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высшего образования

**«ФИНАНСОВЫЙ УНИВЕРСИТЕТ ПРИ ПРАВИТЕЛЬСТВЕ
РОССИЙСКОЙ ФЕДЕРАЦИИ»**

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**Б1.0.03.01 ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ СФЕРЕ
(английский)**

Рабочая программа дисциплины

**для студентов 3 курса очно-заочной формы обучения, обучающихся по
направлению подготовки 38.03.01 «Экономика», ОП «Экономика и
финансы», профиль «Финансы и банковское дело»**

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Иностранный язык: рабочая программа учебной дисциплины Б1.0.03.01 «Иностранный язык в профессиональной сфере» для студентов 3 курса очно-заочной формы обучения, обучающихся, по направлению 38.03.01 «Экономика», квалификация (степень) бакалавр. - К.: Финуниверситет, кафедра «Философия, история и право», 2024 -83 с.

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Данная дисциплина относится к вариативной части дисциплин гуманитарного, социального и экономического циклов. В программе представлены требования к результатам освоения дисциплины, дается тематика практических занятий и технологии их проведения, перечислены формы самостоятельной работы, представлены оценочные средства для текущего контроля и промежуточной аттестации, приводится учебно-методическое обеспечение дисциплины.

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Гучетль Сафиет Кушукковна

ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ СФЕРЕ

Рабочая программа дисциплины

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СОДЕРЖАНИЕ

1	Наименование дисциплины.....	4
2	Перечень планируемых результатов освоения образовательной программы (перечень компетенций) с указанием индикаторов их достижения и планируемых результатов обучения по дисциплине.	4
3	Место дисциплины в структуре образовательной программы.....	5
4	Объем дисциплины в зачетных единицах и в академических часах с выделением объема аудиторной (лекции, семинары) и самостоятельной работы обучающихся.....	6
5	Содержание дисциплины, структурированное по темам (разделам) дисциплины с указанием их объемов (в академических часах) и видов учебных занятий.....	7
5.1	Содержание дисциплины.....	7
5.2	Учебно-тематический план.....	8
5.3	Содержание семинаров, практических занятий.....	10
6	Перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине	13
6.1	Перечень вопросов, отводимых на самостоятельное освоение дисциплины, формы внеаудиторной самостоятельной работы...	13
6.2	Перечень вопросов, заданий, тем для подготовки к текущему контролю.....	15
7	Фонд оценочных средств для проведения промежуточной аттестации обучающихся по дисциплине.....	16
8	Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины.....	29
9	Перечень ресурсов информационно-телекоммуникационной сети «Интернет», необходимых для освоения дисциплины.....	30
10	Методические указания для обучающихся по освоению дисциплины.....	30
11	Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень необходимого программного обеспечения и информационных справочных систем.....	75
11.1	Комплект лицензионного программного обеспечения.....	75
11.2	Современные профессиональные базы данных и информационные справочные системы.....	75
11.3	Сертифицированные программные и аппаратные средства защиты информации.....	75
12	Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине.....	75

1. Наименование дисциплины

Дисциплина Б1.0.03.01 «Иностранный язык в профессиональной сфере».

2 Перечень планируемых результатов освоения образовательной программы (перечень компетенций) с указанием индикаторов их достижения и планируемых результатов обучения по дисциплине

Совместно с другими дисциплинами обязательной части общепрофессионального цикла Б1.О.03 учебного плана ФГОС ВО учебная дисциплина Б1.0.03.01 «Иностранный язык в профессиональной сфере» обеспечивает инструментарий формирования следующей общекультурной и профессиональной компетенции бакалавра экономики:

Таблица 1 – Компетенция, формируемая в результате изучения дисциплины «Иностранный язык в профессиональной сфере» направления подготовки 38.03.01 «Экономика»

Код компетенции	Наименование компетенции	Индикаторы достижения компетенции	Результаты обучения (умения и знания), соотнесенные с индикаторами достижения компетенции
<i>Универсальные компетенции (УК)</i>			
УК-3	Способность применять знания иностранного языка на уровне, достаточном для межличностного общения и учебной и профессиональной деятельности	1. Использует иностранный язык в межличностном общении и профессиональной деятельности, выбирая соответствующие вербальные и не вербальные средства коммуникации	- <i>знать</i> - основные значения изученных лексических единиц, обслуживающих ситуации иноязычного общения в социокультурной и деловой сферах деятельности, предусмотренной направлением подготовки; - <i>уметь</i> проводить сбор информации для ценообразования, обработку и интерпретацию информации для ценообразования.
		2. Реализует на иностранном языке коммуникативные намерения устно и письменно, используя современные информационно-коммуникационные технологии	- <i>знать</i> содержание процесса ценообразования. - <i>уметь</i> проводить исследования покупателей по показателю спроса, используя современные способы сбора и анализа информации; определять факторов, влияющие на изменение цен

