a business activity is
7. The business model and mission are ... based on business concept

Grammar

4. Put the proper form of the verbs

1. My teacher sometimes (tell) us some funny jokes.
2. The boys never (tell) us any funny jokes.
3. We always (learn) a lot at school.
4. Mary (learn) a lot at school.
5. John (read) a lot of history books.
6. The children (read) a lot of funny books.
7. English children (wear) school uniform at school.
8. Simon (wear) a blue school uniform at school.
9. Sandra (take) sandwiches to school with her.
10. Most children (take) sandwiches to school with them.
11. My parents (work) all day.
12. My father (work) in a shop.

5. Make the sentences negative

1. My teacher sometimes (tell) us some funny jokes. 2. The boys never (tell) us any funny jokes. 3. We always (learn) a lot at school. 4. Mary (learn) a lot at school. 5. John (read) a lot of history books. 6. The children (read) a lot of funny books. 7. English children (wear) school uniform at school. 8. Simon (wear) a blue school uniform at school. 9. Sandra (take) sandwiches to school with her. 10. Most children (take) sandwiches to school with them. 11. My parents (work) all day. 12. My father (work) in a shop.

6. Make up questions

1. My teacher sometimes (tell) us some funny jokes. 2. The boys never (tell) us any funny jokes. 3. We always (learn) a lot at school. 4. Mary (learn) a lot at school. 5. John (read) a lot of history books. 6. The children (read) a lot of funny books. 7. English children (wear) school uniform at school. 8. Simon (wear) a blue school uniform at school. 9. Sandra (take) sandwiches to school with her. 10. Most children (take) sandwiches to school with them. 11. My parents (work) all day. 12. My father (work) in a shop.

Speaking

7. Speak about the concept of business in brief

8. Explain which form of business would you like to choose and why

Writing

9. Ask 10 questions to find out advantages and drawbacks of each business form

10. Translate the sentences

1. Представление о бизнесе расширилось в настоящее время. 2. Традиционно это слово распространено во многих языках. 3. Производство означает превращение в товары материалов или услуг. 4. Транспортировка – это перемещение товаров от производителя к потребителю. 5. Продажа товаров и услуг – это обмен их на деньги. 6. Обязательный элемент бизнеса есть получение прибыли. 7. Прибыль – это деньги, остающиеся после оплаты всех расходов. 8. Прибыль – главная цель коммерческого предприятия. 9. Существуют три основные формы организации бизнеса. 10. Бизнесом могут заниматься как физические, так и юридические лица.

UNIT 5

Lesson

Business in the United Kingdom

1. New words to memorize

Sole trader	индивидуальный предприниматель
General partnership	генеральное партнерство
Limited partnership	партнерство с ограниченной ответственностью
Limited liability partnership (LLP) ограниченной ответственностью	Товарищество с ограниченной ответственностью
Private Limited Company (Ltd) ограниченной ответственностью	Частная компания с ограниченной ответственностью
Public Limited Company (PLC) ограниченной ответственностью	Публичная компания с ограниченной ответственностью
Unlimited company	Неограниченная компания
Social enterprise	Социальное предприятие
Offshore company	оффшорная компания
be liable	нести ответственность

2. Read and translate the text. Divide it into logical parts. Name the main businesstypes in the UK

Business culture in the United Kingdom

The UK has around six million private sector businesses, according to official government data, and this figure is growing. Since 2000, the number of businesses in the UK has increased by 2.4 million. Three-quarters of UK businesses don't have any employees, meaning they're owned by self-employed sole-traders or partnerships.

Around five million UK residents are registered as self-employed, amounting to 15% of the overall workforce. Data from the Office for National Statistics show the most common sectors for self-employed workers are as follows: construction (920,000), scientific or technical activities (643,000), vehicle sales or repairs (396,000), administration and support services (361,000), and health and social work (349,000). Men are far more likely to be self-employed, with women making up just 33% of the self-employed workforce. There are a variety of different business types in the UK. **Sole trader.** If you want to work as a self-employed person in the UK or run a business on your own, you can become a sole trader. As

a sole trader, you can keep all of your business profits. You must make your own arrangements to pay income tax and National Insurance. You are personally liable for all business debts. Freelancers in the UK are also classed as sole traders. To work as a freelancer in the UK, all you need to do is to register as self-employed and make sure that you pay the right amounts of tax and National Insurance.

General partnership. This business type involves two or more individuals (or companies) setting up together, with responsibility shared equally between partners. Profits are also shared equally, with each partner paying tax on their share and jointly liable for debts and losses. This structure is often suitable for small businesses **Limited partnership.** These partnerships are similar to general partnerships but have at least one general partner who runs the business and is personally liable for any business debts. The partnership also has at least one limited partner whose input is purely financial and who is only liable up to the amount they've contributed. **Limited liability partnership (LLP).** This partnership agreement involves neither partner being personally liable for debts that the business can't pay.

This partnership requires a written LLP agreement and must register with Companies House, the UK's registrar of companies. **Private Limited Company (Ltd)** This business type is a separate legal entity from the people that run it. Limited companies are incorporated through registration at Companies House and need at least one director and one shareholder. Shares in the company cannot be traded publicly.

Public Limited Company (PLC). PLCs differ from limited companies in that their shares may be traded publicly. You need to have a minimum share capital of £50,000, with at least 25% paid prior to start-up. Key requirements for PLC registration 1. Unique name; 2. Shares issued for at least £50,000 (not less than 25% must be paid up); 2 shareholders and at least 2 directors, and a qualified corporate secretary. Financial liability of the owners of such a company does not exceed the value of their shares. **Unlimited company.** This company type isn't very common in the UK. It involves shareholders having joint unlimited liability for business debts, meaning they can be covered with personal assets in the event of the business assets not meeting debts. **Social enterprise.** This is a UK business type that exists to invest any profits made to meet charitable, social, or community objectives rather than to distribute among shareholders. Social enterprises are structured similarly to limited companies and include charities, cooperatives, and community interest companies (CIC). **Unincorporated association.** This is an unregistered, unincorporated form

of non-profit organization that can include voluntary groups, small community groups, and sports clubs. **Offshore company** An offshore company is registered, established, or incorporated outside of your country of residence. Offshore incorporation is a straightforward process in popular offshore financial centers and tax havens around the world. Offshore structures can provide a wide range of benefits to the company and company principals, but you need to fully research the rules before setting up.

3. Give Russian equivalents to the following word combinations according to official government data, owned by self-employed, the overall workforce, run a business, on your own, make your own arrangements, personally liable, with responsibility shared equally, jointly liable, may be traded publicly, exceed the value of their shares, be covered with personal assets, tax havens, to fully research

4. Give English equivalents to the following word combinations

Правительственные данные, число бизнесов, цифра увеличивается, индивидуальный предприниматель, товарищество с неограниченной ответственностью, социальное предприятие, управлять бизнесом самостоятельно, выплачивать подоходный налог, солидарная ответственность, для достижения благотворительных, социальных или общественных целей некоммерческая организация

5. Read these statements and say whether they are true or false.

1. Since 2000 the number of businesses in the UK has decreased.
2. Men are far more likely to be self-employed
3. As a sole trader, you can keep all of your business profits with your partner.
4. To work as a freelancer in the UK, all you need to do is to register as self-employed.
5. General partnership involves one individual with his own responsibility.
6. Limited partnership has at least one general partner who runs the business.
7. Private Limited Company (Ltd) is a separate legal entity from the people that run it.
8. An offshore company should be registered in the country of residence.

6. Complete the sentences with a proper word.

through registration, unlimited liability, personally liable, shared equally, self-employed, range of benefits, to run a business on, exceed,

1. Three-quarters of UK businesses are owned by ... sole-traders.
2. If you want ... your own, you can become a sole trader

3. Profits are... .. , with each partner paying tax on their share in General partnership.
4. Limited partnership has at least one general partner who is ... for any business debts.
5. Limited companies are incorporated at Companies House.
6. Financial liability of the owners of PLC does not ... the value of their shares.
7. Unlimited company involves shareholders having joint for business debts.
8. Offshore structures can provide a wide to the company.

7. Match the verbs and the nouns to make up phrases. Think of your own sentences with them.

to run	liability
to provide	objectives
to meet	benefit
to invest	shares
to have	capital
to share	a profit
to trade	business
to pay	tax

8. Match the business types with their descriptions

1. Sole trader 2. Offshore company 3. Unincorporated association 4. Limited partnership 5. General partnership 6. Limited liability partnership 7. Private Limited Company 8. Social enterprise 9. Unlimited company 10. Public Limited Company

a. registered outside of the country of residence; **b.** includes voluntary groups, small community groups, and sports clubs; **c.** involves shareholders having joint unlimited liability for business debts; **d.** exists to meet charitable objectives; **e.** their shares maybe traded publicly; **f.** incorporated through registration at Companies House and need at least one director and one shareholder; **g.** requires a written LLP

agreement **h.** run a business on one's own; **i.** involves two or more individuals (or companies) setting up together; **j.** have at least one general partner who runs the business and is personally liable for any business debt;

Grammar to revise

9. Ask general questions to the following sentences

1. The UK has around six million private sector businesses.
 2. The number of businesses in the UK has increased by 2.4 million.
 3. Around five million UK residents are registered as self-employed.
 4. There are a variety of different business types in the UK.
 5. You can keep all of your business profits as a sole trader.
 6. You must make your own arrangements to pay income tax and National Insurance.
 7. General partnership involves two or more individuals.
 8. Limited companies are incorporated through registration at Companies House.
 9. Social enterprise existed to invest any profits.
 10. Social enterprises were structured similarly to limited companies.
- 10. Work in pairs. Make up 10 alternative questions to the text.**

Answer these questions

Lesson 2

1. New words to memorize

a thriving entrepreneurial culture	процветающая предпринимательская культура
corporation tax rate	ставка корпоративного налога
core competitors	основные конкуренты

ranks highly among its peers высокое место среди своих

коллег

diverse industries различные отрасли

промышленности

be tricky to negotiate сложно вести переговоры

2. Read the text. Match the titles to the passages.

Name the main reasons why the UK is called the land of opportunities:

Difficulties; Low labor costs; Opportunities in different sectors;

Skilled employees; A stable society; Less red tape; Low corporate taxes;

Financial services leader; An expanding workforce; A logistics hub;

UK: A land of opportunities

1.The UK's largest export is its financial services sector. The City, based in the heart of London, is home to some of the world's most important finance institutions and is considered by many as the global FS epicenter.

2.Long established as the world's fifth largest economy, the UK attracts more foreign investment to its shores than any other European nation. English is also the global language of business.

3.At 19%, the UK's corporation tax rate is below that of most of its core competitors.As a comparison, the average of the rest of the G7 leading economies is almost 30%.

4.More companies set up their businesses in the UK than anywhere else in Europe. The World Bank ranks the UK as the second easiest place to operate a business in the region. Entrepreneurial culture There is a thriving entrepreneurial culture in the UK. The UK's tech start-up scene was the fastest growing in Europe between 2013 and 2018. With a long-established stable political democracy in place, the UK also ranks highly among its peers for anti-corruption.

5. The UK boasts a highly qualified English-speaking workforce. Almost half of the population has been through higher education.

6. Whether it's aerospace, asset management or advanced manufacturing, the UK is home to many thriving and diverse industries.

7. The UK is one of only a few European countries expected to have labour supply growth in the next 15 years. By 2050, it is likely to overtake both France and Germany to become Europe's largest population.

8. UK labor costs are some of the most competitive in Western Europe – lower than France, Ireland, Netherlands and Germany – helped by low employer social security contributions.

9. Highly developed transportation networks help serve businesses of all shapes and sizes.

10. But despite having some of the lowest corporate tax rates across the globe, the UK's tax system can be tricky to negotiate. It takes 110 hours for a medium-sized company to prepare, file and pay its taxes each year. The pace of negotiation with some UK companies can be hard to predict. The decision-making process at some more traditional companies can appear slow, so it's worth factoring in plenty of time for negotiations. The UK does not have one legal system. Instead, there is one system for England and Wales, a second for Scotland and a third for Northern Ireland. The World Bank cites registering a property as the most arduous task in setting up a business in the UK, involving an average of six procedures and taking 29 days to complete. Punctuality is a virtue within UK business circles. Merely turning up late for a business meeting can be a deal-breaker. If you can, arrive 10 minutes early.

3. Give Russian equivalents to the following word combinations

financial services sector, global FS epicenter, an economic powerhouse, less red tape, entrepreneurial culture, a logistics hub, a long-established stable political democracy, boast a highly qualified work force, an expanding work force, labor costs

4. Give English equivalents to the following word combinations

сектор финансовых услуг, больше иностранных инвестиций, низкий корпоративный налог, большинства ее основных конкурентов, меньше бюрократической волокиты, по легкости ведения бизнеса, процветает предпринимательская культур

5. Read these statements and say whether they are true or false.

1. The City is home to some of the world's most important finance institutions
2. The UK attracts little foreign investment to its shores
3. English is the global language of business
4. A very little part of the population has been through higher education
5. There is a great amount of red tape in the UK
6. UK labor costs are some of the most competitive in Western Europe
7. It's difficult to serve businesses of all shapes and sizes because of low developed transportation networks
8. It takes 110 hours for a medium-sized company to prepare, file and pay its taxes each year

6. Complete the sentences

- The UK's largest export is its
- The UK attracts more foreign investment to its shores than
- More companies set up their businesses in the UK than
- The UK ranks highly among its peers
- It takes 110 hours for a medium-sized company to
- The pace of negotiation with some UK companies can be hard
- The UK does not have one
- The World Bank cites registering a property as the most arduous task in

7. Answer the questions

- What is the UK's largest export sector ?
- Why does the UK attract more foreign investment than any other European nation?
- What can you say about the entrepreneurial culture in the UK?
- What kind of workforce can the UK boast?
- What industries are the most developed in the UK?
- How do transportation networks help serve businesses?
- What is the most arduous task in setting up a business in the UK?
- Name 5 challenges to set up a business in the UK

6. Make up a list of advantages and drawbacks of running business in the UK

Grammar to revise

7. Ask special questions to the words in bold

- The City is based in the **heart of London**.
- **English** is the global language of business
- More companies set up their businesses in **the UK**
- The UK ranks **highly** among its peers for anti-corruption.
- UK labor costs are some of the most competitive in **Western Europe**
- Highly developed transportation networks help serve **businesses of all shapes and sizes**.
- **The UK** boasts a highly qualified English-speaking workforce
- It takes **110 hours** for a medium-sized company to prepare, file and pay its taxes each year
- **Punctuality** is a virtue within UK business circles
- The half of the population has been through **higher** education.

10. Work in pairs. Ask 10 special questions to the text. Answer the questions

Lesson 3

1. Read and translate the text

Hierarchy in the UK

The vast majority of British companies and organizations still have a distinct hierarchy. British managers are firm, effective, and resolute. Their authority as decision makers aren't up for debate. Being in control and leading a team efficiently are among the most important management skills. This particularly includes having a good relationship with the staff. Team players will enjoy working in the UK, where individual ambition should never jeopardize the mission of a team.

UK strategy Logical reasoning is one if not the most typical British characteristic in business life. At the heart of an organization's planning lies the annual budget. Companies develop budgeting processes based on estimates over three to five years. Reaching or surpassing target figures in a particular market is commonly rewarded with bonus payments.

Meetings in the UK

The British generally prefer working with a group of people they know, they can relate to and with whom they can identify. Meetings are time-consuming and set well in advance. Most parties prefer a set agenda that typically start discussing business after some introductory small talk.

Negotiations in the UK

The British are tough and skilful negotiators. Throughout negotiations it is important to remain calm and polite, whereas an informal, humorous tone may sometimes disguise the actual seriousness of an issue discussed.

Most British businesspeople are following a rational and pragmatic approach. Only on rare occasions a commitment is announced right away, while agreements need to be formalized in writing.

Time perception in the UK

Despite the fact that more recently the British have formalized being late in a social sense (for dinner, lunch etc.), it is advisable to show up on time for a scheduled meeting.

British managers work longer hours than their European colleagues. They may miss out lunch breaks and take work home.

Dress code in the UK

Dress codes in the UK are still comparatively strict. Colleagues appreciate a sense

for fashion and quality. While men wear suits, ties and white striped or colored shirts and black shoes, women wear suits (with trousers or skirts) or dresses, often with high heels. In many organizations, clothing styles have a tendency to be more casual on a Friday.

Wining and dining

In most companies, colleagues enjoy an after-work drink together on a Friday night. Apart from this custom, the tendency is to keep work and private life strictly separated. Invitations to someone's private home are gestures of affection and sympathy, which is uncommon between mere business partners.

Business cards

Colleagues exchange business cards before or at the beginning of a meeting. A card usually displays someone's job title, first and surname. Academic titles are not necessarily on a business card, unless they are relevant to your work.

2. Translate into Russian

a distinct hierarchy, firm, effective, and resolute, a good relationship with the staff, to jeopardize, based on estimates, is commonly rewarded, time-consuming, pragmatic approach, appreciate, strictly separated, displays someone's job

3. Translate into English

четкая иерархия, эффективное руководство командой, хорошие отношения с персоналом, поставить под угрозу миссию команды, превышение целевых показателей, установить задолго до, жесткий и умелый, замаскировать действительную серьезность, жесты привязанности и сочувствия, отображает чью-либо должность

4. Match the words to make up phrases. Give your own examples

To have; to lead; to jeopardize; to develop; to surpass; to reward with; to set; to disguise; to announce; to exchange; miss out

budgeting processes, lunch breaks, a team, a distinct hierarchy, the mission of a team, business cards, meetings,

the seriousness, commitment, target figures, bonus payments

5. Read these statements and say whether they are true or false. Correct the false ones

1. British managers are firm, effective, and resolute.
2. Being in control and leading a team efficiently are among the least important management skills.
3. Individual ambition should never jeopardize the mission of a team.
4. Companies develop budgeting processes based on estimates not over one year.
5. The British prefer working with a group of people with whom they can identify.
6. The British are tough and skillful negotiators.
7. The men in companies usually wear jeans and T-shirts.
8. A card usually displays someone's job title, first and surname.

6. Complete the sentences

1. The vast majority of British companies and organizations still have ...
2. Being in control and leading a team efficiently are among
3. The most typical British characteristic in business life is
4. 4. Companies develop budgeting processes based on estimates over
5. The British generally prefer working with a group of people..... .. .
6. Throughout negotiations it is important to remain
7. Most British businesspeople are following
8. British managers work longer hours than
9. Men wear
10. Women wear
11. The tendency is to keep work and private life.... ..
12. Colleagues exchange business cards

7. Answer the questions

- What kind of hierarchy do the vast majority of British companies and organizations have?
- What is one of the most typical British characteristic in business life?
- What are the most important management skills in the UK?
- What are budgeting processes based on?
- Meetings are time-consuming and set well in advance
- What are the main features of the negotiations in the UK?
- What can you say about time perception in the UK? 8. What kind of dress code do the British prefer?
- Do the British companies follow the tendency to keep work and private life strictly separated?
- What information does a business card usually display?

