

**Автономная некоммерческая организация высшего образования
«Российский новый университет»
Колледж**

ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

по учебной дисциплине
СГ.02 Иностранный язык (английский язык)
в профессиональной деятельности

для специальности среднего профессионального образования

38.02.07 Банковское дело

На базе среднего общего образования

Москва 2024 год

Одобрена предметной (цикловой) комиссией по специальности Банковское дело

Разработана на основе федерального государственного образовательного стандарта по специальности среднего профессионального образования 38.02.07 Банковское дело

Протокол № 5 от 15 января 2024 г.

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**ПАСПОРТ
ФОНДА ОЦЕНОЧНЫХ СРЕДСТВ
по учебной дисциплине
СГ.03 Иностранный язык в профессиональной деятельности
38.02.07 Банковское дело**

Результаты обучения (освоенные умения, усвоенные знания)	ОК	Наименование те- мы	Уро- вень освое- ния те-	Текущий контроль	Промежу- точная аттеста- ция
1	2	3	4	5	6
<p><i>уметь:</i> Выбирать способы решения задач профессиональной деятельности, применительно к различным контекстам</p> <p><i>знать:</i> особенности социального и культурного контекста; правила оформления документов и построения устных сообщений</p>	ОК 02, 09	Тема 1.1. Великобритания	2	Словарный диктант Диалоги	Билеты для дифференцированного зачета
<p><i>уметь:</i> осуществлять поиск, анализ и интерпретацию информации, необходимой для выполнения задач профессиональной деятельности</p> <p><i>знать:</i> планировать и реализовывать собственное профессиональное и личностное развитие</p>	ОК 02, 09	Тема 1.2. Компьютеры	2	Лексико-грамматический контроль № 1 Написание сочинений	Билеты для дифференцированного зачета
<p><i>уметь:</i> владеть актуальными методами работы в профессиональной и смежных сферах; реализовать составленный план; оценивать результат и последствия своих действий</p> <p><i>знать:</i> определять задачи для поиска информации; определять необходимые источники ин-</p>	ОК 02, 09	Тема 1.3 Образование	2	Лексико-грамматический тест № 2. Контроль чтения и перевода Написание диалогов	Билеты для дифференцированного зачета

формации; планировать процесс поиска; структурировать получаемую информацию; выделять наиболее значимое в перечне информации; оценивать практическую значимость результатов поиска; оформлять результаты поиска					
<i>уметь:</i> Использовать информационные технологии в профессиональной деятельности <i>знать:</i> Пользоваться профессиональной документацией на государственном и иностранных языках.	ОК 02, 09	Тема 2.1. Моя будущая профессия	2	Словарный диктант	Билеты для дифференцированного зачета
<i>уметь:</i> Выбирать способы решения задач профессиональной деятельности, применительно к различным контекстам <i>знать:</i> номенклатуру информационных источников применяемых в профессиональной деятельности; приемы структурирования информации; формат оформления результатов поиска информации	ОК 02, 09	Тема 2.2. Устройство на работу	2	Сценки устройства на работу, диалоги	Билеты для дифференцированного зачета
<i>уметь:</i> Планировать и реализовывать собственное профессиональное и личностное развитие <i>знать:</i> особенности социального и культурного контекста; правила оформления документов и построения уст-	ОК 02, 09	Тема 2.3. Деловое общение	2	Словарный диктант Диалоги	Билеты для дифференцированного зачета

ных сообщений					
<p><i>уметь:</i> Работать в коллективе и команде, эффективно взаимодействовать с коллегами, руководством, клиентами.</p> <p><i>знать:</i> современные средства и устройства информатизации; порядок их применения и программное обеспечение в профессиональной деятельности</p>	ОК 02, 09	Тема 2.4. Экономика	2	Устный опрос. Дискуссия и презентации по пройденным темам.	Билеты для дифференцированного зачета
<p><i>уметь:</i> Осуществлять устную и письменную коммуникацию на государственном языке с учетом особенностей социального и культурного контекста.</p> <p><i>знать:</i> сущность гражданско-патриотической позиции, общечеловеческих ценностей; значимость профессиональной деятельности по профессии (специальности); стандарты антикоррупционного поведения и последствия его нарушения</p>	ОК 02, 09	Тема 2.5. Банки	2	Контроль чтения. Лексико-грамматический тест №3	Билеты для дифференцированного зачета
<p><i>уметь:</i> Планировать и реализовывать собственное профессиональное и личностное развитие</p> <p><i>знать:</i> особенности социального и культурного контекста; правила оформления документов и построения устных сообщений</p>	ОК 02, 09	Тема 2.6. Банковские документы	2	Написание сочинений	Дифференцированный зачет

Критерии оценки:

1. За письменные работы (контрольные работы, самостоятельные работы, словарные диктанты) оценка вычисляется исходя из процента правильных ответов:

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, словарные диктанты	От 60% до 74%	От 75% до 94%	От 95% до 100%

2. Творческие письменные работы (письма, разные виды сочинений) оцениваются по пяти критериям:

а) Содержание (соблюдение объема работы, соответствие теме, отражены ли все указанные в задании аспекты, стилевое оформление речи соответствует типу задания, аргументация на соответствующем уровне, соблюдение норм вежливости).

ПРИ НЕУДОВЛЕТВОРИТЕЛЬНОЙ ОЦЕНКЕ ЗА СОДЕРЖАНИЕ ОСТАЛЬНЫЕ КРИТЕРИИ НЕ ОЦЕНИВАЮТСЯ И РАБОТА ПОЛУЧАЕТ НЕУДОВЛЕТВОРИТЕЛЬНУЮ ОЦЕНКУ;

б) Организация работы (логичность высказывания, использование средств логической связи на соответствующем уровне, соблюдение формата высказывания и деление текста на абзацы);

в) Лексика (словарный запас соответствует поставленной задаче и требованиям данного года обучения языку);

г) Грамматика (использование разнообразных грамматических конструкций в соответствии с поставленной задачей и требованиями данного года обучения языку);

д) Орфография и пунктуация (отсутствие орфографических ошибок, соблюдение главных правил пунктуации: предложения начинаются с заглавной буквы, в конце предложения стоит точка, вопросительный или восклицательный знак, а также соблюдение основных правил расстановки запятых).

3. Устные ответы (монологические высказывания, пересказы, диалоги, работа в группах) оцениваются по пяти критериям:

а) Содержание (соблюдение объема высказывания, соответствие теме, отражены все аспекты указанные в задании, стилевое оформление речи соответствует типу задания, аргументация на соответствующем уровне, соблюдение норм вежливости).

ПРИ НЕУДОВЛЕТВОРИТЕЛЬНОЙ ОЦЕНКЕ ЗА СОДЕРЖАНИЕ ОСТАЛЬНЫЕ КРИТЕРИИ НЕ ОЦЕНИВАЮТСЯ И РАБОТА ПОЛУЧАЕТ НЕУДОВЛЕТВОРИТЕЛЬНУЮ ОЦЕНКУ;

б) Взаимодействие с собеседником (умение логично и связно вести беседу, соблюдать очередность при обмене репликами, давать аргументированные и развернутые ответы на вопросы собеседника, умение начать и поддерживать беседу, а также восстановить ее в случае сбоя: переспрос, уточнение);

в) Лексика (словарный запас соответствует поставленной задаче и требованиям данного года обучения языку);

г) Грамматика (использование разнообразных грамматических конструкций в соответствии с поставленной задачей и требованиям данного года обучения языку);

д) Произношение (правильное произнесение звуков английского языка, правильная постановка ударения в словах, а также соблюдение правильной интонации в предложениях).

Тема 1.1. Великобритания Словарный диктант

Слова к диктанту:

Экономика

Успех

Доход

Наука

Сравнивать

Зарабатывать

Платить налог

Источник

Вклад

Потребитель

Логистика

Безработица

Полезный

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, тесты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Great Britain

(пример, на базе которого студенты составляют свои диалоги)

Andrey: Dima, how was your trip to Great Britain?

Dima: Wonderful! It was great experience for me.

Andrey: Were you there just for sightseeing or for studying?

Dima: Both options are correct. It was my first time there, so I wanted to see as many sights as possible. And, it was an educational exchange, so I got to attend one British school with my penfriend.

Andrey: Did you stay at his place, while you were there?

Dima: Yes, his family was so nice to have me for the whole month. They were my host family.

Andrey: Which part of Great Britain do they live in?

Dima: They live in Southampton - a city on the south coast of England. It's the largest city in Hampshire county. I liked this place very much. First of all, the weather was fantastic, while I was there. It was sunny and warm almost every day. Secondly, I got to see many notable buildings, such as the Tudor House, the Mayflower Theatre, the National Oceanography Center, etc.

Andrey: Is Southampton far from London?

Dima: No, it's just two hours away by bus.

Andrey: Did you go there?

Dima: Of course. We spent a couple of days in London, although I think that one should live a month there to get acquainted with the whole city.

Andrey: What did you see in London?

Dima: First of all, we visited the Trafalgar Square and saw the Nelson's Column on it. Secondly, we were at the Piccadilly Circus. It's now one of my favourite parts of London. It is especially beautiful at night, when it is richly illuminated. I took many pictures of it.

Andrey: What's Piccadilly Circus famous for?

Dima: It is a public space at the West End of London, which is full of posh facilities. There are lots of nice shopping and entertaining centers. Other than that, we saw the Buckingham Palace, the Tower of London and the Museum of Madame Tussaud.

Andrey: What other parts of Great Britain did you visit?

Dima: One day, my penfriend Adam took me to Stonehenge. It was a fantastic trip. Luckily, Southampton is not far from this world-famous attraction.

Andrey: Did you get to see the prehistoric stones standing in a ring?

Dima: Of course, I did. In my opinion, this place is enchanted. When I was there, it felt strange to be among such ancient remains that include hundreds of burial mounds.

Andrey: I wish I could go there sometimes too.

Dima: If you want, later I can show you the pictures that I took. I left my camera at home.