8. Speak about business etiquette in the UK.

Grammar to revise

9. Ask tag questions to the following sentences.

1. British companies and organizations have a distinct hierarchy
2. Managers should have a good relationship with the staff
3. Team players will enjoy working in the UK
4. Logical reasoning is the most typical British characteristic in business life.
5. Companies developed budgeting processes last year
6. Surpassing target figures is commonly rewarded with bonus payments.
7. The British generally prefer working with a group of people they know
8. Most British businesspeople are following a rational and pragmatic approach

9. Invitations to someone's private home are gestures of affection and sympathy

10. Colleagues can exchange business cards at the beginning of a meeting

11. Ask all types of the questions to the following sentences

- Being in control and leading a team efficiently are among the most important management skills

- Companies will develop budgeting processes based on estimates

- They remained calm and polite throughout negotiations.

- Colleagues enjoy an after-work drink together on a Friday night.

- A card usually displays someone's job title, first and surname.

Lesson 4 Check yourself

Vocabulary

1. Translate into English

Правительственные данные, индивидуальный предприниматель, товарищество с неограниченной ответственностью, социальное предприятие управлять бизнесом самостоятельно, выплачивать подоходный налог, солидарная ответственность, для достижения благотворительных, социальных или общественных целей, некоммерческая организация, сектор финансовых услуг, больше иностранных инвестиций, низкий корпоративный налог, меньше бюрократической волокиты, процветает предпринимательская культура, четкая иерархия, эффективное руководство командой, хорошие отношения с персоналом, поставить под угрозу миссию команды, превышение целевых показателей, установить задолго до, жесткий и умелый, замаскировать действительную серьезность, жесты привязанности и сочувствия, отображает чью-либо должность

2. Choose the right variant

1. It is registered outside of the country of residence

a. Public Limited Company b. Sole trader c. An offshore

company 2. It includes voluntary groups, small community groups, and sports clubs

a. General partnership b. Unincorporated association c. Sole trader

3. It involves shareholders having joint unlimited liability for business debts

a. Unlimited company. b. Unincorporated association. c. Offshore company

4. It exists to meet charitable objectives

a. Offshore company b. Public Limited Company c. Social enterprise

5. Their shares may be traded publicly

a. Public Limited Company b. Unlimited company c. Sole trader

6. It is incorporated through registration at Companies House and needs at least one director and one shareholder

a. Sole trader b. Private Limited Company c. Unlimited company

7. It requires a written LLP agreement

a. Sole trader b. Private Limited Company c. Limited liability partnership

8. They run a business on one's own

a. Unincorporated association b. Sole trader c. Offshore company

9. It involves two or more individuals (or companies) setting up together

a. General partnership b. Private Limited Company c. Sole trader
10. They have at least one general partner who runs the business and is personally liable for any business debt

a. Limited partnership b. Offshore company c. Sole trader

3. Complete the sentences with a proper word.

(through registration, unlimited liability, personally liable, shared equally, self-employed, range of benefits, to run a business on, exceed)

1. Three-quarters of UK businesses are owned by ... sole-traders.

2. If you want ... your own, you can become a sole trader

3. Profits are ... , with each partner paying tax on their share in General partnership.

4. Limited partnership has at least one general partner who is ... for any business debts
5. Limited companies are incorporated ... at Companies House
6. Financial liability of the owners of PLC does not ... the value of their shares.
7. Unlimited company involves shareholders having joint ... for business debts
8. Offshore structures can provide a wide ... to the company

Grammar

4. Ask wh-questions to the following sentences

1. British managers are firm, effective, and resolute
2. The vast majority of British companies and organizations still have a distinct hierarchy
3. Reaching or surpassing target figures in a particular market is commonly rewarded with bonus payments.
4. Colleagues appreciate a sense for fashion and quality
5. Men wear suits, ties and white striped shirts
6. Leading a team includes having a good relationship with the staff
7. British managers may miss out lunch breaks.
8. Most British businesspeople are following a rational and pragmatic approach

5. Complete the questions

1. Logical reasoning is one if not the most typical British characteristic in business life, ... ?
2. Companies develop budgeting processes based on estimates over three to five years, ...?
3. Team players will enjoy working in the UK, ...?
4. Individual ambition should never jeopardize the mission of a team, ...?
5. Agreements need to be formalized in writing, ...?
6. The British generally prefer working with a group of people they know, ...?
7. The British typically start discussing business after some introductory small

talk, ...?

8. Dress codes in the UK are still comparatively strict,?

6. Make up as many questions as possible

1. The UK has around six million private sector businesses
2. The number of businesses in the UK has increased by 2.4 million since 2000
3. Around five million UK residents are registered as self-employed

Speaking

7. Work in pairs. Make up dialogues to find out why the UK is called the land of opportunities

8. Speak about advantages and drawbacks of running business in the UK

Writing

9. Write a letter to your friend describing business opportunities in the UK

10. Write a handy guide on business culture, hierarchy, negotiations, and etiquette in the UK.

Unit 6

Lesson 1

Finance

1. New words to memorize

Unit of value	единица измерения стоимости
To smooth purchases	выравнивать цены на покупки to pay off
mortgages	погасить ипотечные кредиты
commodity money	товарные деньги
intrinsic value	внутренняя ценность
to facilitate exchanges	упрощать обмен
fiat money	бумажные деньги

2. Read and translate the text

We live in a world that revolves around **money**. We use it to buy or rent our home, pay for tuition, travel, and communicate using our mobile phones. People also use it to buy a car, have fun, and for hundreds of different things. But, what is money exactly? We use it as a means of paying for goods and services. It is, by definition, any object that we can store and has a unit of value. It is also something we use as a medium of exchange. The *International Monetary Fund (IMF)* has the following definition of the term “A store of value, which means people can save it and use it later – smoothing their purchases over time,” or “a unit of account, that is, it provides a common base for prices,” and “a medium of exchange, something that people can use to buy and sell from one another.” Without dollars, pounds, euros, yens, etc., our current society would not be able to function. How could a bank have hundreds of thousands of customers paying off their mortgages? The most modern type of money today is cryptocurrency. A **cryptocurrency** is a digital currency, i.e., it exists only electronically. Cryptocurrencies, such as **ethereum** and **bit coin** have become extremely popular. Whether their popularity continues over the long term is anybody’s guess.

Currencies like bitcoin operate without any central banks. Users are anonymous, which makes cryptocurrencies extremely popular with criminals.

In the past, people would use commodities that had a value in themselves. Examples of **commodity money** that people have used as a means of making exchanges include: gold, copper, silver, salt, peppercorns, precious stones, alcohol and even cigarettes.

However, modern-day monetary systems are primarily based on fiat money. It does not have any intrinsic value, but governments declare it as legal tender. In other words, people can use it to pay ‘all debts, public, and private. Money has three main functions: First, it is a medium of exchange. Second, it is a unit of account. And third, it acts as a store of value. Every element of society uses money as a medium of making exchanges. For example, producers sell their goods to wholesalers (in exchange for money). Subsequently, wholesalers go on to sell their goods to consumers. Put simply; money facilitates exchanges in the economy. It also acts a unit of account. In other words, we use it to measure the value of various goods and services in an economy. It essentially serves as a standard of value. Before money existed (when bartering was the main means in which people traded), it was difficult to store a surplus of value. Today, however, people can store surplus purchasing power and use it at any time.

3. Give Russian equivalents to the following word combinations

means of paying unit of value a medium of exchange paying off their mortgages anybody’s guess **commodity money** to measure the value a surplus of value surplus purchasing power.

4. Give English equivalents to the following word combinations

вращаться вокруг, единица измерения стоимости, средство обмена, хранилище ценностей, погашение ипотечных кредитов, товарные деньги, бумажные

деньги, внутренняя ценность, законное платежное средство, хранить излишки, хранить избыточную покупательную способность.

5. Match the verbs and the nouns to make up phrases. Think of your own sentences with them.

to revolve around money

to pay goods

to have purchases

to smooth a unit of value

to pay off with criminals

to make popular surplus

to store mortgages

to sell for tuition

6. Complete the sentences with the following words.

Bitcoin, tender, to store, criminals, fiat, to function, a medium of exchange, money,

1. People use ... to buy hundreds of different things.
2. Money is also something we use as
3. Without dollars, pounds, euros, yens, etc., our current society would not be able....
4. Currencies like ... operate without any central banks
5. Anonymous using makes cryptocurrencies extremely popular with
6. Modern-day monetary systems are primarily based on ... money.
7. Governments declare money as legal
8. Before money existed it was difficult ... a surplus of value.

7. Find out whether these sentences are true or false. Correct the false ones.

- A means of paying for goods and services is only commodity money
- Our current society would be able to function without money.
- The most modern type of money today is cryptocurrency.
- Users of cryptocurrencies are known.
- Currencies like bitcoin operate without any central banks.
- In the past, people would use gold, copper, silver as a means of making exchanges.
- Every element of society uses money as a medium of making exchanges.
- Before money existed it was difficult to store a surplus of value.

8. Answer the questions.

- What is money by definition?
- Would modern society be able to function without money?
- What is the most modern type of money today?
- What makes cryptocurrencies extremely popular with criminals?
- What are the examples of commodity money?
- What are modern-day monetary systems based on?
- How many functions does money have?
- What is the first function of money?
- What is the second function of money?
- What is the third function of money?

Grammar to revise

9. Read the following sentences. Choose the sentences in the Past Simple. Make

them negative

- Money has three main functions
- Sam`s parents paid for his tuition
- Producers sold their goods to wholesalers last year
- We live in a world that revolves around money
- Bartering was the main means of trading
- Anonymous using made cryptocurrencies extremely popular with criminals
- Wholesalers go on to sell their goods to consumers
- In the past people used commodities that had a value in themselves
- Every element of society uses money as a medium of making exchanges

- People could store surplus purchasing power.

10. Tell your groupmates how you spent your last Sunday

Lesson 2

1. New words to memorize

time-consuming	длительный
break down	разрушать
evidenced by the fact	об этом свидетельствует тот
факт to fluctuate	колебаться
portability	возможность переноса
irrelevant	неуместный
to counterfeit	подделывать
fungible	взаимозаменяемый

2. Read and translate the text. Divide it into logical parts. Title them

Money is a medium of exchange with a specific value by which the value of all other things can be measured, which greatly facilitates trade and allows any economy to enjoy the benefits of the division of labor. Money made specialization practical; otherwise, it was more efficient for people to perform all the activities that they needed to survive. Money also serves as a store of value, so that money can be saved and invested for later use. Without money, trade must be conducted through barter, where traders would exchange the things that they want less for things that they want more.

The problem with barter is that it is difficult and time-consuming to determine the value of specific items. Additionally, most forms of barter cannot be broken down to buy things of lesser value, nor is it easily transportable. Money solves these problems of barter. Nonetheless, money is still more convenient than barter, as evidenced by the fact that it is only used when money does not hold its value (i.e., hyperinflation), or the supply is insufficient for the demand, as in Greece. Money is simply a common medium of exchange that everyone agrees upon, and, thus, they accept it as a form of payment for their goods and services. Money has 3 properties that make it desirable to use it as a medium of exchange. Money provides: a means of payment, a unit of account, a store of value. However, these properties are desirable and effective only if the value of the currency is stable. While all currencies experience some inflation, most

of this inflation is low and predictable. But if the value of currency fluctuates widely, then its utility as money declines dramatically. This is why Bitcoin will never serve as a currency for major economies and why virtually every country in the world has moved away from the gold standard and why they will never return.

Money is an accepted unit of exchange for goods and services or for the satisfaction of obligations, such as debt, because it is standardized into specific units with specific values; hence, it is much easier to assess its value and can be readily exchanged. It is divisible into smaller units to make smaller payments, or large amounts of money can be carried with much less burden than carrying the equivalent value of barter. For instance, a \$100 bill in American currency weighs no more than a \$1 bill. Portability makes money convenient to use. Because money is standardized into specific values, it can be used to price goods and services, and allows the easy comparison of prices. Because the value of money is determined by general agreement, the condition of the money is irrelevant to its value. Money must be completely fungible. Prices provide information for consumers and producers who allocate economic resources to their most desirable uses. Items in demand command a higher price relative to the costs of the resources to produce them, which induces sellers to provide more of those items. Conversely, items in lower demand have lower prices in relation to their cost of production, and, thus, sellers will allocate fewer economic resources to provide those items. The value of money must be stable, keeping most of its value in time; otherwise, people would not accept it for payment. Money must be relatively scarce, so the supply of new money must either be difficult to counterfeit, or tightly controlled. Increases in the money supply must be gradual and expand with the economy. Otherwise, the increase of the total quantity of money will the value of money, which is a direct cause of inflation. The currency itself must also be durable; otherwise it would eventually lose its value as money as it decays or disintegrates, and, thus, people would not keep it. The best example of money that illustrates its properties is gold. Gold is universally used by most cultures as a means of payment because it is relatively scarce, and new supplies are difficult to find and mine. Being the most malleable and ductile of metals, it can also be easily cut into different sizes to correspond to specific values. It can be subdivided even more and still retain its value. It is also durable — it does not tarnish, corrode, or decay. Hence, it can be kept for a long time and still retain its value.

3. Give Russian equivalents to the following word combinations

is accepted as a form of payment, a medium of exchange, can be measured, to enjoy the benefits of, the division of labor, difficult and time-consuming, insufficient for the demand, make it desirable, fluctuates widely, determined by general agreement, allocate resources, difficult to counterfeit, retain its value.

4. Give English equivalents to the following word combinations

оплата обязательств, с определенным значением, значительно облегчает

торговлю, резко снижается, возможность переноса, взаимозаменяемый, распадаться, не тускнеет, разъедается или разлагается, самый ковкий и пластичный.

5. Match the synonyms. Translate them into Russian language

to facilitate, to help, to perform, to save, to allocate, to lower, to fabricate, to accept, to acquire, to retain, to keep, to give to operate to economize.

6. Match the verbs and the nouns to make up phrases. Think of your own sentences with them.

1. To measure, 2. to facilitate, 3. to retain, 4. to perform, 5. to conduct, 6. to examine, 7. provide, 8. to 9. allocate, 10. to counterfeit

a. Money, b. the value, c. the condition, d. trade, e. resources, f. value, g. the activities,
h. trade, i. information

7. Complete the sentences with the following word combinations (*store of value, to correspond, the benefits, for products or services, money, allocate, price, in time*)

1. Money is something that is accepted as a form of payment
2. Money allows any economy to enjoy ... of the division of labor
3. Money also serves as a
4. Without ... trade must be conducted through barter
5. Prices provide information for consumers and producers who ... economic resources
6. Items in lower demand have lower ... in relation to their cost of production
7. The value of money must be stable, keeping most of its value
8. Gold can be easily cut into different sizes ... to specific values

8. Find out whether these sentences are true or false.

Correct the false ones

1. Money greatly facilitates trade and allows any economy to enjoy the benefits of the division of labor.

2. It's easier to conduct trade through barter.
3. The condition of the money is irrelevant to its value.
4. Money has only one property that makes it desirable to use it as a medium of exchange.
5. If the value of currency fluctuates widely, then its utility as money declines dramatically.
6. Items in higher demand have lower prices in relation to their cost of production.
7. Gold is universally used by most cultures as a means of payment.
8. Gold can't be easily cut into different sizes to correspond to specific values.

9. Answer the questions.

1. Why does money greatly facilitate trade?
2. Why does money serve as a store of value?
3. What kind of process is barter?
4. What is the problem with barter?
5. What properties does money have?
6. When are properties of money only desirable and effective?
7. Will Bitcoin ever serve as a currency for major economies? Why?
8. Why must the value of money be stable?
9. Why must the currency itself be durable?
10. Why is gold universally used by most cultures as a means of payment?

10. Retell the text in brief

Lesson 3

1. New words to memorize

an intermediary instrument	промежуточный
инструмент vice versa	наоборот

occurrence	происшествие
improbable	невероятны
a lawnmower	газонокосилка
to enable	дать возможность
predictability	предсказуемость
to gauge [g]	оценить
to bid up	взвинчивать
to spur	подстегнуть
redeem	обменять

2. Read and translate the text

A medium of exchange is an intermediary instrument or system used to facilitate the sale, purchase, or trade of goods between parties. For a system to function as a medium of exchange, it must represent a standard of value. Further, all parties must accept that standard. In modern economies, the medium of exchange is currency. Using a medium of exchange allows for greater efficiency in an economy and stimulates an increase in overall trading activity. In a traditional barter system, trade between two parties can only happen if one party has a commodity that another party desires, and vice versa. The chance of this happening simultaneously as a cross occurrence—where each party desires something that the other party has—is improbable. Thankfully, with a medium of exchange, such as gold, if one party had a cow and happened to be in the market for a lawnmower, the cow owner could sell their animal for gold coins, which they may, in turn, use to purchase the lawnmower. Money enables anyone who possesses it to participate as an equal market player. When consumers use money to purchase an item or service, they are effectively making a bid in response to an asking price. This interaction creates order and predictability in the marketplace. Producers know what to produce and how much to charge, while consumers can reliably plan their budgets around predictable and stable pricing models. If money—as represented by a currency—is no longer viable as a medium of exchange, or if its monetary units can no longer be accurately valued, consumers lose their ability to plan budgets. Additionally, there is no longer a way to gauge supply and demand accurately. In short, market volatility will cause the market to become chaotic. Prices are bid up or raised, in response to worries about scarcity and fears of the unknown. Meanwhile, supply diminishes because of hoarding behaviors, coupled with an inability of producers to quickly replenish inventory. Alternative currencies have appeared throughout time during periods of economic duress to spur commerce or buttress a national currency.

In the early 20th century, companies had to issue company scrip and other forms of emergency currency in order to pay their workers. At the time, massive bank failures had caused widespread cash shortages. Workers could redeem the scrip for food and services, or they could hold onto it for future redemption once U.S. dollars became available.

3. Give Russian equivalents to the following word combinations

system used to facilitate the sale, allows for greater efficiency, each party desires something, use to purchase, reliably plan their budgets, to gauge supply and demand, fears of the unknown, hoarding behaviors, economic duress, cash shortages.

4. Give English equivalents to the following word combinations

представлять стандарт ценности, стимулирует увеличение, происходит одновременно, использовать для покупки, подать заявку, создает порядок и предсказуемость, сколько взимать, накопительское поведение.

5. Match the verbs and the nouns to make up phrases. Think of your own sentences with them.

to facilitate the sale, represent a standard, stimulate an increase, enable anyone to purchase an item, plan smb's budget, lose their ability.

6. Answer the questions.

- What kind of system is a medium of exchange?
- What is it used for?
- What must a system represent to function as a medium of exchange?
- What is the medium of exchange in modern economies?
- What does using a medium of exchange stimulate?
- What does money enable anyone who possesses it to do?
- What creates order and predictability in the marketplace?
- Prices are bid up or raised, in response to worries about scarcity and fears of the unknown, aren't they?
- Why have alternative currencies appeared?
- In the early 20th century, companies had to issue company scrip, didn't they?

7. Retell the text in brief

Grammar to revise

8. Complete the sentences in Past Simple

1. I (to make) a mistake
2. We (to break) the rules.
3. Denise (to share) her Birthday photos.
4. People (not to like) the stranger.
5. I (to say) anything wrong?
6. your aunt (to watch) that movie yesterday?
7. You (not to promise) Danny to help.
8. She (to cut) a sheet of paper.