Andrey: Sure. I'd love to see them. Are there any other remarkable places that you saw? Did you go to other countries of Great Britain apart from England?

Dima: As we were close to Wales, one day we decided to visit Swansea. I should say, it's an amazingly beautiful city. It's the second largest city in Wales and one of its main sea ports. People, who like swimming and fishing, will appreciate this place, as Swansea has long sandy beaches.

Andrey: Sounds interesting. If your school was going to arrange another educational trip to Great Britain, I would definitely join.

Dima: I'll ask my teacher of English about it. If there is another trip, I'll let you know.

Тема 1.2.
Компьютеры
Лексико-грамматический тест № 1

I variant

I . Match up.

- | | |
|-------------------------|----------------------|
| 1) ordinary | a) сравнивать что-то |
| 2) by the way | b) богатый |
| 3) science | c) успех |
| 4) customs | d) объяснять что-то |
| 5) wealthy | e) потребитель |
| 6) income | f) наука |
| 7) success | g) к стати |
| 8) to explain something | h) доход |
| 9) to compare something | i) обычный |
| 10) consumer | j) таможня |

II. Choose the correct word and translate.

- 1) I am a student of (economy, economics) now.
- 2) (Employment, Unemployment) is unfortunately growing in the country.
- 3) The (employer, employ) gave an interview last week.

III. Open the brackets.

- 1) He (to make) great contributions in economics.
- 2) His work (to publish) in 1776.
- 3) He (to speak) English now.
- 4) We (to study) already two lessons.
- 5) She (to go) to Italy next year.

IV. Translate into English.

- 1) Бизнесмен сейчас разговаривает с менеджером.
- 2) Мы только что прочитали этот текст.
- 3) Я читал что-то об этом ученом в школе.
- 4) Когда я окончил школу, я хотел поступить именно в этот институт.
- 5) Мы будем говорить только об экономике?
- 6) Эти компьютеры устарели.

II variant

I . Match up.

- | | |
|--------------------------|-------------------------|
| 1) unemployment | a) увеличивать |
| 2) related | b) вклад |
| 3) source | c) источник |
| 4) to pay a tax | d) связанный |
| 5) to earn | e) поработать хорошо |
| 6) useful | f) безработица |
| 7) to do well | g) сопровождать кого-то |
| 8) to increase | h) полезный |
| 9) to accompany somebody | i) зарабатывать |
| 10) contribution | j) платить налог |

II. Choose the correct word and translate.

- 1) At school I didn't study the (economy , economics) of Great Britain.
- 2) At school I didn't (study, studied) the economy of Great Britain.
- 3) The figure (show, shows) the interrelation between models, theories and reality.

III. Open the brackets.

- 1) He (to become) the founder of political economy.
- 2) A few problems (to discuss) at the lesson.
- 3) He just (to read) this book.
- 4) They (to build) a new factory next year.
- 5) We (to study) English now.

IV. Translate into English.

- 1) Между прочим, вы изучали экономику в школе?
- 2) Мы изучали несколько предметов на английском языке.
- 3) Студентам было задано несколько упражнений на перевод.
- 4) Мы будем читать статьи из английских газет онлайн.
- 5) Я читаю сейчас очень интересную книгу.
- 6) Я никогда не купил тот компьютер.

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
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Essay “Internet in my life” (пример)

Internet is a great invention. It has changed the lives of nearly all people on our planet. Many things have become easier and can be done from the comfort of your own home. For example, people nowadays can order a takeaway food, they can buy clothes online, and they can even work online.

Internet is a global world network, which has united people from different countries and of different backgrounds. Thanks to this network, we can chat with friends, meet new people and connect to our distant relatives via video calls.

Shopping has become much easier. If you don't have time to go to the store, you can order all the necessary products at the online store and they are delivered within a day. Same can be done with medical pills, railway tickets, shoes, dresses and any other items. In my opinion, it is very convenient.

However, it seems that with the appearance of Internet people have become lazier. They rarely walk or do physical exercises. They don't need to bother much if everything can be done with one click of a button. My family is a fan of active life, so we try to order online only urgent items. If we want to shop for food or clothes, we go to the nearest supermarket or mall.

The question is why we need Internet. I mostly use it to chat with my friends, especially those who live in other towns. I also like communicating through social networks and reading books online. Other than that I find lots of educational information via Internet. Obviously, it is one of the most useful tools in the life of modern people.

In my opinion, Internet is of great help in everyday life. We just need to learn how to separate useful information from useless. Moreover, we shouldn't neglect live communication and sports.

Задание после дискуссии: прочитайте текст. Выразите свою точку зрения (согласитесь или нет с автором). Напишите о недостатках Интернета.

Read the text. Write whether you agree with this point or not. Write about disadvantages of the Internet.

The positive impact of the internet on society

The biggest Positive impact of the internet on society is the popularity of social networks and social media websites. Societies around the globe are becoming stronger, developed and more intelligent because most technologies are interlinked with the internet.

But some of us are inspired to follow good habits after the internet, but most fall into bad habits.

Information on the internet that you receive can make you positive or negative. It is changing every second with the speed of technology.

On the Internet, every information looks important. That important-looking information, actually makes people positive and negative. And people connected to the negatives information and sources on the Internet, helped the producers to

spread rumors knowingly and unknowingly without personal analysis and institutional judgment. And now It's impacting everyone lives.

Internet impact on society is now making economic, social, and political changes around the globe. It's obvious because billions user, communities, cultures using the internet in their daily life. And our actions, thoughts and communication skills on the internet is impacting society positively or negatively.

According to <http://www.internetlivestats.com/> in 2016 approximately 3,424,971,237 people are using the internet. Internet developing the argumentative and rude communication skills and languages, beliefs, behaviors and values in the society.

In the end, it's easy to say that negative or positive uses of the internet are dependent on us. But if we will think socially then our each other's actions and reactions creating the positive and negative uses of the internet.

Тема 1.3

Образование

Лексико – грамматический тест № 2

Вариант 1

Exercise 1. Выберите правильный вариант.

1. They (can/might) be away for the weekend but I'm not sure. 2. You (may/might) leave now if you wish. 3. (Could/ may) you open the window a bit, please? 4. He (can/could) be French, judging by his accent. 5. (May/can) you play the piano? 6. Listen, please. You (may not/ might not) speak during this exam. 7. They (can't/may not) still be out! 8. You (couldn't/might not) smoke on the bus. 9. With luck, tomorrow (may/could) be a sunny day. 10. You (can/may) be right but I'm going back to check anyway.

Exercise 2. Answer the questions:

1. What kind of schools or pre-school groups do children go to before they start schooling?
2. Are comprehensive schools selective? Do children have to take exams to get accepted?
3. What examination did children use to take at the age of 11?
4. What do psychologists say about it?
5. What choice do they have after the fifth form?
6. What exam do they have at the age of 16?
7. Why do they try to get as many A-levels as possible?
8. If you were in Britain now, what form would you study in?

Лексико –грамматический тест № 2

Вариант 2

Exercise 1. Выберите правильный вариант.

1. They (can/might) be away for the weekend but I'm not sure. 2. You (may/might) leave now if you wish. 3. (Could/ may) you open the window a bit, please? 4. He (can/could) be French, judging by his accent. 5. (May/can) you play the piano? 6. Listen, please. You (may not/ might not) speak during this exam. 7. They (can`т/may not) still be out! 8. You (couldn`t/might not) smoke on the bus. 9. With luck, tomorrow (may/could) be a sunny day. 10. You (can/may) be right but I'm going back to check anyway.

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Контроль чтения и перевода.

Free, compulsory education is available for all children between the ages of 6 and 17 in Russia. Most children attend pre-school kindergarten and continue further education after the age of 17. Even remote areas have a full education service. Until the 1990s all schools and tertiary institutions were run by the state. But since then, a number of private, fee-paying schools have opened and some universities began to charge tuition fees.

Children attend school five or six days a week. The school day normally runs from 8.30 until 3.00 p.m. Pupils study basic subjects, including Russian Language and Literature, Mathematics, Physics, History and a foreign language. Russian is a compulsory subject for all schools, though ethnic minorities have the right to teaching and textbooks in their own languages. Among the foreign languages taught at Russian schools English is the most popular nowadays.

There are two types of secondary schools. Most pupils attend general sec-

ondary schools and particularly gifted pupils are selected for special secondary schools, where they receive extra tuition in such subjects as music, art, languages or mathematics.

There are also vocational secondary schools where pupils are trained for their future job alongside regular studies.

Higher education is important in Russia. There are universities and technical colleges in all Russian cities. Students in higher education are given a small allowance from the government.

The M.V. Lomonosov State University in Moscow is generally regarded as the most prestigious of Russia's institutions of higher education. Founded in 1735, it is also the oldest university and today has about 20,000 full-time students.

Since the 1990s, curricula have been updated, placing less emphasis on political ideology and introducing new technologies into the teaching and learning process. New courses, such as business management, are preparing students for the new Russia.

Many schools in Russia are wired for modern communications and media technologies. Computers, modems, CD-ROMs, educational software programmes, satellite dishes, and Internet access are rapidly becoming part of education from kindergarten to college. New technologies have made available to students multimedia educational materials that combine print, images, and sound into sophisticated presentations. Some of this material is interactive so learners can develop projects using Internet and create presentations with 3D animations, sound and video.

Modern education allows Russia's young people to grow up empowered to decide their future for themselves.

Education

(пример, на базе которого студенты составляют свои диалоги)

Helen: Hi, Ann! How are you? Haven't seen you for ages.

Ann: Hi, Helen! I'm fine, thank you. And you?

Helen: I'm also well. So, where were you all this time?

Ann: I've been busy moving to another district. My parents have recently bought a new house, so we now live there.

Helen: How about the school? Are you going to change it too?

Ann: Yes, I've already applied to the new school, which specializes in foreign languages.

Helen: Really? That's marvellous. Are you going to study there during the new academic year?