9. Read the sentences. Find the mistakes. Correct them

Rick didn't woke up on the next day. He slept all week. When he woke up there wasno one around. He came out of his room and go outside. The street looked empty. 'What happened?' He asked himself. 'Where did everyone went ?' Then he noticedsomeone around the corner. A woman lay on the ground. She not looked alive. Butthen she moved.

Lesson 4. Check your vocabulary

1. Complete the sentences

to correspond, money, allocate, price, in time, commodity, plan, to produce

1. Without ... trade must be conducted through barter
2. Prices provide information for consumers and producers who ...
economicresources
3. Items in lower demand have lower ... in relation to their cost of production
4. The value of money must be stable, keeping most of its value
5. Gold can be easily cut into different sizes ... to specific values
6. Trade between two parties can only happen if one party has a ... that another
partydesires

7. Producers know what ... and how much to charge
8. Consumers can reliably ... *their budgets* around predictable and stable pricing models.

2. Choose the right variant

1. Money ... exchanges in the economy
 - a. checks b. slows c. facilitates d. delays
2. Money essentially serves as a standard of ...
 - a. value b. life c. treasure d. respect
3. People can store ... purchasing power and use it at any time
 - a. currency b. remaining c. surplus d. lack
5. Money is accepted as a form of ... for products
 - a. debt b. penalty c. salary d. payment
6. Trade must be conducted through ... without money
 - a. keep b. barter c. traffic d. swap
7. The value of currency can ... widely
 - a. remain b. fluctuate c. stay d. persist
- 7..... makes money convenient to us
 - a. flexibility b. connectivity c. quality d. portability
8. Money must be completely ...
 - a. same b. fungible c. commutable d. mutual
9. The supply of new money must be ... to counterfeit
 - a. difficult b. effortless c. easy d. painful
10. The currency itself must also be ...

a. weak b. fragile c. temporary d. durable

11. Gold is universally used by most cultures as a means of payment because it is relatively ...

a. scarce b. sufficient c. frequent d. unusual

12. Gold can be kept for a long time and still... its value.

a. abandon b. lose c. retain d. miss

3. Read and translate into English

Многие ранние культуры и общества использовали товарные деньги в качестве средства оплаты товаров. Историки полагают, что лидийцы первыми начали использовать золотые и серебряные монеты в качестве валюты. Говорят, что эти монеты впервые поступили в обращение более двух тысяч лет назад, то есть 650-600 годов до нашей эры. Затем экономики начали использовать системы репрезентативных денег. Это началось с того, что банки или торговцы золотом выдавали погашаемые квитанции. Они выдавали квитанции, чтобы забрать товарные деньги, которые люди внесли на депозит. В конце концов, люди начали принимать эти квитанции в качестве валюты, которой можно было торговать. Банкноты впервые были использованы в Китае. Если бы денег не существовало, мир, каким мы его знаем, был бы совершенно другим.

Grammar

4. Translate the following sentences

1. Она порезала палец вчера вечером. 2. Ты умел плавать, когда тебе было 10? 3. Где ты нашел эту информацию? 4. Тест был трудным? 5. Как ты написал тест во вторник? 6. Когда умер этот писатель? 7. Они забронировали билеты вчера. 8. Он упал с дерева и сломал руку. 9. Кто мыл посуду утром? 10. Рита дала нам хороший совет. 11. Во вторник их команда выиграла, а в четверг проиграла. 12. Влад прочитал 15 книг прошлым летом. 13. Этот врач говорил на шести языках. 14. Их разговор был странный. 15. Я не делал уроки вчера.

Speaking

5. Work in pairs. Make up dialogues to find out what money is

6. Speak about money as a medium of exchange

Writing

7. Write an essay about the history of money

8. Write an essay about digital currency

Unit 7

Lesson 1

Budget

1. Words to memorize

to consist of	состоять
the incomes	доходы
the expenditures	расходы
depending	в зависимости
the sector of economy	сектор экономики
natural and monetary forms	натуральная и денежная
формы to reflect	отражать
getting of profit	получение прибыли
forecasting	прогноз

2. Read and translate the text.

Budget (originally old Norman word- bougette -a pocket money, bag with money) is a financial plan consisting of the incomes and the expenditures. Budget is established for one year. The budgets differ depending of the sector of economy (state sector, corporative sector etc.). Every budget has its own features and characteristics. The budget of the organization is completed in natural or monetary form which reflects the needs of the organization in different resources and its financial condition. Getting of profit for the organization depends on correctly formed budget. State budget is a financial document containing two parts- income and expenditure parts. The incomes are formed with taxes and penalties. State budget is needed by the planning of the finances of any country, by the forecasting of financial activity and by the state governing. All the expenditures are divided into long term and current expenditures.

Budget must be checked and balanced. Ideally both parts of the budget must be equal. The types of the budgets are state, public organization, enterprise, family, personal ones.

3. Give English equivalents

Мешочек для монет; устанавливается на год; различаются в зависимости от сектора экономики; частный, корпоративный, государственный; собственные черты и характеристики; отражать потребности организации; получение прибыли; планирование финансов; прогноз экономической активности; текущие расходы.

4. Complete the sentences with the following word combinations

Financial plan; checked and balanced; correctly formed budget ; incomes and expenditures; natural or monetary form; resources; financial condition;; taxes and penalties; forecast; sector of economy

1. Budget is a ... consisting of the incomes and the expenditures

2. The budgets differ depending of
3. The budget of the organization is completed in
4. The budget of the organization reflects the needs of the organization in different... .
5. The budget of the organization reveals its
6. Budget includes
7. Getting of profit for the organization depends on... ..
8. The incomes are formed with
9. State budget is important to forecast country`s financial activity
10. Budget must be

5. Find out whether the sentences are true or false. Correct the false ones

1. Budget is a financial plan.
2. Budget consists of three parts.
3. All the budgets are the same.
4. Correctly formed budget is very important.
5. Both parts of the budget must be equal
6. There are only state budget and public organization budget
7. All the expenditures are divided into long term and current expenditures
8. Budget is established for one month

6. Match the opposites. Translate them into Russian

Natural, incomes, private, forecast, correctly, falsely, reality, public, expenditures, artificial.

7. Answer the questions.

1. What language is the word «budget» from?
2. What did it mean originally?
3. What is a budget?
4. What period is budget established for?
5. How are the budgets differed?
6. What parts does budget consist of?
7. What do you know about the budget of the organization?
8. Is state budget a financial document?
9. How are the incomes formed?
10. What are the types of the budgets?

8. Retell the text

Grammar to revise

9. Choose the right variant

1. I could / am able to / can sleep for hours when I was a little girl.
2. Tom couldn't / can play tennis well but he could / was able / couldn't play a game yesterday because he was ill.
3. Where are my gloves? —I can't / have to / needn't put them on because it's cold today.
4. You needn't / mustn't / can't take an umbrella today. The sun is shining.
5. I'm sorry, you didn't invite me to your birthday

party. You must / should / need to invite me next time.

6. Well, it's 10 o'clock.

I can / has to / must go now.

7. You would / can't / shouldn't smoke so much.

8. We have got plenty of time. We must / needn't / should hurry

10. Translate into English

1. Вы должны бросить курить.

2. Вечеринка была замечательная. Вам следовало прийти.

3. Ты можешь решить эту проблему.

4. Тебе следует навестить своего больного друга.

5. Тебе следовало навестить своего больного друга, но ты не навестил.

6. Не хотите еще чая?

7. Я вынужден был сделать это.

8. Я не знаю, почему мы спешили. Нам не нужно было спешить.

9. Я бы хотел пойти с тобой.

10. Ты можешь делать все, что хочешь.

11. Ольге нужно уделить больше внимания занятиям по английскому языку.

12. Ему разрешили взять машину своего отца в прошлую пятницу.

Lesson 2

1. New words to memorize

unpredictable factors

непредвиденный фактор

be supplemented

поддерживаться

unaltered period

неизменный период

external environment

внешняя среда

be adjusted

отрегулированный

irrespective of the level

безотносительно какого-либо уровня

2. Read and translate the text. Divide it into logical parts. Title them

Budgets are classified to 4 bases:

1. Based on Time: Long-term Budget and Short-term Budget.

2. Based on Condition: Basic Budget and Current Budget.

3. Based on Functions: Master Budget and Functional Budgets.

4. Based on Flexibility: Fixed Budget and Flexible Budget.

Long-term Budget. This budget is related to the planning operations of an organization for a period of 5 to 10 years. The long-term budget may be affected due to unpredictable factors. Therefore, from a control point of view, the long-term budget should be supplemented by short-term budgets. Short-term Budget is drawn usually for one year. Sometimes a budget may be prepared for a shorter period (like monthly budget, quarterly budget, etc.). Short term budgets are prepared in detail and these budgets help to exercise control over day-to-day.

Based on conditions prevailing, a budget can be classified into Basic Budget, and Current Budget. A budget that is established for use as unaltered over a long period is called Basic Budget. This budget does not take into consideration changes occurring from the external environment which are beyond the control of management. This budget is more useful for top-level management for formulating policies. A budget that is established for use over a short period and is related to the current conditions is called the Current Budget. This budget is adjusted to the current conditions prevailing in the business.

Based on activities or functions of a business, budgets can be classified into 2 types Master Budget, and Functional Budgets. The final integration of all functional budgets by the Budget Officer provides the Master Budget. When functional budgets have been completed, the Budget Officer prepares the Master Budget. Master Budget is the summary budget incorporating its component functional budgets, which is finally approved, adopted and employed. Functional Budgets relate to functions of the business. Functional Budgets which are commonly found in a business concern are as follows; Sales Budget; Production Budget; Material Budget; Labor Budget; Production Overhead Budget; Administration Overhead Budget; Selling & Distribution Overhead Budget;

Based on flexibility budgets can be classified into two types: Fixed Budget, and Flexible Budget. Fixed Budget is a budget which is designed to remain unchanged irrespective of the level of activity attained. Flexible Budget is a budget which is designed to change by the level of activity attained.

3. Give Russian equivalents

be affected; unpredictable factors; from a control point of view; be supplemented; is drawn; to exercise; conditions prevailing; unaltered; take into consideration; external environment; the current conditions; is adjusted; final integration; approved, adopted and employed;

4. Match the words to make up phrases. Think of your own sentences with

them

take into	policies
supplement by	control
prepare in detail	
formulate	budget
to exercise	short-term budgets
adjust to	flexibility
approve	consideration
base on the current conditions	

5. Find out whether the sentences are true or false. Correct the false ones

1. Long-term Budget is related to the planning operations of an organization for a period of 1 year.
2. The long-term budget may be affected due to unpredictable factors.
3. The long-term budget helps to exercise control over day-to-day
4. A budget established for use as unaltered over a long period is called Current Budget
5. Based on activities or functions of a business, budgets can be classified into 4 types
6. Based on activities or functions of a business, budgets can be classified into Master and Functional Budgets
7. Functional Budgets relate to functions of the business
8. Flexible Budget is a budget which is designed to remain unchanged irrespective of the level of activity attained

6. Answer the questions

1. How many bases are budgets classified to ?
2. How are based on time budgets called?

3. How are based on condition budgets called?
4. How are based on functions budgets called?
5. How are based on flexibility budgets called?
6. What should the long-term budget be supplemented by?
7. What budget is more useful for formulating policies?
8. What budget is adjusted to the current conditions prevailing in the business?
9. Can you give examples of functional budgets?
10. What is the difference between fixed and flexible budgets?

7. Retell the text in brief Grammar to revise

8. Choose the right variant

1. You can/could buy the present yesterday. 2. I think we could/will be able to buy the tickets beforehand. 3. Eddy must/had to return me this book yesterday. 4. The students must/mustn't make a noise in the classroom. 5. The children may/will be allowed to play in the park today. 6. My mother may not/won't allow me to take her camera. 7. Your cousin can/may play guitar very well. 8. All the students had to/will have to pass the exams at the end of the year. 9. Last year Ben could/couldn't speak English, but now he can/can't speak English rather well. 10. I think they can/will be able to take part in this festival next year.

9. Complete the sentences

1. Jane...play the violin a year ago, but now she ... play well. She...play at the concert in two months. (can, could, be able to)
2. You ... watch this film yesterday. I...you to go for a walk when you finish your homework. Your friend...visit you today. (may, might, will allow)
3. Oscar...take an aspirin an hour ago. He...go to bed right now. He...visit the doctor in three days. (must, had to, will have to)
4. My friend...speak French very well. He...speak French when he was twelve. I think he...go to university in France in his future. (can, could, will be able to)
5. We...clean the flat now. We...clean the flat yesterday, but we had a lot of homework to do. We...go shopping tomorrow evening. (had to, must, will be able to)
6. Tony and Den...go to the cinema yesterday. If they have already had dinner, they...play computer games. Their parents...the boys to go to the river next Saturday. (may, might, will).

Lesson 3

1. New words to memorize

Basic financial plan	основной финансовый план
Current	текущий, нынешний
To approve	одобрять
Executive power	исполнительная власть
Budget content	содержание бюджета
Redistribution	перераспределение
National income	национальный доход
To be formed of	быть сформированным из
Expenses	траты, расходы
Property	имущество
Personal income tax	подходный налог
Turnover tax	налог с оборота
Value added tax	налог на добавленную стоимость
Excises	акцизы
Penalty	штрафы
To report on budget execution	докладывать об исполнении бюджета

2. Read and translate the following text.

State budget is a basic financial plan of the state for the current year. It is set up by the government and approved by the highest legislative body of the state (by the State Duma and the Federal Assembly). State budget is as powerful as a law. State budget provides financial activity. It is an instrument of redistribution of national income for the fulfillment of state functions.

Like any budget state budget of Russian Federation is composed of two parts. There are incomes and expenses. Incomes are formed of the taxes (property taxes, personal income taxes, turnover taxes, value added taxes, excises and penalties, corporate taxes, profit taxes). Expenses from state budget are aimed for payments in healthcare, education, transport and creating of state reserve. Financing of state programs and social compensations are provided from state budget too. Every year the government reports on budget execution. The budget is checked and balanced.

3. Give Russian equivalents

financial plan for the current year; is set up by the Government, the highest executive body; as powerful as a law; financial activity; an instrument of redistribution; is composed of two parts; are formed of the taxes; are aimed for the payments; is checked and balanced.

4. Give English equivalents

утвержденный законодательным органом; Государственная Дума и Федеральное собрание; инструмент перераспределения национальных фондов; выполнение государственных функций; как и любой бюджет; доходы и расходы; подходный налог; налог с оборота; налог с продаж; налог на имущество.

5. Match the synonyms, Translate them

Monetary, to be aimed, instrument, national, legislative, to approve, to be composed of,

to regulate, to set up, balanced;

Jurisdictional, to run, to accept, arrange, include, governmental, stabilized, be intended, device, financial.

6.Match the opposites. Translate them

State, corporative, powerful, is formed, highest, expenses, to approve, current (year);last, disapprove, personal, collective, is divided, weak, lowest, incomes.

7.Answer the questions.

Is state budget a financial plan?

What period is state budget set up for?

Who is state budget set up by ?

Who is state budget approved by?

How powerful is state budget?

What activities does state budget regulate?

How is state budget composed?

What taxes do you know?

How are expenses spent?

How often is state budget checked?

8.Disagree with the following sentences

Henry can play volleyball very well.

We could help you with house chores yesterday.

Dolly must look after her little cousin.

They may go fishing with Bob.

Alex could return me this disc yesterday.

He may give you sweets after dinner.

Mary must translate this text.

I can make a cup of tea for them.

You must take care of your sister.

The doctor can examine you.

9. Ask all possible questions to the words in bold

1. **The boys** can swim in the lake in summer.

2. **We must buy a present** for our mother.

3. **Pam** may listen to music in her room.

4. **They** could ski in the mountains in winter.

Lesson 4

Check

yourself

1. Give English equivalent

подходный налог; налог с оборота; налог с продаж; налог на имущество; инструмент перераспределения национальных фондов; базовый бюджет; текущий бюджет; генеральный бюджет; функциональный бюджет; фиксированный бюджет; гибкий бюджет; бюджет продаж; бюджет производства; бюджет материалов; бюджет рабочей силы; бюджет производственных накладных расходов; получение прибыли; планирование финансов; прогноз экономической активности; текущие расходы.

2. Choose the right variant

1. This budget is related to the planning operations of an organization for a period of 5 to 10 years

a. Fixed Budget b. Functional Budget c. Long-term Budget d. Basic Budget

2. This budget is an instrument of redistribution of national income for the fulfillment of state functions

a. family budget b. enterprise budget c. personal budget d. state budget

3. Budgets are classified to

a. 2 bases b. 5 bases c. 3 bases d. 4 bases

4. This budget is approved by the Federal Assembly

a. family budget b. enterprise budget c. personal budget d. state budget

5. This budget is set up by the government and approved by the highest legislative body of the state

a. family budget b. enterprise budget c. personal budget d. state budget

6. This budget is established for use over a short period and is related to the current conditions

a. Flexible Budget b. Long-term Budget c. Current Budget d. Fixed Budget

7. Based on activities or functions of a business, budgets can be classified into

a. 5 types b. 3 types c. 2 types d. 4 types

8. This budget is more useful for top-level management for formulating policies.

a. Basic Budget b. Current Budget c. Fixed Budget d.

9.This budget is needed by the planning of the finances of any country

a. family budget b. enterprise budget c. person l budget d. state budget

10. This budget is drawn usually for one year.

a. Master Budget b. Short-term Budget c. Fixed Budget d. Current Budget

3. Complete the sentences

Law, checked, sector, equal, penalties, form, expenditures, environment,unpredictable, summary

1.The budgets differ depending of the ... of economy

2.The incomes are formed with taxes and ...

3. Budget must be ... and balanced

4.All the expenditures are divided into long term and current ...

5.Ideally both parts of the budget must be ...

6.The budget of the organization is completed in natural or monetary ...

7.The long-term budget may be affected due to ... factors

8.Basic Budget does not take into consideration changes occurring from the external

9.Master Budget is the ... budget incorporating its component functional budgets

10.State budget is as powerful as a ...

Grammar

4. Choose the right variant

1.Kate ...remember a lot of words

a. may b. can c. would d. need

2. Actors ... learn a lot of dialogues by heart

a. can b. need c. must d. may

3. You ... smoke so much

a. mustn't b. shouldn't c. can't d. would

4. Well, it's 10 o'clock. I ... go now

a. can b. has to c. have to d. must

5. We have got plenty of time. We ... hurry

a. must b. needn't c. can d. should

6. I'm sorry, you didn't invite me to your birthday party. You ... invite me next time.

a. must b. should c. need d. can

7. Tom can play tennis well but he ... play a game yesterday because he was ill

a. was able b. couldn't c. could d. must

8. You ... take an umbrella today. The Sun is shining.

a. may b. can't c. mustn't d. needn't

9. I ... sleep for hours when I was a little girl.

a. could b. am able to c. can d. need

10. Where are my gloves? — I ... put them on because it's cold today.

a. have to b. can't c. needn't d. had to

5. Make up the sentences

1. the party / Linda / to / come / might / tonight.