Ann: If I successfully pass two exams, then yes.

Helen: Which exams do you need to pass?

Ann: One is in Foreign literature and another is in German language.

Helen: So, you're going to study German there, is that right?

Ann: Not only. I will have two foreign languages on the curriculum or three if I choose so.

Helen: In my opinion it's great. Foreign languages are significant in all spheres of education. If you know several languages, you can be a highly-demanded interpreter.

Ann: You're right, but that's not all. If I know German or Chinese well, I can end up as an important member of some large corporation. Large companies do business with Germany, China and many other countries.

Helen: That's true. It is especially good to specialize in different branches.

Ann: What do you mean?

Helen: I mean, today it's easy to find an interesting job and to build a successful career when you have two different specialties. For example, foreign languages and law, foreign languages and banking, etc.

Ann: As I understand foreign languages are necessary in any case.

Helen: Of course. Combined with any other profession, they give you broad opportunities.

Ann: My parents always say that good education is vital. That's why they decided to transfer me to a better school.

Helen: I'm glad that you moved then. I wish you good luck with the entrance exams and your further studies.

Ann: Thanks, I'll do my best.

Тема 2.1.

Моя будущая профессия

Слова к диктанту

1. Техника, технология
2. Сельское хозяйство
3. Острая конкуренция
4. Квалификация, знания
5. Выход, исход, результат
6. Ускорять
7. Точно
8. Применять
9. Здоровье
10. Разделять
11. Острый, пронизательный
12. Острый интерес
13. Невидимый
14. Невидимые запасы
15. Повторять

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные	От 60% до 74%	От 75% до 94%	От 95% до 100%

работы, тесты			
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Тема 2.2.

Устройство на работу

Job Interview (пример, на базе которого студенты составляют свои диалоги)

- Good morning, Miss Jones. So you applied for a job in our team. Am I right?
- Yes, I did. I sent my resume for a position of a restaurant manager.
- That`s good. I`d like to know a bit more about you. Probably you could tell us about your education first.
- Well, I left school at 17 and then for the next five years I studied at Kazan Federal University. I graduated the Department of economics with high honors and was qualified as a manager of enterprise. And after that I did a one-year computer course.
- Well. Your education sounds great, Miss Jones. And have you got any experience? Have you worked before?
- Certainly. First I worked as a manager at children`s clothes shop. I stayed there for four years and then I moved on to my present company. They offered me a job of a manager in a big cafe.
- That`s very interesting. Why aren`t you happy with your present job, Miss Jones? Why are you going to leave them?
- Well. The salary isn`t so bad, I must admit. But the work schedule isn`t convenient for me. And I often do a lot of overtime there. Besides you have an excellent reputation and I hope to have more opportunity and growth potential in your company.
- I see. Do you mind business trips? And are you fluent in Italian or German?
- Oh, foreign languages are my favorites. We did Italian and German at the University and I use them when I travel.
- Very good. Can you tell me about your good points then?
- Well... I start my work on time. I learn rather quickly. I am friendly and I am able to work under pressure in a busy company.
- OK. That`s enough I think. Well, Miss Jones. Thank you very much. I am pleased to talk to you and we shall inform you about the result of our interview in a few days. Good-bye.

Тема 2.3.

Деловое общение

Слова к диктанту

1. отдать должное кому-либо
2. быть многообещающим
3. сопровождать кого-либо
4. понемногу
5. быть удачливым
6. благодаря чему-либо
7. розничный торговец

8. спрос
9. ценный
- 10.увеличиваться
- 11.полезный
- 12.быть уверенным
- 13.все детали и подробности
- 14.хорошо работать
- 15.в продаже
- 16.увлекаться чем-либо
- 17.предложение
- 18.запасы
- 19.оптовый продавец
- 20.временный

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, тесты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Тема 2.5.
Банки
Контроль чтения

Вариант 1. Чтение.

Прочитайте текст и дайте развёрнутые ответы на вопросы:

David lost his traveler's check. He went to the traveler's check office and they told him that he had to call New York before they could do anything. They let him use their phone- it was a toll-free number. The clerk asked him how much he had lost and what the check numbers were. Luckily, he had them written down. Then the clerk wanted to know where he bought the check and if he had any ID. David gave him his passport number. The clerk gave David "a file number" and told him where the nearest refund office was. David told the clerk he had already been there and the clerk spoke to the agent. After that David filled out a form with all the same information on it. Then finally, the agent okayed the thing, the supervisor initiated it and David got his check.

1. What happed to David?
2. Where did he go then?
3. What did he want traveler's check company to do when he went to their office?
4. What did he have to do first?
5. Did he have to pay for the phone call?

6. What were the four things the clerk in New York wanted to know?
7. Why was it easy for David to get new checks?

Вариант 2. Чтение

Прочитайте текст и дайте развёрнутые ответы на вопросы.

An employer has several options to consider when he wants to hire a new employee. First of all, he may look within his own company. But if he can't find anybody suitable for the position he will look outside the company. If there is a personnel office in the company, he can ask them to help him to find a qualified applicant. The employer can also use other valuable sources, for example, employment agencies, consulting firms, placement offices and professional societies. He can also advertise in a newspaper or in a magazine and request candidates to send in resumes.