2. round / work / have to / farmers / the year / all.

3. you / not / hospital / noise / must / make / in.

4. the light / I / switch / may / on ?

5. your / look / could / passport / I / at ?

6. my / cook / can / quite / sister / well.

7. better / we / find / a / should / job

8. he / manners / improve / his / needs to

9. too much / you / salt / and / eat / sugar / shouldn't

10. needn't / you / complain

6. Translate the following sentences

1. Вы должны бросить курить. 2. Вечеринка была замечательная. Вам следовало прийти. 3. Ты можешь решить эту проблему. 4. Тебе следует навестить своего больного друга. 5. Тебе следовало навестить своего больного друга, но ты не навещил. 6. Не хотите еще чая? 7. Я вынужден был сделать это. 8. Я не знаю, почему мы спешили. Нам не нужно было спешить. 9. Я бы хотел пойти с тобой. 10. Ты можешь делать все, что хочешь. 11. Ольге нужно уделить больше внимания занятиям по английскому языку. 12. Я не уверен, но возможно он неправ. 13. Ему разрешили взять машину своего отца в прошлую пятницу. 14. Я могу считать до 50 на испанском.

Speaking

7. Work in pairs. Make up dialogues to discuss budget classification

8. Speak about budgets based on time. Explain how they differ

9. Get ready to speak about state budget of the Russian Federation

Writing

10. Write an essay "Budget is a basic financial plan"

UNIT 8

Financial

Statements

Lesson 1

1. New words to memorize

to convey

to ensure

accuracy

balance sheet

income

statement cash

flow statement

a snapshot

net income

to pay obligations

to fund its operating expenses

collective bargaining agreements (CBA)

2. Read and translate the text

Financial statements are written records that convey the business activities and the financial performance of a company. Financial statements are often audited by government agencies, accountants, firms, etc. to ensure accuracy and for tax, financing, or investing purposes. Financial statements include the balance sheet, income statement, cash flow statement. The balance sheet provides an overview of assets, liabilities, and stockholders' equity as a snapshot in time. The income statement primarily focuses on a company's revenues and expenses during a particular period. Once expenses are subtracted from revenues, the statement produces a company's profit figure called net income. The cash flow statement (CFS) measures how well a company generates cash to pay its debt obligations, fund its operating expenses, and fund investments. Financial statements should be understandable, relevant, reliable and comparable. Reported assets, liabilities, equity, income and expenses are directly related to an organization's financial position. Financial statements may be used by users for different purposes: Owners and managers require financial statements to make important business decisions that affect its continued operations. Financial analysis is then performed on these statements to provide management with a more detailed understanding of the figures. These statements are also used as part of management's annual report to the stockholders. Employees also need these reports in making collective bargaining agreements (CBA) with the management, in the case of labor unions or for individuals in discussing their compensation, promotion and rankings. Prospective investors make use of financial statements to assess the viability of investing in a business. Financial analyses are often used by investors and are prepared by professionals (financial analysts), thus providing them with the basis for making investment decisions. Financial institutions (banks and other lending companies) use them to decide whether to grant a company with fresh working capital or extend debt securities (such as a long-term bank loan or debentures) to finance expansion and other significant expenditures

3. Give Russian equivalents

written records; convey the business activities; the financial performance; for tax, financing, or investing purposes; assets, liabilities, and stockholders' equity; subtracted from revenues; generates cash fund; operating expenses; understandable, relevant, reliable and comparable; require financial statements; to provide management; annual report; compensation, promotion and rankings;

4. Give English equivalents

передать деловую активность часто проверяются государственными учреждениями для обеспечения точности балансовый отчет справка о доходе отчет о движении денежных средств обзор активов, обязательств чистый доход для погашения своих долговых обязательств непосредственно связанные более детальное понимание цифр

5. Match the synonyms to convey; to audit; to include; to provide; to focus; to subtract; to measure; to relate; to require; to assess; to check; to associate; to lack; to fix; to withhold; to give; to comprise; to send; to analyze;

6. Match the words to make phrases. Translate them into Russian. Make up your own sentences.

To convey, to assess, to affect, to ensure, to provide, to produce, to pay, to fund, to fund, to require to make;

business decisions; the financial performance, the viability, operations, accuracy, an overview, a company's profit, debt obligations, operating expenses, investments, financial statements,

7. Find out whether the sentences are true or false. Correct the false ones

1. Financial statements are written records
2. Financial statements are never audited by government agencies
3. Financial statements include only the balance sheet
4. The balance sheet provides an overview of assets, liabilities, and stockholders' equity
5. The income statement primarily focuses on a company's revenues and expenses
6. Financial statements are never understandable and relevant
7. Financial statements are used for only one purpose
8. Financial statements provide management with detailed information
9. Prospective investors don't use financial statements
10. Financial institutions can grant a company with fresh working capital

8. Answer the questions

1. What do financial statements convey?
2. Who are financial statements audited by?
3. What do financial statements include?
4. What does the balance sheet provide?

5. What does the income statement focus on?
6. What does the cash flow statement measure?
7. Why should financial statements be understandable and comparable?
8. Why do owners and managers require financial statements?
9. Why do employees require financial statements?
10. What do banks and other lending companies use financial statements for ?

Grammar to revise

9. Write the adjectives into the correct column according to the rules of degrees of comparison.

Modern, fast, clever, comfortable, friendly, young, wonderful, gentle, lucky, dangerous, smart, thick, stupid, easy, attractive.

-er/-est	more/most	-er/-est or more/most

10. Choose the right variant

1. Nick is (happier, the happiest) boy that I know. 2. Of the six cars, I like the silver one (better, best). 3. Jane's notebook is (cheaper, the cheapest) than mine. 4. This is (more delicious, the most delicious) cheese-cake I have ever had! 5. This bookcase is (more beautiful, the most beautiful) than that one. 6. Do you feel (better, the best) today than yesterday? 7. I think my cat is (prettier, the prettiest) of all the cats in the world. 8. Steve Jobs is (more famous, famouser) than Stephen Hawking. 9. This week the weather is (hotter, more hot) than last week. 10. Our new house is (more expensive, expensiver) than the old one. 9.

Lesson 2

1. New words to memorize

Assets	активы
Treasury bills	казначейский
вексель	

certificates of deposit	сертификат депозита
Accounts receivables	дебиторская задолженность по счетам
Liabilities	обязательства
Retained earnings	нераспределенная прибыль
Operating revenue	операционный доход
non-operating revenue	не операционный доход

2. Read and translate the text

The three major financial statement reports are the balance sheet, income statement, and statement of cash flows. The balance sheet provides an overview of a company's assets, liabilities, and stockholders' equity as a snapshot in time. The date at the top of the balance sheet tells you when the snapshot was taken, which is generally the end of the reporting period. Below is a breakdown of the items in a balance sheet.

Assets: 1. Cash and cash equivalents are liquid assets, which may include Treasury bills and certificates of deposit. 2. Accounts receivables are the amount of money owed to the company by its customers for the sale of its product and service. 3. Inventory **Liabilities** 1. Debt including long-term debt 2. Wages payable 3. Dividends payable **Shareholders' Equity** 1. Shareholders' equity is a company's total assets minus its total liabilities. Shareholders' equity represents the amount of money that would be returned to shareholders if all of the assets were liquidated and all of the company's debt was paid off. 2. Retained earnings are part of shareholders' equity and are the amount of net earnings that were not paid to shareholders as dividends.

Income Statement Unlike the balance sheet, the income statement covers a range of time, which is a year for annual financial statements and a quarter for quarterly financial statements. The income statement provides an overview of revenues, expenses, net income, and earnings per share. **Revenue** Operating revenue is the revenue earned by selling a company's products or services. Operating revenue is generated from the core business activities of a company. Non-operating revenue is the income earned from non-core business activities. These revenues fall outside the primary function of the business. Some non-operating revenue examples include:

- Interest earned on cash in the bank
- Rental income from a property
- Income from strategic partnerships like royalty payment receipts
- Income from an advertisement display located on the company's property

Expenses Primary expenses are incurred during the process of earning revenue from the primary activity of the business. Typical expenses include employee wages, sales commissions, and utilities such as electricity and transportation. Expenses that are linked to secondary activities include interest paid on loans or debt

3. Give Russian equivalents

financial statement reports; the balance sheet, income statement and statement of cash flows; an overview of a company's assets, liabilities; a breakdown of the items; accounts receivables; the amount of money owed to the company; paid to shareholders; the amount of net earnings ; the core business activities

4. Match the words to make up phrases

1.provide, 2.take, 3. represent, 4. earn, 5.pay off;

a. an overview of a company's assets, b. the snapshot, the amount of money, c. the amount of money, d. revenue, e. company's debt;

5. Complete the sentences

1. The three major financial statement reports are ...
2. The balance sheet provides an overview of... .
3. The date at the top of the balance sheet tells you when...
4. Liquid assets may include...
5. Accounts receivables are ...
6. Liabilities include
7. Shareholders' equity is a company's total assets...
8. The income statement covers a range of time, which is ...
9. The income statement provides
10. Typical expenses include

6. Answer the questions

1. What are the three major financial statement reports?
2. What does the balance sheet provide?
3. What does the date at the top of the balance sheet tell?
4. What are the main items in a balance sheet?
5. What do assets include?
6. What do liabilities include?
7. What is shareholders' equity?

8. What is the difference between income statement and balance sheet?
9. How is operating revenue generated?
10. What do typical expenses include?

7. Find out whether the sentences are true or false. Correct the false ones

1. The balance sheet provides only an overview of a company's assets.
2. The date at the top of the balance sheet tells you when the snapshot was taken.
3. Cash and cash equivalents are non-liquid assets
4. Liquid assets may include Treasury bills and certificates of deposit
5. Liabilities consist only of debts
6. Shareholders' equity is a company's total assets minus its total liabilities
7. Shareholders' equity represents the amount of money that would never be returned to shareholders
8. The income statement covers a range of time, which is a year for annual financial statements and a quarter for quarterly financial statements
9. Operating revenue is the revenue earned by selling a company's products or services
10. Typical expenses include interest paid on loans or debt

8. Make up dialogues to find out what balance sheet and income statement are

Grammar to revise

9. Put the adjectives in brackets into the correct degree.

1. Paul and Simon are ... (noisy) boys that I know.
2. Nick's answer is ... (bad) than Jack's.
3. This week is ... (hot) than the last one.
4. Your idea is ... (good) than mine.
5. This picture looks ... (attractive) in the bedroom than in the living-room.
6. Now we have ... (little) information than before.
7. Helen is ... (pretty) than Jane.
8. My umbrella is ... (wet) than yours.
9. Rick is ... (helpful) assistant I have ever had.
10. This colour is ... (fashionable) in this season.

10. Make up sentences

1. Mary-polite-Ann
2. Car-fast-bike
3. English-easy-German
4. Sam-tall-John
5. Your ring-beautiful-mine
6. most - the Mona Lisa - in - is - painting - the - famous - the - world.
7. longer - the Don - is - the Volga - than.
8. more - Spain - Germany - than - beautiful - is.
9. London - city - in - biggest - the - England - is.
10. the - team -

Adam -is - worst - the - player - in.

Lesson 3

Cash Flow Statement

1. New words to memorize

To complement дополнить

solid financial footing прочная финансовая

основа

depreciation амортизация

vendor продавец

merger слияние

acquisition приобретение

debt issuance выпуск долговых

обязательстве

quity issuance выпуск акций

stock repurchase выкуп

акций

reconcile согласовать

2. Read and translate the text

The cash flow statement (CFS) measures how well a company generates cash to pay its debt obligations, fund its operating expenses, and fund investments. The cash flow statement complements the balance sheet and income statement. The CFS allows investors to understand how a company's operations are running, where its money is coming from, and how money is being spent. The CFS also provides insight as to whether a company is on a solid financial footing. There is no formula, per se, for calculating a cash flow statement. Instead, it contains three sections that report cash flow for the various activities for which a company uses its cash. Those three components of the CFS are listed below. **Operating Activities** The operating activities on the CFS include any sources and uses of cash from running the business and selling its products or services. Cash from operations includes any changes made in cash, accounts receivable, depreciation, inventory, and accounts payable. These transactions also include wages, income tax payments, interest payments, rent, and cash receipts from the sale of a product or service. **Investing Activities** Investing activities include any sources and uses of cash from a company's investments into the long-term future of the company. A purchase or sale of an asset, loans made to vendors or received from customers, or any payments related to a merger or acquisition is included in this category. Also, purchases of fixed assets such as

property, plant, and equipment (PPE) are included in this section. In short, changes in equipment, assets, or investments relate to cash from investing. **Financing Activities** Cash from financing activities includes the sources of cash from investors or banks, as well as the uses of cash paid to shareholders. Financing activities include debt issuance, equity issuance, stock repurchases, loans, dividends paid, and repayments of debt. The cash flow statement reconciles the income statement with the balance sheet in three major business activities.

3. Give Russian equivalents

generate cash, pay debt obligations, fund operating expenses, fund investments, complement the balance sheet, provide insight, calculating a cash flow statement, running the business, changes made in cash, loans made to vendors, cash paid to shareholders.

4. Give English equivalents

финансировать свои операционные расходы, дополняет бухгалтерский баланс и отчет о прибылях и убытках, позволяет инвесторам понять, как тратятся деньги, обеспечивает понимание, на прочной финансовой основе, для расчета отчета о движении денежных средств, дать отчет о движении денежных средств, любые источники и виды использования денежных средств, включать выпуск долговых обязательств.

5. Match the synonyms

measure, generate, complement, allow, provide, run, include, relate, reconcile;
complete, adjust, involve, refer, estimate, create, permit, supply, launch;

6. Match the words to make up phrases. Give your own examples

generate, pay, fund, allow, spend, provide, be, run, sell, include ; any sources, cash, the business, on a solid financial footing, debt obligations, investors, investors, operating expenses, money, insight, products.

7. Find out whether the sentences are true or false. Correct the false ones

1. The cash flow statement (CFS) measures how well a company pays its debt
2. The cash flow statement complements the balance sheet and income statement
3. The CFS stops understanding where money is coming from
4. The CFS provides insight whether a company is on a solid financial footing
5. There are many formulas for calculating a cash flow statement
6. There are three sections that report cash flow for the various activities
7. The operating activities on the CFS include any sources and uses of cash
8. The operating activities include debt issuance

9. Cash from financing activities includes the sources of cash from investors or banks
10. The cash flow statement reconciles the income statement in two major business activities

8. Answer the questions

1. What does the cash flow statement (CFS) measure?
2. What does the cash flow statement complement?
3. What does the CFS allow investors to understand?
4. What insight does the CFS provide?
5. Is there any formula for calculating a cash flow statement?
6. How many sections report cash flow for the various activities?
7. What are three components of the CFS?
8. What do investing activities include?
9. What do the operating activities include?
10. What does cash from financing activities include?

Grammar to revise

9. Read and translate. Give your own examples

Generate generation generative generator regenerate generating generated
to measure measurable measured measureless measurement measurer
misfeasor to operate operated operation operative operator

to allow disallow allowable allowance allowing

allowed to invest investment

investor reinvest investing

to provide provided providence provident provider providing

to calculate

calculated calculating calculation calculator miscalculate calculative

recalculate to finance financier finances financing refinance financial

to equip equipage equipment equipped

to act enact acting action active actor overact react actively

10. Complete the sentences. Form the proper part of speech

1. Special is used to collect weather data. (equip)
2. It is easy to learn how to do this (act)
3. The parents ... the child to go out late at night. (allow)
4. My father is very ... even though he's seventy (act)
5. We ... how long it would take us to get to the airport (calculate)
6. We had many (visit)
7. His ... was very accurate (measure)

Lesson 4

Check

yourself

Vocabulary

1. Give English equivalents

финансировать свои операционные расходы, дополняет бухгалтерский баланс

и отчет о прибылях и убытках, позволяет инвесторам понять, как тратятся деньги, обеспечивает понимание, на прочной финансовой основе, для расчета отчета о движении денежных средств, дать отчет о движении денежных средств, любые источники и виды использования денежных средств, включать выпуск долговых обязательств, передать деловую активность, часто проверяются, для обеспечения точности, балансовый отчет, справка о доходе, отчет о движении денежных средств, обзор активов, чистый доход, для погашения долговых обязательств.

2. Choose the right variant

1. The provides an overview of a company's assets, liabilities, and stockholders' equity as a snapshot in time

a. assets b. cash flow statement c. balance sheet d. income statement

2. The ... primarily focuses on a company's revenues and expenses during a particular period.

a. income statement b. assets c. balance sheet d. cash flow statement

3. The ... measures how well a company generates cash

a. cash flow statement b. balance sheet c. income statement d. assets

4. ... make use of financial statements to assess the viability of investing in a business.

a. owners b. managers c. employees d. investors

5. A company's profit figure is called

a. net income b. net revenue c. net cash d. asset

5. The CFS also provides as to whether a company is on a solid financial footing

a. idea b. goal c. business d. insight

6. Financing activities include debt ...

a. asset b. investment c. issuance d. equipment

7. Operating revenue is ... from the core business activities of a company

a. realized b. generated c. brought d. bought

8. The operating activities on the CFS include any sources and uses of ...

a. asset b. profit c. cash d. loss

9. is a company's total assets minus its total liabilities.

a. cash flow statement b. balance sheet c. shareholders' equity d. income statement

10. Retained ... are part and are the amount of net earnings that were not paid to shareholders as dividends

a. equity b. earnings c. sheets d. statements

3. Complete the sentences

1. Financial statements are written records that convey the business

2. Financial statements are often audited by... .

3. Financial statements include

4. The balance sheet provides

5. The income statement primarily focuses on...

6. The cash flow statement (CFS) measures how....

7. Financial statements should be... .

8. The balance sheet includes the following items:

9. The income statement provides an overview of revenues... .

10. Three components of the CFS are

Grammar

4. Choose the right variant

1. Cash from financing ... includes the sources of cash from investors or banks

a. active b. action c. act d. activities

2. There are three major ... statement

reports

a. financial b. finance c. financier d. Financing

3. The statement ... a company's profit figure

a. produces b. producer c. production d. producing

4. Financial statements should be ... and relevant

a. understanding b. misunderstand c. understandable d. understand

5. Owners require financial statements to make business...

a. decision b. decide c. deciding d. decider

6. Financial analyses are prepared by ...

a. profession b. professionals c. professors d. professionally

7. Prospective ... make use of financial statements

a. invest b. investors c. investing d. investment

8. I can help you with the ... of this letter.

a. translate b. translator c. translation d.

translating

9. What is the ... between these men?

a. different b. difference c. differ d. differentiate

10. He became a leader in the movement for national

a. depend b. dependence c. independence d. independent

5. Complete the following sentences with the correct form of the adjectives

Bad, important, crowded, good, high, convenient, difficult, expensive, quiet, thin, dangerous, cold

1. In Canada, January is ... than March. 2. I think that good health is ... than money. 3. I can afford to buy a new bike but not a new car. A car is ... than a bike. 4. You look... than the last time I saw you. Have you lost weight? 5. I couldn't get a seat in the restaurant. It was ... than usual. 6. Mountains are ... than hills. 7. He got a very good mark on his exam. The exam was ... than he had expected. 8. You should go to the doctor. Your cold is ... than it was a few days ago. 9. There are a lot of crimes in the big cities. They are ... than in the small town where I live. 10. I don't understand this lesson. It is ... than the last one we did. 11. I can't study in this room. It's too noisy. I'm going to find a ... place. 12. Our apartment is far from everything. We want to move to a ... location.

6. Write the comparative and superlative forms of the adverbs below.

Slow, far, badly, usually.

Speaking

7. Work in pairs. Make up dialogues to speak about major financial

statement reports

8. Speak about the main items balance sheet includes

9. Get ready to explain the difference between major financial statement reports

Writing

10. Give examples of financial reports. Write them down

Unit 9 Management

Lesson 1

New words to memorize

Frequent	частый
Wide	широкий
Notion	понятие
Towards	в
направлении	
Goal	цель
Manipulation	манипуляция
Various	различный
Natural	природный
Apart	отдельно
Entities	сущности
To make decisions	принимать
решение	

1. Read and translate the text

Management has become a frequent word in business area. It is a wide notion, but in general, it means organizing and coordinating a group of people for directing them towards accomplishing of goals. This process includes manipulation of various resources: human resources, finance, natural resources, technological resources, etc.

Apart from organizing entities, management uses other functions, such as forecasting, planning, staffing, controlling, actuating, and leading. People, who have the responsibility to manage small firms or large companies, are either directors or managers. They have the authority to make decisions according the enterprise.

2. Answer the questions

1. What area is the word management from?
2. What does it mean?

3. What resources does management include?

4. What functions are typical for management? 5. What people are called managers?

3. Find the synonyms

Frequent, business area, general, an organizing, for directing, a goal, the functions, a staff, a leading, to have authority.

4. Find the opposites

Natural, small firm, according the enterprise, human, various, a coordinating, large companies, typical, frequent, general.

5. Find English equivalents to

Общее значение, полномочия руководителя, планирование и контроль, подбор персонала, анализ и прогноз, руководство людьми, контроль за персоналом, принятие решений, различные ресурсы, согласно уставу предприятия.

6. Find Russian equivalents to

A frequent world; business area; to make decision; large corporations; planning and forecasting; controlling and leading; other functions; according the enterprise; human resources; apart from.

7. Grammar to revise

Translate into English

- Мы записываем сейчас статистические данные.
- А вы записываете эти данные?
- Посмотрите, он не пишет. Похоже, он играет в компьютерные игры.
- Не мешайте ей, она готовится сейчас к семинару.
- Как она готовится? – Она перечитывает вопросы и пытается на них ответить.

Answer the questions to the sentence

He is surfing Net now.

- What is he surfing now?

- When is he surfing Net?

- Is he surfing Net or watching TV?

- He is surfing Net, isn't he?

- Who is surfing Net now?

Put down correct variant

We (to plan) our future work today.

- Plan; -plans; - are planning;

They (to talk) with their colleges now.

- Are talking; talks; - talk;

He (to write) lecture in Statistics. The next one is English.

- Write;- write; -is writing.

8. Ask your classmate about main characteristics of management.

9. Retell the text about management.

Lesson 2

1. New words to memorize

Main	главный, основной
Important	важный
To involve	вовлекать
An allocation	распределение
Timely	своевременно
To provide	обеспечивать
A goal	цель, задача
A way	способ
To realize	осуществить
To carry out	выполнять
Development	развитие

2. Read and translate the text

Planning is one of the most important items in work of manager. There are a lot of things to do every day. This and that task, these and those meetings must be organized and fulfilled timely and properly. Plan can help you to do this.

Completing plan you find the ways to allocate resources and involve the staff by the realizing of current goals.

There are following types of the plans: short-term, long-term, current, directive, indirective plan and alternative plan. The first two differ from each other with the termini of fulfillment. Current, directive and indirective plans provide allocation of the staff according to the priority of the tasks. Alternative plan helps to forecast possible mistakes and do not allow them. In day-to-day work of manager plan is the first.

3. Answer the questions

1. What is plan?
2. Why is the plan useful?
3. How is the planning used in managerial work?
4. What types of plans do you know?
5. Can the plan help to organize the work?
6. Do you plan your work?
7. What is planning in management?

8. What is the function of planning in management?

9. What does planning provide?

4. Complete the sentences and translate them into Russian

- Functions; one; the; of; management; is; of; main; planning
- Company; for; planning; an; important; is; function; the
- Of; involves; resources; the; it; allocation
- Making; planning; timely; decision; provides
- Sets; a; it; clear; and; goal; way; its; of; realization

5. Find the synonyms to

Action; includes; an institution; to carry out; a placement; important; a stage; to set; a complex; a coordination.

6. Find the opposites to

Maximized; unimportant; the collective actions; possible dreams; ancient; current events; the errors; observing system; the subject; clear.

7. Fill in and translate the sentences into Russian

Generally planning is a

... Planning means...

.... ...

Main goal of any planning is

to ... Planning helps to

coordinate ...

Planning is one of the main ... of management.

The function of planning in management is to ..., .., ...

Grammar to revise Translate into English

- Поторопись, мы уезжаем на важную встречу!
- Я уже собираю документы.
- Машина ждет нас у входа.
- Делаю один звонок по телефону.
- Я тоже заканчиваю и спускаюсь к машине.

8. Complete with your classmate the dialog about the role of plan in work of manager

9. Retell the text about planning

Lesson 3

1. New words to memorize

Managerial functions	управленческие функции
Staffing and directing	работа с кадрами и
руководство	
Modern concept	современная концепция
Measures	меры
Foreseeing action	прогностическая
деятельность	
Minimize	сократить,
минимизировать	
Operating system	операционная система
To illustrate	проиллюстрировать

2. Read and translate the text

Planning is one of the most important managerial functions. It is a tool of management aimed assessing available resources. Choosing of strategic course depends on the plan of actions. Actually planning is a process of completing of special documents, plans, which provide measures to reach the goals of the organization. Main task of planning is to minimize the risks by the achievement of the goals. There are three types of the plans. Long term plans (for the term more than 5 years); intermediate plans (for the term from 1 to 5 years) – they are realized throughout different programs; short term (operative) plans (for the term less than 1 year) i.e. budgets, graphics etc. Department of planning and top managers create the plans. These plans are approved and signed by the chief of the organization.

3. Answer the questions

1. Is planning one of the managerial functions?
2. What are the relations of planning to resources?
3. What does depend on the plan of actions?
4. What is planning actually?
5. How are special documents of planning called?
6. What is main task of planning?
7. How many types of the plans are there?
8. Describe the types of the plans.
9. What department creates the plans?
10. Who approves and signs the plans?

4. Find English equivalents

Самая важная управленческая функция; инструмент управления;

нацеленный на; распределение возможных ресурсов; стратегический курс; на самом деле; обеспечивать меры по достижению целей; минимизировать риски; долгосрочное планирование; краткосрочное планирование; одобрены и подписаны.

5. Match together

Managerial	plan
Planning	risks
Allocate	plan
Approve	document
Sign	department
Minimize	resources
long term	function

6. Read the words, pay attention long and short sounds.

Risk –people	product - worker
Business – receive	provide-
subordination	
Profit – sources	goods - who
Supply- service	because - bore
Company- market	depend – deep

7. Identity specialist who

- Works with the staff;
- works in planning department;
- completes the budget of the organization;
- makes the treaties between the organizations;
- monitors market development.

8. Grammar to revise

-Transform the verbs into negative forms

I am waiting for you.

You are creating a new project.He is studying management.

She is looking for new statistic data.We are planning our work.

They are writing a report.

9. Ask questions to the sentences above.

10. Translate into English

- Менеджер беседует с юристом. Они обсуждают возможные риски договора.

- Менеджер мотивирует рабочих высокой зарплатой.
- Менеджер разговаривает по телефону. Он получает информацию по персоналу.
- Плановый отдел составляет долгосрочный план. Сотрудники работают внимательно.
- Менеджер обрабатывает полученные данные.

11. Ask your classmate about the role of planning in management

12. Retell the text about planning

Lesson 4

1. Match and translate the synonyms

To get	a director
A purpose	to set up
A boss	a goal
To establish	to become
A staffing	a start -up capital
A group	a personnel
Money	a team

2. Read and translate the text

Organizing, directing and control are other functions of management. Organizing is connected with allocation of human resources. It includes staffing, i.e. work with personnel to choose right candidates for fulfillment of right job. Also staffing is a part of organizing.

Directing is supervision of employees. It includes recruiting, training, guiding, and motivating of staff to achieve company goals.

Managers control work of personnel. If it is necessary, he might to replan, to reorganize, and redirect the activity. Successful manager combines all the types of activity to achieve the goals of company.

3. Answer the questions

Is controlling or directing on the first place in managerial activity?

What is there supervision?

What does directing include?

Does manager control personnel?

4. Find English equivalents

Система управления; трехуровневая; принимать решение; руководитель компании; в соответствии с планом; мотивировать работников; осуществлять контроль; наделен властью; координировать работу групп; комбинировать формы работы.

5. Find synonyms

Usual, to bring together, general stage, the authority, the duties, large company, coordinating, supervision, planning, personnel.

6. Find opposites

A strategy, a forecast, the responsibility, to make decision, together.

7. Identity the items

- | | |
|-------------------|-----------------------|
| - Allocation | - Forecast |
| - Supervision | - successful manager |
| - Human resources | - to coordinate |
| - Recruiting | - managerial activity |
| - Training | - to combine |

8. Grammar to revise

Agree and disagree the statements

- The manager is completing the forecast. He is planning his future work.
- The manager is allocating human resources. He is staffing.
- The manager is replacing the employees. He is combining the sources.
- The manager is motivating the staff. He is directing the personnel.
- The manager is checking the work of the division. He is directing.

Ask general and special questions

- The supply of resources is matching the demand for them.
- The owner is determining how to use and service a resource.
- I am renting out my apartment.
- Jake is using his money in a peaceful way.
- He is receiving profit from his property.

9. Complete the dialog with your classmate about organizing as one of the managerial function.

10. Retell the text about organizing.

Unit 10

Economic

Lesson 1

1. New words to memorize

Economics	экономика
Resources	ресурсы
Services	услуги
Free	бесплатно
Scarcity	нехватка, дефицит
market system	рыночная система
microeconomic	микроэкономика
aggregate	совокупный
to allocate	распределять

2. Read and translate the text

Economics is the study of how society allocates scarce resources and goods. **Resources** are the inputs that society uses to produce output, called goods. Resources include inputs such as labor, capital, and land. Goods include products such as food, clothing, and housing as well as **services** such as those provided by doctors, repairmen, and police officers. These resources and goods are considered **scarce** because of society's tendency to demand more resources and goods than are available.

Most resources are scarce, but some are not — for example, the air we breathe. Its price is zero. It is called a **free** resource or good. Economics, however, is mainly concerned with scarce resources and goods, as **scarcity** motivated the study of how society allocates resources and goods.

The term **market** refers to any arrangement that allow people to trade with each other. The term **market system** refers to the collection of all markets, also to the relationships among these markets. The study of the market system, which is the subject of economics, is divided into two main theories; they are **macroeconomics** and **microeconomics**.

Macroeconomics

The prefix *macro* means large, indicating that *macroeconomics* is concerned with the study of the market system on a large scale. Macroeconomics considers the **aggregate** performance of all markets in the market system and is concerned with the choices made by the large subsectors of the economy — the household sector, which includes all consumers; the business sector, which includes all firms; and the government sector, which includes all government agencies.

Microeconomics

The prefix *micro* means small, indicating that *microeconomics* is concerned with the study of the market system on a small scale. Microeconomics considers the **individual markets** that make up the market system and is concerned with the choices made by small economic units such as individual consumers, individual firms, or individual government agencies.

The role of **money** and the **banking system** is an important part of the study

of economics. Money, after all, is involved in nearly all economic transactions. This section explains the nature and functions of money, the demand and supply of money, and the role of the banking system in the money-creation process.

3. Answer the questions

1. What is economics?
2. What do you know about resources?
3. What is scarcity?
4. What free resources could you name?
5. What is market system?
6. What is subject of economics?
7. How is it divided?
8. What does macroeconomics study?
9. What is microeconomics?
10. What is the role of money and bank system?

4. Mach the parts and translate the sentences

- 1 Most resources A is an important part of the study of
economics.2 The role of money B concerned with scarce resources
3 Economics is mainly C are scarce, but some
are not4 Macroeconomics considers D the
individual markets
5 Microeconomics considers E the **aggregate** performance of all markets

5. Find the opposites

Market system; microeconomic; limited; individual; to require; possible; basic; theoretically; efficiently; to satisfy; additional.

6. Find the synonyms

A decision; individual; to consider; efficiently; to relate; basic; to allow; important; popular; the study.

7. Find out unsuitable word, explain your choice

- New, old, middle aged, modern
- Public, individual, common, typical
- Macroeconomics, microeconomics, economics, profit
- Market, produce, distribute, allocate
- Payment, replacement, sale, profitable

8. Grammar to revise

Put the verbs in Past Progressive

- Many economists (to deal) with the laws of economic theory.
- Karl Marx (to illustrate) examples of economic development in his books.
- We (to discuss) these questions during last seminar.
- He (to study) this subject during two terms.
- She (to prepare) for this lesson the whole last evening.

9. Build the plan of the text (Ex.2) 10. Retell the text using the plan

Lesson 2

1. New words to memorize.

A depreciation	обесценивание, девальвация
To reduce	сокращать
Purchasing power	покупательная
способность	Partial
Eventually	частичный
A loss	в итоге
Real value	потеря
A currency	реальная ценность
Creeping inflation	валюта
инфляция	ползущая
Hyperinflation	гиперинфляция
A destruction	разрушение
Suppressed inflation	подавленная
инфляция	An annual rate
Cash	годовая ставка
A shortage	наличные
A deterioration	нехватка
Shadow sector	ухудшение
	теневой сектор

2. Read and translate the text.

Inflation is a process of depreciation of money. Inflation leads to reduced purchasing power of national currency. Eventually it may cause destruction of economy of the country. General Price level is persistently moving upwards by the inflation.

The most common type of inflation is creeping inflation. By creeping inflation the general price level rises at an annual rate between 1% - 6%.

Suppressed inflation is another type of inflation. The typical features of suppressed inflation are there:

- An increase in cash flow;
- A shortage of goods, services, and production resources;
- A deterioration of product quality;
- A development of the shadow sector of the economy.

Hyperinflation causes a phenomenal rate of prices. Its rate may be over 25% per day.

Some economists name such types of inflation as open, hidden, galloping inflation. Inflation of 4% could be controlled by the government.

3. Answer the questions.

1. What is inflation?
2. What does inflation lead to?
3. Does inflation cause destruction of economy?
4. How is general price level changed by inflation?
5. What is the most common type of inflation?
6. How big is an annual level of prices by creeping inflation?
7. What are there typical characteristics of suppressed inflation?
8. How big is the rate of hyperinflation?
9. What are there other types of inflation?
10. What rate of inflation may be controlled?

4. Build and translate new word groups

Inflation (открытая; скрытая; умеренная; галопирующая; подавляемая) To cause (рост; падение; ухудшение; развитие)
A price (розничная; оптовая; уровень) Typical (уровень; характеристика; черты)
Currency (национальная; для международных расчетов; российская).

5. Find the synonyms among:

Type, level, rise, cause, reach, lead to, attempt, increase, achieve, rate, kind, reason.

6. Find English equivalents

Постоянный рост; феноменальная скорость; теневой рынок; уровень инфляции; может обуславливать; в конечном счете; ползущая инфляция; производство товаров и услуг; выраженная в процентах; общий ценовой уровень.

7. Finish the sentences

Inflation is a process of ...

The most common types of inflation are there ... By the rate of 4 %

By hyperinflation national
currency ...Typical features of...
are there.

8. Grammar to revise

Ask questions to the sentences

He was checking his report the whole evening yesterday. We were reading the text about inflation.

I was trying to understand that task.

She was reporting about creeping inflation. They were doing the task carefully.

Translate into English.

Он помогал нам при проверке отчета.

Они анализировали процент инфляции в своем сообщении.

Я пытался доказать правильность расчётов. Мы перечитывали эту статью много раз.

Вы решали подобные задачи неоднократно.

9. Ask your classmate about inflation

Retell the text about inflation

Lesson 3

1. New words to memorize

Scarcity, deficit	дефицит
Limitless	безграничный
To require	требовать
Efficiently	эффективно
Commodity	товарный
National debt	государственный
долг	
Advantage/ drawback	достоинство/
недостаток	

2. Read and translate the text

Scarcity refers to the basic economic problem, the gap between limited – that

is, scarce – resources and theoretically limitless wants. The antonym of this item is surplus. This situation requires people to make decisions about how to allocate resources efficiently, in order to satisfy basic needs and as many additional wants as possible. Any resource that has a non-zero cost to consume is scarce to some degree, but what matters in practice is relative scarcity. Scarcity is also referred to as "paucity." There are some types of scarcity:

- commodity deficit;
- budget deficit;
- trade deficit (import is more than export);
- balance of payment deficit.

There are some causes of scarcity: ineffective economic policy, intervention of the state into market system, emergency situation etc. Scarcity has got some drawbacks (stimulation of inflation; fiscal crowding out and increasing of national debt; sequestration) and advantages (operations with shares in open market; state investment; tax reducing).

Economists propose the methods against scarcity:

- Foreign investment;
- Protection of national currency from devaluation;
- Growth of export/reduction of import.

3. Answer the questions

- 1.What is scarcity?
2. What are the basic economic types of scarcity?
3. What are main causes of scarcity?
4. Why does scarcity exist?
- 5.What are the methods against scarcity?
6. Which global trends will shape the world economy in the next ten years?
7. What will be major economic problems, after postcovid-crisis recovery?

4.Complete the sentences with the words from the word list

Commodity deficit; trade deficit; market system; foreign investment; protection of national currency; export/import; open market; tax reducing; public debt.

5.Translate into English

- Дефицитом называется неудовлетворение спроса на товары и услуги.
- Причина дефицита - неравномерное распределение ресурсов.
- У дефицита есть ряд разновидностей.
- Устойчивый дефицит обуславливают административно- командное управление экономикой, вмешательство государства в рыночную систему, чрезвычайные ситуации.
- Дефицит имеет как недостатки, так и достоинства.

6.Explain the meaning of these items in English

- basic economic types of scarcity;
- a surplus;
- budget deficit;
- balance of payment deficit;
- protection of national currency from devaluation

7.Find out unsuitable word, explain your choice

- Deficit, surplus, profit, resources
- Economic types; basic causes; main factors; allocation of resources
- Services; commodity; trade ;budget; balance of payment
- Export; import; replacement; allocation
- Scarcity; inflation; budget; international trade

8.Grammar to revise Translate into Russian

Government was creating all the conditions to protect national currency.It was not paying attention to this problem by the completing of budget.Basic causes were explaining scarcity.

Put the sentences above into negative form

9.Ask your class mate questions about scarcity

10.Retell the text (Ex.2).