The employer has two sets of qualifications to consider if he wants to choose from among the applicants. He must consider both professional qualifications and personal characteristics. A candidate's education experience and skills are included in his personal qualifications. These can be listed on a resume. A Resume or Curriculum vitae (CV) is an objective written summary of your personal, educational, and experience qualifications. Personal characteristics or personality traits must be evaluated through interviews.

1. Which options should an employer first consider when he wants to hire a new employee?
2. What service does a personnel department provide?
3. In what way can the new employees be found outside one's company?
4. What qualifications does the employer consider in choosing an employee?
5. What is meant by "professional qualification" for a job?
6. What personal characteristics does the administrator consider when choosing an employee?
7. What is "a resume"?

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, тесты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Тема 2.6.
Банковские документы
Лексико-грамматический тест №3.

I variant

I . Translate into English

- 1) что касается меня
- 2) изымать вклады
- 3) объявлять
- 4) отойти от дел
- 5) острая конкуренция
- 6) невидимый
- 7) полный (рабочий день)
- 8) штат, персонал
- 9) любопытный
- 10) иметь дело с кем-либо

II. Fill in modal verbs *can, can't, could, couldn't, must, mustn't, need, needn't.*

1. You ... interrupt the lecturer. It's rude and impolite.
2. My friend is a literate person. He ... speak five languages.
3. When I entered the room, I ... smell roses.
4. I ... forget about this situation and move forward.
5. You ... take an umbrella today. The Sun is shining.

III. Open the brackets using Passive voice.

- 6) These houses (to build) in the 16th century.
- 7) His work (to publish) in 1776.
- 8) English (to speak) all over the world.
- 9) Your question (to discuss) now.
- 10) Easter (to celebrate) in spring .

IV. Translate into English.

- 1) Москву посещают миллионы людей каждый год.
- 2) Тебе следует сходить к зубному врачу.
- 3) Маше следует заниматься спортом каждый день.
- 4) Мы задали несколько вопросов.
- 5) Он должен был (вынужден) вставать очень рано.

V. Use the definite article if necessary.

- | | | |
|-----------|---------------------|-------------------|
| 1) Russia | 4) state of Alabama | 7) Black sea |
| 2) USA | 5) Neva | 8) Atlantic Ocean |
| 3) Africa | 6) Scotland | 9) Netherland |

Лексико-грамматический тест №3.

II variant

I . Translate into English.

- 1) по- моему
- 2) обнаруживать
- 3) потребовать погашение кредита
- 4) председатель
- 5) отрицать
- 6) ВЫХОД, ИСХОД
- 7) повторять
- 8) очевидно
- 9) возможность
- 10) переезжать

II. Fill in modal verbs *can, can't, could, couldn't, must, mustn't, need, need- n't*.

- 1) We have got plenty of time. We ... hurry.
- 2) I count to fifty in Spanish.
- 3) You stop smoking.
- 4) We water the flowers every day.
- 5) You wait for me.

III. Open the brackets.

- 1) Flowers usually (to sell) in the streets.
- 2) A few problems (to discuss) at the lesson yesterday.
- 3) The text (to translate) by them now.
- 4) The book (to write) by Hardy.
- 5) The house (to build) in 1930.

IV. Translate into English.

- 1) Я могу починить вашу машину.
- 2) Мы должны прийти домой в 5 часов
- 3) Я думаю, вы должны прочитать эту книгу еще раз.

- 4) Он сделал несколько ошибок.
 5) «Макс и Спенсер» - это большая сеть магазинов в Соединенном королевстве.

V. Use the definite article if necessary.

- 1) France 4) state of Colorado 7) Caspian sea
 2) UK 5) Ob 8) Pacific Ocean
 3) Europe 6) Wales 9) Netherlands

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, тесты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Приложения

Словарный диктант №1

Чек

Кредитная карта

Дебетовая карта

Состояние счета

Накопительный счет

Наличные

Купюра

Снять деньги

Перевести деньги

Поменять купюры

Словарный диктант №2

Облигации

Акции

Акционер

Дивиденд

Биржевой рынок

Рынок труда

Безработица

Доход

Прибыль

Издержки

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, словарные диктанты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Лексико-грамматический тест № 1

Упражнение 1. Раскройте скобки, употребив одно из настоящих времен.

1. What time _____ (the meeting/end)?
2. Tomorrow I _____ (fly) to Moscow to visit my aunt Sally.
3. Right now he _____ (talk) on the phone.
4. The Earth _____ (go) round the Sun.
5. I _____ (look) for my camera for an hour.
6. Could you close the window? I _____ (freeze)
7. The man _____ (paint) the walls all day long.
8. The coffee _____ (smell) good.
9. At the moment we _____ (take) a walk around a beautiful village.
10. We _____ (not/finish) our history project yet.
11. Kim _____ (never/be) abroad.
12. School always _____ (close) for Easter holidays.
13. I'm exhausted. I _____ (train) my stomach muscles all morning.
14. What _____ (usually/you/do) in your free time?
15. Look! Your mum _____ (water) tomatoes in the vegetable garden.

1. Преобразуйте следующие утвердительные предложения в отрицательные.

1. By 6 o'clock the rain had stopped.
2. We were having tea at 5 o'clock.
3. They had been staying at the hotel since May.
4. I was flying to London that morning.
5. I had known Mark all my life.
6. The waiter entered the dark kitchen.
7. We arrived yesterday evening.
8. He was constantly missing the first class.
9. I lived in the country last summer.
10. Lara had been writing with my pen for a week.

2. Выберите верный вариант глагола и переведите предложения.

1. She looked tired. She ... (planted/was planting/had been planting) flowers all morning.
2. I ... (was playing/played/had played) volleyball when the ball hit my head.
3. His clothes were smudgy because he ... (finished/had finished/was finished) painting the walls.
4. When I was five my parents ... (were buying/bought/had been buying) a piano for me.
5. Kim ... (was dancing/danced/had danced) when her husband opened the door.
6. He ... (cut/was cutting/had been cutting) the grass for an hour when suddenly the lawn-mower broke down.
7. First I ... (had taken off/took off/was taking off) my coat, then I went to the bathroom.
8. She forgot everything she ... (had studied/was studying/studied) at a driving school.

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, словарные диктанты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Лексико-грамматический №2

1. Insert **can, may, must, need, have to**

- 1) I sign here.
- 2) The guide speak German well.
- 3) The concierge speak different languages during the day.
- 4) I not pay for the in-house video.
- 5) I go out?

2. Translate the sentences into English.

- 1 Вы должны бросить курить.
2. Ты можешь решить эту проблему.
3. Тебе следует навестить своего больного друга.
4. Самолет должен приземлиться в 11 часов.
5. Я вынужден был сделать это.
6. Он не любит путешествовать поездом.

3. There is a mistake in each sentence. Correct the mistakes.

- 1 Actors may learn a lot of dialogues by heart.
2. Your glass is empty. Must I refill it?
3. Would I introduce Mr. Brown to you?
4. My sister can to play a few musical instruments.
5. Some years ago I didn't can speak English.

4. Переведите фразы:

Взять кредит
 Открыть счет
 Текущий счет
 Снять деньги
 Обналичить чек
 Оплатить счета
 Выписать чек

Виды работ	Оценка «3»	Оценка «4»	Оценка «5»
Контрольные работы	От 50% до 69%	От 70% до 90%	От 91% до 100%
Самостоятельные работы, словарные диктанты	От 60% до 74%	От 75% до 94%	От 95% до 100%

Лексико-грамматический тест №3

1. Преобразуйте следующие утвердительные предложения в отрицательные. Переведите получившиеся предложения.

1. We'll have packed our luggage by the time the taxi comes.
2. The government will close the old jail.
3. My son will be meeting me at the airport at 8 on Tuesday.
4. I'll go roller-skating next weekend.
5. Bob will have left India by this time tomorrow.
6. By 2050 they'll have been living in the country for forty years.
7. The baby will be sleeping at 9 tonight.
8. They'll have been working for this company for 10 years next September.

2. Выберите верный вариант глагола и переведите предложения.

1. By the time Teddy comes home Pamela ... (will eat/will have eaten/will be eating) all the apple jam.

2. It's still not clear if the weather ... (will change/will have changed/changes) for the better.
 3. When Sandra enters a Design College she ... (will study/will be studying/will have been studying) Drawing for 5 years there.
 4. We ... (will travel/will have travelled/will have been travelling) to lake Baikal in 2 months.
 5. She ... (will be playing/will have played/will have been playing) tennis tomorrow afternoon.
 6. My dear granny ... (will become/will be becoming/will have become) a pensioner by 2018.
 7. When you come to the station I ... (will wait/will be waiting/will have waited) for you by the central entrance.
 8. By the time he returns, we ... (will starve/will have starved/will have been starving) here for 3 days!
3. Поставьте глагол в форму Future Simple, Future Continuous, Future Perfect или Future Perfect Continuous.
- to work
1. I ... in Brazil at this time next year.
 2. Dad ... in the garden next Sunday.
 3. By next Monday she ... here for one month already.
 4. In May our Russian teacher ... at our school for 30 years!

to read

5. He ... the report by that time.
6. We ... the letters when you come.
7. Pearson ... the contract tomorrow.
8. Ann ... this book for two weeks the day after tomorrow.

Вопросы по обязательной контрольной работе

- 1. Раскройте скобки, употребляя глаголы в Present simple.**

My working day (to begin) at seven o'clock. I (to get) up, (to switch) on the radio and (to do) my morning exercises. It (to take) me fifteen minutes. At half past seven we (to have) breakfast. My father and I (to leave) home at eight o'clock. He (to take) a bus to his factory. . My mother (to be) a doctor, she (to leave) home at nine o'clock. In the evening we (to gather) in the living room. We (to watch) TV and (to talk).