Lesson 4

Check yourself

1. Reading and understanding

Read and translate the text

Government economic policies designed to influence macroeconomic performance are of two types: **fiscal policy** and **monetary policy**. Fiscal policy involves the use of government expenditures and taxation, while monetary policy is concerned with control of the money supply and credit market conditions. The goal of both types of government policies, however, is the same, namely to promote price level stability, full employment, and the achievement of the natural level of real GDP.

Fiscal policy is carried out by the legislative and/ or the executive branches of government. The two main **instruments** of fiscal policy are **government**

expenditures and **taxes**. The government collects taxes in order to finance expenditures on a number of **public goods and services** — for example, highways and national defense.

Budget deficits and surpluses. When government expenditures exceed government tax revenues in a given year, the government is running a **budget deficit** for that year. The budget deficit, which is the difference between government expenditures and tax revenues, is financed by government borrowing; the government issues long-term, interest bearing bonds and uses the proceeds to finance the deficit. The total stock of government bonds and interest payments outstanding, from both the present and the past, is known as the **national debt**. Thus, when the government finances a deficit by borrowing, it is adding to the national debt. When government expenditures are less than tax revenues in a given year, the government is running a **budget surplus** for that year. The budget surplus is the difference between tax revenues and government expenditures. The revenues from the budget surplus are typically used to reduce any existing national debt. In the case where government expenditures are exactly equal to tax revenues in a given year, the government is running a **balanced budget** for that year.

2. Read the statements. Correct the false ones

1. Both monetary and fiscal policy are macroeconomic tools used to manage or stimulate the economy.
2. Monetary policy addresses interest rates and the supply of money in circulation, and it is generally managed by a central bank.
3. Fiscal policy addresses taxation and government spending, and it is generally determined by government legislation.
4. Monetary policy and fiscal policy together have great influence over a nation's economy, its business, and its consumers.

3. Answer these questions

1. What is the difference between fiscal and monetary policy?
2. Do both fiscal and monetary policy play a large role in managing the economy and both have direct and indirect impacts on personal and household finances? Why?
3. Does fiscal policy involve tax and spending decisions set by the government, and will impact individuals' tax bill or provide them with employment from government projects?
4. Monetary policies are set by the central bank, aren't they?
5. Can monetary policy boost consumer spending through lower interest rates?

4. Vocabulary

Choose highlighted word from the text and find their Russian equivalents

5. Say in one word

- play a large role in
- great influence
- revenues and expenditures
- macroeconomic tools
- to address interest rates

6. Find synonyms

Employment; monetary; individuals; generally; to manage; difference; business; scarcity; legislation; to set up.

7. Find English equivalents

Уделять пристальное внимание; производитель и потребитель; оказывать большое влияние; важная роль в управлении экономикой; доходы и расходы; годовой бюджет; создается центральным банком; профицит бюджета; личная налоговая декларация; одолжить деньги.

8. Grammar. Open the brackets using the verbs in proper form

We (to providing) the realization of this project this time.

I (to drive) a car by myself, I am in a hurry.

She (to talk) with her sister now. They haven't seen each other for years. You (to prepare) for seminar.

It will be tomorrow.

The legislators (to set up) state budget. It must be approved today.

Ask to every sentence one question

Translate the sentences into Russian

Writing

Ask questions about economics

9. Write an essay about economic

Unit 11

State Procurement

Lesson 1

1. New words to memorize

State procurement	государственные закупки
State and municipal needs	для государственных и муниципальных нужд
Institutions	учреждения
A customer	заказчик
A provider	поставщик
The most favorable terms	наиболее выгодные условия
A proposition	предложение

2. Read and translate the text

State procurement is a procurement of goods and services for state or municipal needs. To satisfy the needs of state or municipal institutions the state customers held different kinds of procurements among providers. Main task of state procurements is to buy goods or services on the most favorable terms. The provider registries and proposes his goods or services on the trade platforms (it is a tender). Customer chooses proper provider with his proposition. Provider wins the tender (possibility to sell goods or services). The contract for state procurement is composed. The relations between provider and customer are regulated with two laws. There are Federal Law № 44 and Federal Law № 223. According to these Laws all the State procurement must be located in unified information system (UIS). Official site of UIS is www.zakupki.ru. All the information about State procurement is public and payless.

3. Answer the questions

1. What is state procurement?
2. Whose needs does state procurement satisfy?
3. What is main idea of the procurement?
4. How are actions on the trade platform called?
5. What does provider do on the trade platform?
6. Which provider does customer choose?
7. What does mean «to win tender»?
8. What is composed to provide state procurement?
9. Are relations between provider and customer regulated?
10. How are these documents called?

4. Complete and translate word groups

Choose	(поставщика, заказчика, наиболее выгодные условия)
Federal	(округ, судья, закон)
Institutions	(государственное, образовательное, муниципальное)
Win	(сражение, спор, тендер)
Relations between	(гражданами, сторонами, участниками торгов)

5. Match together

Possibility	needs
State and municipal	platform
To win	relations
Regulated	tender
Trade	to sell goods and services

6. Read the statements. Correct false ones

- State procurement is hold for private needs.
- The provider must be a solar trader.
- Customer pays with cash.
- Nobody can win tender.
- Federal Laws regulate State procurement.

7. Finish the sentences, translate them

- State procurement realizes needs of ...
- Customer and provider are
- Main task of state procurement is to ...
- Basic document to regulate State procurement are ...

8. Grammar to revise

These sentences all have a relative clause with a preposition. Put the words in the correct order.

1 Did you find (looking / for / you / the books / were)? Did you find the books you were looking for ?

2 We couldn't go to (we / invited / to / were / the wedding). We couldn't go to ____.

3 What's the name of (the hotel / about / me / told / you)? What's the name of ____?

4 Unfortunately I didn't get (applied / I / the job / for).

Unfortunately I didn't get

_____.

5 Did you enjoy (you / the concert / to / went)?

Did you enjoy _____?

6 Gary is a good person to know. He's (on / rely / can / somebody / you). Gary is a good person to know. He's _____.

7 Who were (the people / with / were / you) in the restaurant yesterday? Who were _____ in

the restaurant yesterday?

9. Put in «that or what» where necessary. If the sentence is already complete, leave the space empty.

1. I gave her all the money – I had. (all the money that I had is also correct) Did you hear what they said?

2. She gives her children everything __they want. Tell me you want and I'll try to get it for you.

3. Why do you blame me for everything ____ goes wrong? I won't be able to do much, but I'll do _____ I can.

10. Ask your class mate questions about State procurement. Retell the text (Ex.2)

Lesson 2

1. New words to memorize

Auction	аукцион
Competition	конкуренция
Limited participation	ограниченное участие
Two-stage	двухэтапный
Request for quotation	запрос котировок
Proposals	предложения

2. Read and translate the text

State procurement is regulated with Constitution of Russian Federation, with Civil Code of Russian Federation, with Budget Code of Russian Federation, and with Federal law №44- FL. This law is basic law for procurement.

According 44th-FL there are 11 types of State procurements. State procurement may be held in two ways – open and closed. Competitive (open) procurement includes:

- Auction in electronic form;
- Open competition;
- Competition with limited participation:
- Two-stage competition;
- Request for quotation;
- Request for proposals.

Competitive (closed) types are represented with:

- Closed auction;
- Closed competition;
- Closed competition with limited participation;
- Closed two-stage competition.

Non-competitive procurement means purchases by one provider only. According statistics the most popular is auction in electronic form (more than 57%) and open competition (more than 13%).

Advantage of participation in state procurement:

- You save time;
- You save money for advertising;
- Staff for procurement is minimum (1 specialist);
- The procedure of the trade is electronic;
- It is possible to predict customer demand for your goods and services;
- Low level of competition;
- The risks are minimal.

3. Answer the questions

1. What documents regulate the state procurement?
2. What is basic law?
3. How many types of procurements do exist?
4. How may be held state procurements?
5. What is the difference between competitive and non- competitive procurements?
6. What procurements are the most popular?
7. What are the advantages of procurement?

4. Find English equivalents

Гражданский кодекс; бюджетный кодекс; федеральный закон; базовый документ; может проводиться двумя способами; с ограниченным участием; запрос котировок; конкурентный/неконкурентный; спрос и предложение; минимальные риски.

5. Finish the sentences

State procurement is regulated with ..., ..., ...

Basic law for procurement is ...

Procurements include ... types.

There are two ways for procurements ... and ...

The most popular procurement is

6. Find antonyms

Civil; federal; demand; provider; to buy; minimum; competitive; low level; to save; popular.

7. Find synonyms

Popular, types, citizen, in two ways, limited, electronic, to include, level, open, closed.

8. Grammar to revise

Build the questions

- Regulated/ procurement / state /is/?
- Regulated/with / acts/ they / or/ are/laws/?
- Budget/ exist/ does/code/?
- Are/how/with /only/provider/called/procurement/one/?
- Competition/ is/low/this/level/of/?

Ask questions to the statements

- Электронные торги весьма популярны.
- Это единственный заказчик у этого поставщика.
- Выгодно делать покупки по минимальным ценам.
- Эта торговая площадка пользуется успехом.
- Вы можете выгодно сэкономить время.

9.Complete with your classmate dialog about state procurement.

10.Retell the text about the ways of procurements.

Lesson 3

1.New words to memorize

Typical	типичный
Popular	распространенный, популярный
Food	продовольствие
Medical equipment	медицинское
оборудование	
Medicine	лекарства,
медикаменты	
Uniforms	обмундирование
Clothing	одежда
Outfit	амуниция
A long shelf life	долгий срок хранения

2.Read and translate the text

The most typical category of the state procurement is food. According statistics in November 2021 2825 requests for procurement were allocated on the official trade platform. The transactions amount was about eight billion rubles. Food with a long shelf life is very popular. All types of food must comply with SST (State standards).

Second place among state procurements take medical equipment and medicines. Health care wares are popular too. Among COVID-pandemic wares the most popular were protecting masks. Pharmaceutical companies got billion dollar profits in those two years.

Uniforms including clothing and outfit take the third position in the list of state

procurement for the bodies of MIA.

3. Answer the questions

1. How many categories are the most popular in state procurement?
2. Were there 2825 requests for procurement allocated on the official trade platform?
3. How big was amount of trade deal?
4. What requirement for food is typical?
5. What about medical equipment and medicines?
6. When did they bring great profits?
7. What does uniform consist of?

4. Complete the sentences using following word groups

State procurement; category of goods; are allocated; transactions amount; with along shelf life; must comply with; health care wares; protecting masks; pharmaceutical companies; the list of state procurements.

5. Read the statements. Correct false ones

There are a lot of popular categories in state procurement. The most popular is electronics.
The most in demand were there iPhones.
Pharmaceutical companies got billion dollar profits in those two years.
Uniform is in the list of state procurement of MIA.

6. Fill in and translate the sentences

... requests were in procurement of food last year. These requests were allocated on the official Transaction amount was
...
... .. is very important for food. SST complies standards for...

7. Find synonyms

The most in demand; a category; a request; uniforms; medicines; food; purchase; must comply with; trade platform; last year.

8. Grammar to revise

Put the verb in correct form

We (to watch) new film yesterday in the evening. They (to take part) in last tender,

and (to win) it. Transaction of this firm(to rise) twice.

New standards (to be approve) with SST.Request (to be send) yesterday.

9.Complete the dialog with your classmate about the most popular types of stateprocurements.

Lesson 4

Check Yourself

1. Reading and understandingRead and translate the text

Public procurement is the main way for budget organization or the firm to find goods or services with the best prices. They place the order with specific characteristics on the electronic platform. Participating in the trading businessmen canplace their requests on the same platform. Such trading is called a tender.

The provider proposes the best price or the best conditions of the contract execution for the customer. So he wins the tender. All the tenders are located inUIS. Using special filter and keyword it is possible to find necessary tender. Fortender are necessary:

- To have license;
- To have requirement for the work;
- To have the nationality of goods.

Trading is on the sides of special platform accredited by the government. Thereare eight general and one special of them. The operator of the trading is aggregator «Berjozka».

2. Vocabulary

Find the pairs of opposites

Special	request
Requirement	general
National	sale
Trade	international
A work	a holyday

3.Find English equivalents

Специальный сайт; платформа для электронных торгов; аккредитована правительством; разрешение на проведение работ; иметь лицензию; стандартизированный и лицензированный товар; подавать запрос.

4.Read the statements, correct the false

ones State procurements are provided with the state. State procurements are supported

with the state. Electronic trades are paid.
The operator of the trading is aggregator
«Berjozka». The most popular type of procurement
is food.

5. Ask questions to the statements

State procurement provides the needs of state institutions.

The provider proposes the best prices and the best conditions of the contract. All the goods must have a license.

State procurement is regulated with laws. There is an electronic trade platform.

6. Name in one word

- document containing information about goods or services;
- document guaranteed the purchase
- document between two parties about activity;
- the most popular type of state procurement;
- the party providing the trade with goods.

7. Grammar

Translate into English

Государственные закупки гарантируют лучшие цену и качество. Все товары и услуги должны быть лицензированы.

Контракт подтверждает действия между сторонами.

Договор обеспечивает чистоту сделки.

Лицензия содержит различные характеристики.

8. Ask questions to the sentences above

9. Writing

Ask questions to the text

10. Speaking

Tell what do you remember about state procurement

Unit 12

Information Search

Work with Digital Data

Lesson 1

1. New words to memorize

Information	информация	a source	источник
To find out	выяснить	to split	разделять,
	отделять		
To specialize	специализироваться		
forward-looking	перспективный		
To analyze	анализировать	an order	приказ
To be classified	классифицироваться	secondary	
	второстепенный		
To own	владеть	intermediate	
промежуточный			
To access	получить доступ		
	productive	продуктивный	
A forecast	прогноз	a saturation	наполнение
Importance	важность	a facility	объект

2. Read and translate the text

Information is one of the sources. Sometimes it is more important than money, weapon and even power. He who is informed is armed. Information plays an important role in political, economic and social relations. This type of the sources is classified in six points: by function, by management level, by the levels of creation, by stability, by using. By function information is divided into forward-looking information, planning information, accounting and regulatory information, and analytical information. The main types of documents in this point are there a plan, an act, forward-looking or analytical help. By management level information is represented by input/ output information. The papers of this point are there the orders and the facilities. By the creation information splits into primary, secondary, intermediate, and productive information. Variable and conditional-constant information represent the classification point by the stability. By the source of creation information may be external and internal. Transactional and analytical are there the classes of information by the using. The forms of information include digital, text, graphics, audio, and video versions.

Speaking about economic information we must name such points of classification as :

- changeability (variable/ constant);
- saturation (insufficient – sufficient – excess);
 - relation to the data processing process (accounting and non accounting);

- relation to the object being used (incoming – outgoing);
- importance (main - secondary).

Written information may be got from the press, net- messages. Unwritten information comes from radio, television, audio-sources. The measure of information is one bit.

3. Answer the questions

1. What is information?
2. How important is information?
3. How is information classified?
4. How is information divided by the function?
5. What are there documents of this point?
6. How is management level represented by?
7. What papers are typical in this point?
8. How does information split by the level of creation?
9. How is the stability of information represented?
10. Which information may be by the source of creation?
11. How is economic information classified?
12. Which forms of written information do you know?
13. Where does unwritten information come from?

4. Match the words and their meaning

Information	productive
Social	having knowledge
Informed	type
Economic	connected with trade and production
Effective	written and unwritten resource
Point	social

5. Match the words having opposite meaning

Modern	output
Radio	uninformed
Informed	practical
Analytical	television
Input	ancient.

6. Find definition for the items

Information, forecast, constant, secondary, graphics.

7. Can You say this in English?

- what is information;
- explain the classification of information;
- name the types of informational documents;

- talk about the classification of economic documents;
- explain the role of information in modern life.

8. Complete the words with similar pronunciation

- social; economic; political; informational;
- analyze; specialize; payment; occupy;
- creation; function; information; television;
- using; primary; planning; looking;
- plan; act; forecast; and.

9. Grammar to revise

-Put the verbs in Present Perfect

They (to study) the structure of information already. I (to prepare) for the seminar by the evening.

He (to repair) his computer by 5 o'clock. Modem (to provide) connection with Net.

We (to look for) new sources of information for the seminar.

-Ask questions to new sentences

10. Divide the text (Ex. 2) into paragraphs and retell it

Lesson 2

1. New words to memorize

Network system	система Интернет
To offer	предлагать
An access to information	доступ к информации
To communicate	связываться
Calculating machine	вычислительная машина
A size	размер
To add	прибавить
To subtract	вычесть
To multiply	умножить
To divide	разделить
One ...only	единственный
Military purposes	военные цели
Overheating	перегрев

2. Read and translate the text

The information is used in different branches of economy: in planning, in statistics, in management, and in reporting. To get and to transmit information different means

are used. The most popular are there electronic network systems. They provide an access to information and the way to communicate between the users. Computers help to gather, to locate, to keep, and to analyze information. Computers make easier data processing and calculating. Initially computers had one task only - to make calculating. They were created as a result of ENAC – project for military purposes. The scientist who created the calculating machine was an English electronic engineer Alan Turing. It happened in 1940. The size of the first computer was impressed. It consisted of 42 steel cases, occupied 160 sq meters, its weight was 27 tones. But there was one serious problem –overheating. It was dangerous for the staff to work with such machine. Personal computers were invented in 1980-s. They were called CDC6600. Personal computer complex consists of system block, display, software, mouse, keyboard, hard disk driver, mouse pad. PCs were transformed nowadays into I pads, laptops, smart phones. To make sure the security the routers were created. Internet, global computer network make possible any collective business work in any distance. The payment for net service may be monthly or hourly.

3. Answer the questions

1. What branches of economic activity do you know?
2. What means are used to get and to transmit information?
3. Are electronic network systems the most popular?
4. What do these systems provide?
5. Name the main tasks of modern computer.
6. What do computers make easier?
7. What was the task of the computers initially?
8. What project gave an impulse to create computers?
9. What was Alan Turing?
10. What was happened in 1940?
11. How big was the first computer?
12. What was its drawback?
13. What was PC invented?
14. How was it called?
15. What does PC complex include?
16. What are there the types of computers nowadays?
17. What is Internet?
18. What does it make possible?
19. How is Internet service paid?

4. Find English equivalents in the text

Используется в разных отраслях экономики; Статистика, отчетность, управление и планирование; Электронные сетевые системы; Обеспечивать доступ к информации; Способы связи между пользователями; Облегчать способ обработки информации и вычисления; Единственная задача; Вычислительная машина; Впечатляющие размеры; Процессор, монитор, клавиатура, жесткий

ДИСК.

5. Find the synonyms

to offer, to get, one only, to help, initially, a personal, a complex, global, security, a purpose.

6. Find the opposites

different, to provide, an user, to make easier, to create, modern, initially, to gather, paid, a service.

7. Find the words in the text which describe or mean the following

- a possibility to get and to use information (an a...);
- a machine which can add, subtract, divide by, multiply by (с... m...);
- activity aimed to collect, to keep, to analyze information(d... p...);
- if the size is too big/ too small(i...);
- system block, display, hard disk, mouse, keyboard (P...C...c...).

8. Can you explain the following?

- a brunch of economy;
- the means to get information;
- to make easier;
- a calculating machine;
- an impressive size;
- the problem of overheating;
- collective business work;
- in any distance.

9. Grammar to revise

Translate into English

- Мы записали уже все статистические данные.
- А вы записали эти данные?
- Жаль, мы опоздали. Мы ничего еще не записали
- Она уже приготовилась к семинару.
- Что она сделала? – Она повторила вопросы и смогла на них ответить.

Answer the questions to the sentence

He and his friends have prepared for the seminar.

- What has he made?
- When have they finished this work?
- Has he read this article or watched TV?
- He has prepared for the seminar, hasn't he?
- Who has done this task?

10. Complete the plan to retell the text (Ex.2)

Lesson 3

1. New words to memorize

Digital	цифровой
Basic parts	основные части
A memory	память
A processor	процессор
To receive	доставлять
To hold	содержать, хранить
Until	до тех пор как; пока
To be made up	составлять
The switches	переключатели
To change	менять
To convert into	трансформировать, конвертировать
The calculations	вычисления
To put back	возвращать
The desired result	желаемый результат
To achieve	достигать

2. Read and translate the text

All digital computers have two basic parts: a memory and a processor. The memory is receiving the data and holding them until they are needed. The memory is made up of a big collection of the switches. The processor is changing data into useful information by converting numbers into numbers. It reads numbers from the memory, performs basic arithmetic calculations, and puts the answer back into the memory. The processor is performing this activity over and over again until the desired result will be achieved. Both the memory and the processor are electronic. People have used calculating devices since ancient times. The first digital computer was built in 1946. The large room was filled with that computer. Since then rapid improvement in computer technology has led to the development of smaller, more powerful and less expensive computers. But the computers are notable to think. A user has to tell the computer in very simple terms exactly to do with the data it receives. A list of instructions for a computer to follow is called a program.

To make the process of memory holding easier may be used additional equipment- disk, USB flash drive, and hard drive. Memory amount of these ones is quite big.

3. Answer the questions

1. What types of computers do you know?
2. What are there basic parts of digital

computer?

3. What is the function of memory?

4. What is the memory made up of?

5. What are the actions of processor?

6. How regularly does processor act?

7. Are the memory and the processor electronic?

8. What additional equipment may be used to hold information?

4. Complete the word combinations:

Basic (правила, составные части, операции) ; Data (сбор, обработка, хранение, анализ);

(ожидаемый, конечный, достигнутый) result;

(экономическая, нужная, полезная) информация; (читать, писать, считать) numbers.

5. Complete 5 sentences using the word groups from the task above.

6. Find the synonyms

Basic; data; to collect; to keep; to fulfill; useful; the rules; to finish; achieved; regularly.

7. Find the opposites

To forget; to lose; both; useless; basic; to write; electronic; digital; additional.

8. Name in one word the description:

- to keep in mind; do not forget – m...
- main, fundamental, original- b...
- completed instruction- r...
- something is needed, which can help – u...
- source, data – i...

9. True or false? Correct false

statements. Analog and digital computers are the same. Computers help by calculating.

Computer is big calculating machine.

The processor and the memory act commonly. They both are there electronic.

10. Make up the dialog to the text from Ex.2.

Lesson 4

Check Yourself

Reading

1. New words to understand the text

An invention	изобретение
A discovery	открытие
To satisfy	удовлетворять
A shelter	убежище,
кров	Through the ages
в течение	веков
The tools	инструменты, орудия
труда	A steam engine
паровой	двигатель
A leisure time	свободное время
To attempt	пытаться,
пробовать	A nuclear power
атомная	энергия
Heavily	тяжело

2. Read and translate the text

Technology means the use of people's inventions and discoveries to satisfy their needs. Since people have appeared on the earth, they have had to get food, clothes, and shelter. Through the ages, people have invented tools, machines, and materials to make work easier.

Nowadays, when people speak of technology, they generally mean industrial technology. Industrial technology began about two hundred years ago. With the development of the steam engine, this caused the growth of factories, and the mass production of goods. It influenced different aspects of people's lives. The development of the car influenced where people lived and worked. Radio and television changed their leisure time. The telephone revolutionized communication, and Internet gave new ways to find, to use, and to transmit information.

Science has contributed much to modern technology. Science attempts to explain how and why things happen. Technology makes things happen. But not all technology is based on science. For example, people had made different objects from iron for centuries before they learnt the structure of the metal. But some modern technologies, such as nuclear power production and space travel, depend heavily on science.

Vocabulary

3. Quote the sentences in which these word groups are used in the text

Comes from; deals with; a wide variety of; search for; principles and laws; how

andwhy; to be true; at the same time; less and less clear; overlap each other; are closelyinterconnected; to make easier; through the ages.

4. Find in the text English equivalents for these words and word combinations

означает; охватывает; взаимосвязь; широкое разнообразие; орудия труда, пища икрыв; на протяжении веков; тому назад; паровой двигатель; массовое производство товаров; внес большой вклад; свободное время; из железа; передавать информацию; производство атомной энергии.

5. Find the synonyms

wide, to research, to attempt, to believe, to examine, main, complex, difficult, to start,big, a motor, various, to study.

6. Find the opposites

narrow, easy, practice, artificial, old, more, to begin, small, little.

7. Read, change the words in italics into the words with similar and oppositemeanings.

He happened to meet her in that *broad* street.They are investigating *complex* problems.

It was a very *difficult* experiment.

They *started* researching this problem.It was a *big* contribution.

8. Fill in the gaps, translate the

sentences:Science d... with a variety of subjects. Different theories u...the facts.

The b... of some scientific fields are not clear.

The natural, social, and technical sciences are closely i...

Science c... much to modern technology.

Writing

9. Ask the questions to the text (Ex.2)

10. Write shortly about modern science and technology

Unit 13 Taxation

Lesson 1

1. New words to memorize

Tax	налог
Taxation	налоговое право, налогообложение
Payment	оплата
Gratuitous	безвозмездный
Mandatory	обязательный
Contribution	взнос
To ensure	обеспечивать
The welfare	благополучие
In accordance	в соответствии
Personal income	личный доход
A penalty	штраф
Movable and immovable property	движимое и недвижимое имущество

2. Read and translate the text

Tax is the mandatory gratuitous payment paid to ensure financial activity of the state and local authorities. The item **taxes** refers to payments those are collected from the people or organizations on whom they are imposed. Taxes must be paid by every citizen or company. There is a difference between tax and duty fee. The last one is a payment for any activity between the parties (the statutory boards and the citizen or organizations). The stable taxation system is the basis of financial independence of the country. The welfare of the state depends on tax investments. The taxes are codified with Tax Code. There are following types of taxes: federal, regional, and local.

Main federal taxes are there value added tax (20%), excise tax (not fixed), income tax (13%), water tax (depends on value in tax period), production of hydrocarbons tax (depends on type, value, and tax period).

Regional taxes are there corporate property tax (tax on movable and immovable property; rate does not exceed 2,2% per year) , tax on gambling (on gambling tables, slot machines, tote and bookmaker offices- from 1,500 to 125,000 rubles), transport tax(on registered vehicle owners, depending on engine power, thrust of a jet engine or gross tonnage of vehicles).

Local taxes are there tax on property of individuals, land tax, trade tax. These taxes are established by local authorities within the limits established by the Tax Code of Russian Federation.

The control after the taxation is provided by the organs of tax service.

3. Answer the questions

1. What is tax?
2. Who must pay taxes?
3. Why are the taxes so important for the state economy?
4. What is duty fee?
5. What is penalty?
6. How are the taxes codified?
7. Why the taxes are divided into three levels?
8. What are the taxes of federal level?
9. What are the taxes of regional level?
10. What are the taxes of local level?

4. Build new word combinations

Тax (кодекс, подоходный, служба);
Payment (налоговый, ежегодный, не
фиксированный); To pay (пошлину, штрафы,
налоги);
(частная, корпоративная, государственная)
property; (федеральные, государственные,
местные) bodies.

5. Find the objects of taxation of

- | | |
|---------------|------------------|
| - added tax; | - ware tax; |
| - excise tax; | - transport tax; |
| - income tax; | - land tax. |

6. Finish and translate the sentences

The item tax means

...

Taxes must be paid

by

The stable taxation is the
basis....

Main federal taxes are there

...

Control after the taxation is provided by....

7. Explain the meaning of the items in English

Duty fee;penalty; rate of taxation; personal property;tax service.

8. Find English equivalents

Обязательный безвозмездный платеж; должны оплачиваться;
Государственные органы; стабильная налоговая система; Налог на
добавочную стоимость; акцизный налог; Налог на добычу углеводородов;
земельный налог.

9. Grammar to revise Translate into English

Федеральные налоги устанавливаются правительством. Все налоги делятся на три уровня. Государственный бюджет пополняется за счет налогов. Налог начисляется пропорционально доходам. Оплата налогов контролируется государственными органами.

10. Retell the text according to the plan.

Lesson 2

1. New words to memorize

Tax system	налоговая система
State and local taxes	государственные и региональные
налогиCapital gain tax	налог на прирост капитала
Inheritance tax	налог на наследство
Stamp duties	гербовые сборы
Regardless	несмотря на
Incorporation	включение
To earn	зарабатывать деньги
Audited account	проверенный счет
to be submitted	быть представленным

2. Read and translate the text.

The UK tax system consists of state and local taxes. State (national) taxes are there: personal income tax, corporate income tax, capital gain tax, oil income tax, inheritance tax, value added tax, duties and excise taxes, and stamp duties.

State taxes in the UK represent in excess of 90% of government tax revenue. Local taxes include only property tax, part of which is about 10% of tax revenues.

Any profit was made in the UK is taxed regardless of the person's place of residence or formal residence or the country of incorporation of the company. In the case of individuals, it can be understood in this way. Individuals who are not tax residents in the UK only pay tax on profits earned in the UK. Income earned outside the country is not taxed. For persons who are tax residents domiciled in the UK, tax is imposed on any income, both earned in the UK and abroad. For the persons who are tax residents domiciled in any country other than the UK, profit

earned in England are taxable. Profits earned outside the UK are taxed only if imported into the UK. Domicile also affects inheritance tax and capital gains tax.

3. Answer the questions

1. Which taxes do compose the tax system of the UK?
2. What are there the state taxes in the UK?
3. What are the UK local taxes?
4. How big are state and local taxes in percentage?
5. How is taxed any profit made in the UK?
6. How is taxed any profit made in the UK?
7. How are taxed individuals of formal residence in the UK?
8. How are taxed persons domiciled in the UK?
9. How are profits earned abroad the UK taxed?

4. Match together the antonyms

State	inside
Local	disorder
System	federal
Abroad	the citizens
Tax	to earn
To get	individual
Government	fee

5. Finish and translate the sentences

Tax system in the UK is divided into... and ...
State taxes include ..., ..., ...
Local taxes are thereand....
Income earned outside the country is
Any profit made in the UK is ...

6. Which word is an extra

Money, cheque, pay card, profit
To get, to obtain, to earn, to do
State, federal, local, taxed
Revolution, constitution, population, inflation

7. Identity the items

- state tax
- federal tax
- regional tax
- local tax
- individual tax

8. Find English equivalents

Устанавливать налоги; налоговая система; полученная в Британии прибыль; облагается налогом; независимо от места проживания; зарабатывать деньги; полученная вне страны прибыль; ввезенный в страну; вывезенный из страны; оба заработанные в Британии.

9. Complete the dialog about taxation in the UK

10. Retell the text (ex.2).

Lesson 3

1. New words to memorize

Calculation	расчет
To be based	основываться
Audited accounts	проверенный счет
Discretion	осмотрительность
To arise	возникать
To be liable	нести ответственность
Associated	связанный
reporting period	отчетный период
expected	ожидаемый
royalties	отчисления
patent – protected product	продукты, защищенные патентами

2. Read and translate the text

The calculation of company taxation in the UK is based on audited accounts, which are submitted to the Inland Revenue at the end of each financial year of the company. The tax year in this country starts on April 6th and ends on April 5th of the following year. A UK resident company is subject to corporate tax on all sources of income and capital gains, wherever they arise. A UK resident company for tax purposes is a company incorporated in the UK or headquartered and controlled in the UK. A non-UK resident company trading in the UK through a permanent establishment is liable for corporate tax on all income associated with that permanent establishment. The corporate tax rate is set separately for each year commencing on April 1st.

If taxable income can be attributed to the use of patents, a reduced tax rate is applied, which is 10% for the period from April 1st 2017. However, the reduced rate applies not only to income from patent royalties, but may also apply to profits from the sale of a patent – protected product.

Dividends received by UK companies from UK companies are generally exempt from corporate tax if the conditions are met. These conditions are more stringent for smaller recipient companies.

3. Answer the questions

1. What is the calculation of company based on?
2. What is Inland Revenue?
3. Is there a financial year in each company?
4. What is a UK resident company?
5. May non-UK company trade in the UK?

4. Translate the words with the same roots:

Calculate – calculation- calculator

Finance – financial – finances'

Reduce –reduced – reducer

Trade – trader – trading

5. Find the synonyms

Corporation; trade; to gain; to be based on; each; royal; a rate; a purpose; the same; incomes.

6. Which word is an extra

Corporation, cooperation, company, concern; A purpose; an aim; a task; a road;
To calculate, to count, to add, to multiple; Controlled, checked, directed, based.

7. Find English equivalents

- Начисление налогов;
- Расчет аудитора;
- Финансовый год;
- Применение сокращенного налога;
- Создается отдельно;
- Повышенный уровень;
- Постоянное учреждение налога;
- Быть похожим, ассоциироваться;
- Управление, штаб;
- Контролироваться правительством.

8. Complete and translate the sentences using such word groups

- To set up the taxes;
- financial year;
- small recipient companies;
- taxable income;
- fixed taxes;
- headquarters of;
- tax rate;
- patent-protected product;
- corporate tax;
- the use of patent.

9. Grammar to revise

Find in the text Ex.2 sentences with Passive Voice; write them down and translate into Russian.

10. Retell the text Ex.2

Lesson 4 Check Yourself

Reading and understanding

1. Read and translate the text

It is necessary to examine in greater detail the role of the government in setting up of the taxes. In every society governments provide such services as national defense, police, public education, health care, welfare, firefighting, and administration of justice. In addition governments through budget make transfer payments to some members of society.

Transfer payments are payments made to individuals without requiring the provision of any service to return. Examples are social security, retirement pensions, unemployment benefits, and in some countries food stamps.

2. Answer the questions

1. Does government take part in setting up taxes?
2. Which services are provided by government?
3. How are transfer payments made?
4. How are transfers to individuals made?
5. What are there the examples of these individuals?

Vocabulary

3. Fill in and translate sentences

The most wide spread tax is... ..

State ... is composed of different kinds of taxes.

Governments in setting up taxes.

Individual income tax is ... in our country.

... tax was the most common in ancient time.

4. Examine who must

- pay individual income tax;
- pay excise tax;
- pay roll tax;
- pay corporative income tax;
- pay sale tax.

5. Find synonyms

A trade; personal; ancient; to make clear; social; to set up; an income; possible.

6. Read the statements. Correct false ones

Governments affect taxes.

Transfers are made from company to company. Governments affect the sales.

Governments affect how to collect taxes. Taxpayers pay taxes.

7. Find the antonyms

Corporative; income; a taxpayer; to spend taxes; the same; poor; national; to sell; to buy.

Grammar

8. Complete sentences with Passive Voice

The taxes (to set up) by the government.

The taxes (must; to pay) until 01.12. Every year. State budget (to complete) with the taxes.

The taxes (to create) in three levels. The taxes(to check)with tax inspection.

Writing

9. Complete the dialog about taxes.

10. Write essay about taxes.

Unit 14

International Trade. Stock Exchange

Lesson 1

New words to memorize

Buying	покупка
Selling	продажа
To allow	позволять
Freely	свободно
To forbid	запрещать
To improve	улучшать
Mutual	взаимный

Read and translate the text

Trade is the buying and selling of goods and services. The products that are exchanged are things that people grow or make, like food, machines or clothes.

Services are activities that people do for others, like bank service, medical care, education, repairing etc. Trade is exchanging goods and services for money.

In some countries governments control the trade and in others it is allowed for companies and firms to trade freely. However, all governments control trade in some way. Sometimes governments forbid companies to buy or sell dangerous or illegal products, or military technologies. When companies expand and get bigger they often take over others and form a monopoly. Governments pass laws to prevent companies from becoming too strong and powerful and from controlling the market. Many governments try their own industries by making it more difficult to import foreign products. They put import taxes on foreign goods to make products more expensive and their own products cheaper. Governments may also limit the number of products that it will buy from another nation.

After the Second World War the big countries of the free world tried to improve free trade. Some formed trading blocks that trade freely. The biggest of them are the European Union, NAFTA and South America's Mercosur. About 150 countries are members of the World Trade Organization, an institution that sets up rules for world trade.

International trade uses a special currency for mutual settlements.

Answer the questions

1. What is a trade?
2. What are there goods and services?
3. Are goods and services exchanged for money?
4. Do governments control trade?
5. How do they control?
6. Which products are forbidden for trade?
7. When are monopolies formed?
8. Why do governments pass laws?
9. What are there import taxes?
10. What are there any famous international trade blocks?

Use additional sources and find out information about

- The European Union;
- NAFTA;
- South America's Mercosur.

Complete new word combinations

To allow (покупки; продажу; предпринимательскую деятельность); To forbid (торговлю; обмен валюты; создание монополий);

To improve (отношения; налоговую систему; правила торговли);

Mutual (интерес; выгода; расчеты).

Find words with suffix –ing in the text. Translate them. Build the sentences with them.

E.g. Trading- торговый.

Trading relations are important nowadays.

Find synonyms

Additional; blocks; currency; monopoly; to expand; pass laws; to improve; freely.

Find Russian equivalents

Buying and selling; to limit trade freely; illegal products; famous international trade blocks; mutual interest; international currency.

Grammar to revise Translate into English

Если сделка будет выгодной, договор будет подписан.

Когда договор будет подписан, начнется торговая деятельность. Если торговые отношения налажены, их надо развивать.

В случае роста продаж, поставки товара увеличатся.

Если свободная торговля улучшится, станет расти бюджет.

Ask general questions to new sentences

Complete dialog about international trade

Retell the text about international trade

Lesson 2

1. New words to memorize

To ensure	обеспечивать
Securities	ценные бумаги
To bring together	сводить
To take commission	брать комиссионные
Intermediary functions	посреднические услуги
To receive a fee	получать вознаграждение
A license	удостоверение
Promissory note	простой вексель

2. Read and translate the text

To provide international trade is there a special platform called Stock exchange. Stock exchange is non- governmental commercial organization. Maintask of stock

exchange is to make profit. It ensures trading of goods, currencies, and securities (stock, bonds, etc.). It brings buyers and sellers together, guarantees the security of transactions, and takes a commission for these activities. The main international stock exchanges are in the UK, Japan, and the USA.

Broker is a legal employer of stock exchange. He performs intermediary functions between the sellers and buyers on stock exchange. The brokers receive a fee in the form of commissions. To brokerage services is the purchase or sale of securities on behalf of clients. To provide such services, a market participant needs a license to carry out brokerage activities. Also brokers can advise his clients about particular security and give advice on the purchase of a security. To do this brokers analyze the market to identify and predict the trend of prices for an asset. The activity of brokers is mainly connected with securities.