2. Перепишите предложения в отрицательной и вопросительной форме.

1. My mom usually bakes many cookies at the weekends.
2. I play golf quite well.
3. My sister and I spend hours in front of TV.

3. Раскройте скобки, употребляя глаголы в Present Continuous.

1. Timothy (to feed) his dog. 2. Mr Jones (to clean) his yard. 3. Nancy (to paint) her kitchen. 4. Our neighbours (to wash) their car. 5. I (to wash) my hair. 6. Who (to fix) your sink? 7. What she (to do) now? — She (to dance). 8. The children (to brush) their teeth.

4. Перепишите текст в прошедшем времени (Past simple).

On Tuesday I get up at half past six. I go to the bathroom and wash my hands and face and clean my teeth. Then I dress, go to the kitchen and cook breakfast for my family.

5. Используйте правильную форму глагола.

When I was a child...

1. I used to go/used to gone on a hike with my mum and dad every weekend.
2. I used not to visit/didn't use to visit any faraway places.
3. I didn't used to read/didn't use to read fantasy.
4. We use to spent/used to spend summer in the country.
5. Children used to wear/used to wore ugly uniforms at school.
6. I used disliked /used to dislike sightseeing.
7. Children use to were/used to be friendlier.

6. Восстановите таблицу неправильных глаголов

sing		
	Became	

		Иметь
		Приходить
Write		
	got	
		Идти
Begin		
Be		
	Told	
learn		
	did	
		Плавать

8. Напишите не менее 30 слов о том, как вам нравится проводить каникулы (как бы вы хотели их провести)

Дифференцированный зачет

1. Open the brackets, using verbs in Present Simple or Present continuous tenses.

1. His father (not to watch) TV at the moment. He (to sleep) because he (to be) tired. 2. Pat (not to cook) dinner at the moment. She (to talk) on the phone. She (to cook) dinner every Monday. 3. I (not to drink) coffee now. I (to write) an English exercise. 4. I (not to drink) coffee in the evening. I (to drink) coffee in the morning. 5. Your friend (to do) his homework now? 6. Your friend (to go) to school in the morning? 7. Look! The baby (to sleep). 8. The baby always (to sleep) after dinner. 9. My grandmother (not to work). She is on pension. 10. My father (not to sleep) now. He (to work) in the garden.

2. Используйте will или be going to. Иногда возможен больше, чем один правильный ответ.

- Look out! We _____ crash!
- "There's the doorbell." "I _____ go."
- We promise that if you vote for us we _____ double your income in twelve months.
- "It's very cloudy, isn't it?" "Yes, I think it _____ rain."
- The next train to arrive at platform six _____ be the delayed 7.32 service for Bristol.
- I wonder what she _____ do next.

7. "Can somebody answer the phone?" "I _____."
8. A Poor Sue went to hospital yesterday.

3. Выберите в скобках правильную степень прилагательного:

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? I think my cat is (prettier, the prettiest) of all the cats in the world. –
7. Steve Jobs is (more famous, famouser) than Stephen Wozniak.
8. This week the weather is (hotter, more hot) than last week.
9. Our new house is (more expensive, expensiver) than the old one.
10. Girls are usually (cleaner, more clean) than boys. –
11. Chemistry was (harder, the hardest) subject at school. –

4. Вставьте some, any или no.

1. There are ... pictures in the book.
2. Are there ... new students in your group?
3. There are ... old houses in our street.
4. Are there ... English text-books on the desks? — Yes, there are ...
5. Are there ... maps on the walls? — No, there aren't ...
6. Are there ... pens on the desk? — Yes, there are ...
7. Are there ... sweets in your bag? — Yes, there are ...
8. Have you got... English books at home? — Yes, I have ...
9. There are ... beautiful pictures in the magazine. Look at them.
10. There is ... ink in my pen: I cannot write.
11. Is there ... paper on your table?
12. I haven't got ... exercise books. Give me ... , please.
13. It is winter. There are ... leaves on the trees.
14. I didn't buy ... bananas yesterday.

5. Поставьте подходящее неопределенное местоимение somebody, anybody, nobody или everybody.

1. Why is it so quiet here? — Because ... came to my party.
2. Can ... give me a haircut? — I'm sorry, but there isn't ... available at the moment. ... is busy.
3. ... is coming here.
4. Have you seen ... in the office?
5. He is completely alone. Why is ... ignoring him?
6. Did you hear ...'s voice?

7. ... stole my purse in the bus.
8. Pick up the phone. ... is calling.
9. I'm so tired. I really don't want to see ... tonight.
10. I don't like that nurse. Let's find ... else.

6. Переведите фразы и слова:

Account-
Mortgage-
Fixed exchange rate-
To expire-
Bill-
exchange rate-
foreign currency
Кассир –
Вносить деньги в банк-
Сберегательный счет-
Занимать деньги у банка-
Предоставить заем-

7. Напишите диалоги, описывающие следующие ситуации в профессиональной сфере.

1. A customer wants to exchange money (dirhams into dollars). He asks about a commission and an exchange rate.
2. Write about your duties at work.