A security is a kind of document that indicates the existence of the property rights of its owner. There is a kind of facilities:

- Bonds is a promissory note;
- Stock is a security that determines the rights of owner to receive part of the joint-stock company in the form of dividends;
- Check is a security containing the order of the drawer to the bank to make payment of the amount indicated in it to the check holder;
- Deposit certificate is a security that certifies the amount of a deposit of a legal entity deposited into a bank to receive of a deposit after a specified period.

Depending on the terms of the contract and the direction of intermediary services, brokers are administratively and criminally liable. Administrative is limited to fines or cancellation of license to provide brokerage services.

Criminal responsibility is often used in cases of violations of customs legislation or in the presence of fraud.

3. Answer the questions

1. What is Stock Exchange?
2. What is the main goal of its activity?
3. What does it ensure?
4. What does it guaranty?
5. What does broker perform?
6. What document allows broker's activity?
7. Does broker analyze the market?
8. What securities do you know?
9. What are the cases of liability?

4. Build word combinations

Special (деятельность; гарантии; ответственность); Ensure (безопасность; законность; чистота сделки); Analyze (цены; рынок; документ).

5. Find English equivalents

Сотрудник фондовой биржи; обеспечивать услуги; удостоверение на осуществление брокерской деятельности; обеспечивать сделку; простой

вексель; ценная бумага; платежный чек; депозитный сертификат; законная деятельность; административная и уголовная ответственность.

6. Find in the text sentences with Infinitive constructions. Write them down and translate.

7. Finish the sentences

Stock Exchange is a platform ... Main task of Stock Exchange is.... Stock Exchange insures...

Broker is ... Brokers perform...

8. Grammar to revise Translate into Russian

Once a government has cornered the markets, as for instance in gas or electricity, there is always a huge rise in prices.

When this company has launched new product in the market – place there is immediately reaction of the stock exchange.

When we design our office we are in furniture.

Ask special questions to the sentences

9. Ask your class mate about stock exchange and about the work of broker

10. Retell the text (Ex.2)

Lesson 3

1. New words to memorize

Fast-moving	мобильный
Dynamic	динамичный
Anonymously	анонимный
Outlook	прогноз
To earn	зарабатывать деньги

2. Read and translate the text

London International Futures and Options Exchange (LEFFE) is the fast-moving dynamic marketplace. It is located at Cannon Bridge. Its employers are 2,000 traders crowded into pits wearing brightly colored jackets, hand signaling to each other. The sound of animated voices shouting prices – a market where people trade face to face

not anonymously through screens. It is also market which has an established international presence (the largest in the world outside Chicago), an international membership and international outlook. It is also manifestly a part of the City of London, successful and proud of it. The task of this market is to allow investors to lay financial risks and control them. In the process it earned 750 mln for Britain's balance of payments and provided jobs for 25,000 people.

3. Answer the questions

1. What is LEFFE?
2. Where is it located?
3. How do the traders look like?
4. Why would the traders hand signal each other?
5. Why may trading be anonymous?
6. Is LEFFE international market?
7. What is the purpose of LEFFE?
8. How many jobs does LEFFE provide?
9. How much did LEFFE earn for the UK?

4. Find English equivalents

- Давать друг другу сигналы руками;
- выкрикивать цены;
- свободный биржевой торг;
- позволить финансовые риски;
- создать рабочие места;
- крупнейшая в мире биржа.

5. Make up your own sentences using word groups above

6. Choose correct answer

A fraud is ...

- a).the crime of stealing money by breaking into safe
- b). the crime of gaining money by dishonesty
- c).the crime of kidnapping.

A market maker is ...

- a).a person who controls the order on the marketplace
- b).a firm that buys and sells securities for profit
- c). a commercial organization that buys and sells only its own securities.

The City is...

- a).the business part of London
- b).shopping mall in New York
- c). one of the district of London with parks and gardens.

7.Fill in the where necessary

An exchange....Cannon Bridge

A marketplace ...more than one thousand traders
The sound ...animated voices

People trade

face...face

Anonymously...sc

reen Be proud...it

Balance ... payments.

8.Match together synonyms

A block of shares	a trader
Securities	to set aside
To lay off	gilt-edged
To provide	efficiently
To repurchase	a broker
A revised version	to finish or supply something

The ratio/useful work	to buy back
A market maker	a stock, share
Broker operating for himself	a modernized form
Highest order of quality	a liberal amount of
stocks	

9. Write an essay about LEFFE

10. Retell the text (Ex.2)

Lesson 4

Check Yourself

1. Vocabulary

Choose correct word from the wordlist

(Exchange controls; brokerage; weakness; spot; futures; broker; exchanged; samples; fixed; information; products: cash)

1. We...our dollars for Rubles.
2. The deal was transacted through money...who was paid commission.
3. London POX is a ...market for coffee, cocoa and other food...
4. The UK removed all... in 1979.
5. They run out of oil and buy on the ... market.
6. They received a spot ...payment for he goods that have been delivered soon.
7. The ... on this deal is 3%.
8. The sales conference is a good place to exchange...
9. The factory... were of good quality and we decided to order.
10. Despite the ...of sterling ,money market rates remained ...at just over 11%.

2. Speaking

Speak on current economic events in the country and abroad.

3. Writing Make dialogs

- A report on today's currency rates;
- In what way politics can effect market fluctuations in our country;

- Advantages and drawbacks of the exchange control in our country;
- The activities of commodity brokers;
- Situation at the Central Stock Exchange in our country.

4. Translate into English

- Корпорация имеет проблемы с поставщиками оборудования.
- Уголь в развитых странах не является структурообразующим сырьем.
- Если возникнут изменения на фьючерском рынке, спрос на американскую пшеницу увеличится.
- Если молодой специалист умеет анализировать рыночную ситуацию, то он сможет решить эту проблему.
- С переходом на рыночную экономику объекты здравоохранения перешли на самоокупаемость.
- Объявление возле пункта обмена валюты «Проверяйте деньги и валюту, не отходя от кассы».

5. Write a short essay about international trade.

Unit 15

Banks. Loans

Lesson 1

1. New words to memorize

money	деньги
Banking system	Банковская
система	
Commodity money	товарные
деньги	
Fiat money	декретные
деньги	
Bank money	банковские деньги
Book credit	учетная
	стоимость
	кредита
check	чек

function	функция
service	услуга
Medium of exchange	средство
обращения	
Store of value	средство
накопления	
Unit of account	мера стоимости
liquid	ликвидный
Demand for money	спрос на
деньги	
transaction	транзакция
Supply of money	предложение денег
currency	валюта
Check able deposit	чековый депозитный
	вклад
traveler's check	дорожный чек
saving	сбережение
Time deposit	срочный
	депозитный вклад
Certificate of deposit	сберегательная
книжка	
Banking sector	банковское дело
intermediary	посредник
reserve	резерв
Reserve requirement	потребности в создании
	резервов
Central bank	центральный банк
loan	ссуда
Balance sheet	бухгалтерский баланс
asset	актив
liability	обязательство, пассив

2. Read and translate the text

Banks perform two crucial functions. First, they receive funds from depositors and, in return, provide these depositors with a checkable source of funds or with interest payments. Second, they use the funds that they receive from depositors to make loans to borrowers; that is they serve as intermediaries in the borrowing and lending process. When banks receive deposits, they do not keep all of these deposits on hand because they know that depositors will not demand all of these deposits on hand because they know that depositors will not demand all of these deposits at once. Instead, banks keep only a fraction of the deposits that they receive. The deposits that banks keep on hand are known as the banks' reserves. When depositors withdraw deposits, they are paid out of the banks' reserves. The reserve

requirement is the fraction of deposits set aside for withdrawal purposes. The reserve requirements is determined by the nation's bank authority, a government agency known as the central bank. The central bank is unique in that it is the only bank that can issue currency. Deposits that banks are not required to set aside as reserves can be lent to borrowers, in the form of loans. Banks earn profits by borrowing funds from depositors at zero or low rates of interest and using these funds to make loans at higher rates of interest.

A **balance sheet** for a typical bank is given in Table. The balance sheet summarizes the bank's assets and liabilities. Assets are valuable items that the bank owns and consist primarily of the bank's reserves and loans. Liabilities are valuable items that the bank owes to others and consist primarily of the bank's deposit liabilities to its depositors. In Table, the bank's assets (reserves and loans) total \$ 1 million. The bank's liabilities (deposits) total \$ 1 million. A banking firm's assets must always equal its liabilities.

3. Answer the questions

1. How many functions do banks perform?
2. What functions are there?
3. What are there deposits?
4. What does reserve require?
5. Why is central bank unique?
6. How do banks earn profits?
7. What is balance sheet?

4. Read and translate information about main banks items

A **savings account** is a bank account with higher interest than a checking account. However, there are usually withdrawal restrictions.

To accrue means to increase as a result of steady growth or addition.

A **check** is a method of payment; a written document ordering the bank to pay money your behalf.

To invest money is to put it into an account or make a purchase offering a profitable return.

A **retail bank** is a bank that offers banking services to individuals and small companies.

A **commercial bank** is a private bank that provides banking services.

5. Find English equivalents

Ключевые функции; банковские требования; срочный вклад; средство платежа; банковские услуги; физические лица; небольшие компании; вклад с выгодным доходом; платежный документ; банковские резервы и займы.

6. Find Russian equivalents

- as a result of steady growth;
- put money into an account;

- a profitable return;
- equal its liabilities;
- Withdrawal restrictions.

7. Write down from the text all banking services. Which of them are the most important?

8. Compare the activity of retail bank and commercial bank

9. Ask your classmate questions about bank activity

10. Retell the text (Ex.2)

Lesson 2

1. New words to memorize

Leading	лидирующий
Do the best	делать все возможное
Customer	(зд.) клиент банка
Debt cards	дебетовые карты
Overdraft protection	защита от овердрафта
To offer	предлагать
Special offer	специальное предложение
Rupee	рупия (денежная единица Индии)

2. Read the advertisement.

Asteya Bank is India's leading retail and commercial bank. We always do the best for our customers! Our checking accounts come with debt cards and checks. We also provide overdraft protection for qualifying customers.

Our savings accounts are also a great deal. We offer interest rates from 1.30% to 3.65%. Interest accrues at a higher rate the longer you keep your money with us. So, choose a long term savings plan and let us take care of your future. Special offer! Until July, we will credit all new accounts with 500 rupees! It's our way to say thanks for joining us. Feel free to inquire at any branch for more details.

3. Read the statements. Correct false ones

1. Customers must qualify for a debit card.
2. Savings accounts gain more interest overtime.
3. The bank charges 500 rupees to open an account.

4. Match the words (1-7) with the definitions

- (A-G). 1 _ commercial bank
2 _ overdraft

3 _ checking
account4 _
savings account
5 _ check
6 _ interest
7 _ accrue

A an amount of money a customer may spend beyond what is in his or her account
B a bank account that offers interest and limits withdrawals
C a slip of paper that provides payment
D a private institution that provides banking services to the public
E a bank account that allows regular withdrawals but pays no or little interest
F to increase or gain
G a percentage paid when money is loaned

5. Choose the word from the word list

inquire - provide - rate

1 Does this bank _____ financial advice?
2 Savings accounts pay interest at a higher _____ man checking
accounts. 3 _____ about Brookline
Bank accounts at the customer service desk.

6. Read a conversation between a bank teller and a customer. Check the item(s) the customer needs in order to open an account.

1 overdraft application
2 passport
3 bank statement
4 minimum deposit
5 driver's license

Clerk (F): Good morning, sir. How can I help you?

Customer (M): I have a question about your checking accounts.

Clerk: Certainly, sir. What would you like to know?

Customer: What documents do I need to open an account?

Clerk: Well, we need to see your passport, employment contract and a bank statement from your current bank.

Customer: Okay. Also, do I need to make a minimum deposit?

Clerk: Yes, we ask that customers open accounts with at least 5,000 rupees.

Customer: Okay, thank you very much. I'll come back tomorrow with those documents.

7. Read and translate the items from banking service

Access - To have access to your money is to have the ability to withdraw it.

Online banking - allows customers to perform banking transactions from their Bank's website.

To transfer- money is to move it from one place to another.

Bill pay service- is an online bill paying service that pays bills online instead of

A cashier's check- is a check drawn from the bank itself, rather than the customer's account.

A letter of- credit is a document from a bank promising to pay an amount to the third party on behalf of a customer.

To cred -an account is to give or add something to it.

A fee-is the price for a particular professional service.

Returned-If a check is returned, the bank refuses to pay it because there is not enough

Checking account- is a bank account from which money can be easily

A saving account -savings account is a bank account with higher interest than a checking account.

However, there are usually withdrawal

restrictionsATM- is a computerized machine that dispenses

8. How do you find Asteya Bank? Express your opinion about it

9. Ask your classmate about his opinion

10. Compose your advertisement about one of Russian banks

Lesson 3

1.New words to memorize

Cash card	карта для снятия наличных
24/7	услуги круглосуточно и без выходных
Register	регистрация, запись
Online banking	банковский услуги он-лайн
Conveniences	удобства
Sign up	ставить подпись
To inquire branches	запросить все филиалы

2.Read and translate the textServices of bank

With your cash card, you have access to your money 24/7. What is more, we are the only bank to offer free withdrawals at other banks' ATMs. Register for online banking and transfer money at your convenience. You can also sign up for our new bill pay service. Save time by paying all your bills from our website.

Costs of services

Our personal checking account comes at no charge. We provide cashier's checks for our customers for a small fee - Rs. 200 per check.

For business customers we can arrange letters of credit. Please inquire all your branches for exact charges.

* There is a fee of Rs. 1,500 for returned checks.

3. Read the statements, correct false ones

- 1 _ The bank charges fees when customers use other banks' ATMs.
2 _ Customers are automatically registered for online banking.
3 _ Customers must pay for cashier's checks, returned checks and letters of credit.

4. Match the words (1-7) with the definitions (A-G)

- | | |
|----------------------|--------------------|
| 1 _ services | 5 _ online banking |
| 2 _ letter of credit | 6 _ bill pay |
| 3 _ ATM | 7 _ returned |
| 4 _ fee | |

A -bank document guaranteeing payment of a large amount
B-banking services that can be accessed through the Internet

C- actions performed by a bank on behalf of the customer

D- a service that allows customers to pay bills from one website

E- an amount of money for a particular service

F- an electronic cash machine

G -sent back to a bank due to insufficient funds

5. Write a word that is similar in meaning to the underlined part.

- 1 This bank offers a bill pay service at no extra cost _____ e
2 Use a bank check for large purchases _____ s _____ e ' _____ h
_____ 3 Move some money from savings 10 checking. _____ n _____
4 ATMs provide 24 hour ability to get money. _____ c _____ s

6. Read a conversation between a teller and a customer. Mark the following statements as true (T) or false (F).

- 1 _ The woman is at the bank to investigate a charge.
2 _ The woman was charged for using another bank's ATM.
3 _ The woman wrote a check for more money than she had in her account.

Teller (M): Good morning, madam. How can I help you?

Customer (F): I want to inquire about a charge on my bank statement. I have a copy of it right here.

Teller: Can you show me which charge?

Customer: This one. It's a charge for 1,500 rupees last month. What is it for?

Teller: Oh, yes. It seems a check was returned.

Customer: Really? Do you know why?

Teller: There were insufficient funds in your account.

Customer: Oh dear. I guess I'll have to check my balance more often.

7. For each situation write a sentence with whom (more formal) and withoutwhom (less formal).

- 1 You met a friend. You hadn't seen him for years.
more formal I met a friend whom I hadn't seen for years .less formal met a friend I hadn't seen for years
- 2 You needed a lawyer. A friend of yours recommended one.more formal I went to see a lawyer_____.
less formal I went to see a lawyer_____.
- 3 You called your bank with a problem. You spoke to somebody, but he wasn'tvery helpful.
more formal The person wasn't very helpful_____.less formal The person_____.
- 4 Tom was in love with a woman, but she wasn't in love with Tom.more formal The woman wasn't in love with him_____.
less formal The woman wasn't in love with him_____.

8. Complete the sentences using who/whom/whose/where.

1. We helped some people whose car had broken down.
- 2 A cemetery is a place_____people are buried.
- 3 A pacifist is a person_____believes that all wars are wrong.
- 4 An orphan is a child_____parents are dead.
- 5 What's the name of the hotel_____your parents are staying?
- 6 This school is only for children_first language is not English.
- 7 The person from_____I bought my car is a friend of my father's.
- 8 I live in a friendly village_____everybody knows everybody else.

9. Ask your classmate about the most wide spread bank services

10. Tell about bank services which do you use

Lesson 4

Check

Yourself

1. Vocabulary

Build new words using proposed morphemes; translate new words:

To acquire + ing (G)	to grow + ing (G)
To utilize + tion (N)	to extend + ing(G)
To finance + ing (G)	to operate +
tion (N)	To expand + tion (N)

2. Fill in, translate the sentences

Money is one of the ... factors of business.

The assets include inventories, equipment, buildings and ...

... influences in the market.

... is known as financial management

Short-term financing must be repaid in less than ...

3.Translate into Russian:

- Similar way;
- fiscal check;
- long-term credit;
- monetary market;
- day-to-day payment;
- plan of action;
- to secure the funds;
- to repay.

4. Complete the sentences using the word groups from the Ex.6and translate them into Russian.

5. Identity the items:

- | | |
|---------------------|-----------------------|
| - the finance; | - the funds; |
| - private property; | - day-to-day payment; |
| - state property; | - investment. |

6. Reading and understandingTranslate and retell the text.

To start any business we need enough money. How much? It will be enough to

start and to continue the work of enterprise. Money for start of business is called a start-up capital. This money is used for rent of the building(-s), for equipment, for technologies, for salary of employers, for transport, for current payments (electricity, heating, running water) etc. The start-up capital includes the payment of taxes. Start-up capital may be completed from own money, credit money, invested money. Main funds of enterprise are formed from start-up capital. Successful financial management is aimed to make profit and extend the volume of start-up capital.

7. Ask questions to your classmate about the start-up capital

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Учебное издание

**АНГЛИЙСКИЙ ЯЗЫК
ДЛЯ ТЫЛОВЫХ ПОДРАЗДЕЛЕНИЙ
ОРГАНОВ ВНУТРЕННИХ ДЕЛ**

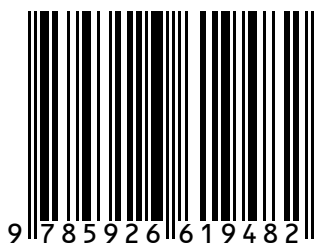
Учебное пособие

Составители:

**Гордеева Елена Владимировна
Ступина Ольга Анатольевна**

В авторской редакции

ISBN 978-5-9266-1948-2



Подписано в печать 28.02.2023. Формат 60х84 1/16.
Усл. печ. л. 10,8. Тираж 60 экз. Заказ 109.

Краснодарский университет МВД России.
350005, г. Краснодар, ул. Ярославская, 128.