		3. Использует приемы публичной речи, делового и профессионального дискурса на иностранном языке.	<ul style="list-style-type: none"> - <i>знать</i> признаки классификации цен, методов установления цен, ценовой политики ценовой стратегии; - <i>уметь</i> понимать информацию при чтении учебной, справочной, научной/культурологической литературы в соответствии с конкретной целью (ознакомительное, изучающее просмотровое, поисковое чтение)
		4. Демонстрирует владения основами академической коммуникации и речевого этикета изучаемого иностранного языка.	<ul style="list-style-type: none"> - <i>знать</i>; основные грамматические явления и структуры, используемые в устном и письменном общении - <i>уметь</i> - выражать коммуникативные намерения в связи с содержанием текста / в предложенной ситуации; - понимать монологические высказывания и различные виды диалога, как при непосредственном общении, так и в аудиовидеозаписи;
		5. Умеет грамотно и эффективно пользоваться иноязычными источниками информации.	<ul style="list-style-type: none"> - <i>знать</i> - культуру страны изучаемого иностранного языка: межкультурные различия, культурные традиции и реалии, культурное наследие своей страны и страны изучаемого языка; - <i>уметь</i> - соблюдать речевой этикет в ситуациях повседневного и делового общения (устанавливать и поддерживать контакты, завершить беседу, запрашивать и сообщать информацию, побуждать к действию, выражать согласие/несогласие с мнением собеседника, просьбу);
		6. Продуцирует на иностранном языке письменные речевые произведения в соответствии с коммуникативной задачей.	<ul style="list-style-type: none"> - <i>знать</i> - правила речевого этикета и основные нормы социального поведения, принятые в стране изучаемого языка; - <i>уметь</i> - письменно реализовывать коммуникативные намерения (запрос, информирование, предложение, побуждение к действию, выражение просьбы, (не)согласие, отказ, извинение, благодарность);

3. Место дисциплины в структуре ООП ВО

Дисциплина Б1.0.03.01 «Иностранный язык в профессиональной сфере» относится к вариативной части общепрофессионального цикла дисциплин (Б.1.0.03) и отражает специфику филиала, для направления подготовки 38.03.01 «Экономика»

Изучение данной дисциплины готовит студентов к профессиональному общению на иностранном языке. Данная дисциплина базируется на знаниях, предусмотренных Государственным образовательным стандартом для общеобразовательной средней школы.

Вариативная часть позволяет обучающимся получить знания, умения, навыки и компетенции для успешной профессиональной деятельности.

Таблица 2 - Междисциплинарные связи тем дисциплины с обеспечиваемыми (последующими) дисциплинами

Наименование обеспечиваемой (последующей) дисциплины	Номера тем данной дисциплины, необходимых при изучении обеспечиваемых (последующих) дисциплин				
	1	2	3	4	5
***ФТД 1. Второй иностранный язык	*	*	*	*	*

*** Если обучающиеся изъявляют желание учить второй иностранный язык, то актуализируются междисциплинарные связи с дисциплиной

4. Объем дисциплины в зачетных единицах и в академических часах с выделением объема аудиторной и самостоятельной работы обучающихся (в семестре, в сессию)

Использование интерактивных образовательных технологий, при проведении аудиторных занятий таких как: групповая дискуссия; моделирование и разбор конкретных деловых ситуаций; презентации; деловые игры, кейсы.

Общее количество часов, используемых в аудиторных занятиях, дисциплины в интерактивной форме составляет 100 %.

Для направления подготовки 38.03.01 «Экономика», профиль «Финансы и банковское дело» общая трудоёмкость дисциплины составляет 5 зачетных единицы, 180 часов (таблица 3).

Таблица 3 – Трудоемкость дисциплины Б1.0.03.01 «Иностранный язык в профессиональной сфере»

Вид учебной работы	Направление подготовки 38.03.01 «Экономика» профиль: «Финансы и банковское дело» Очно-заочная форма обучения		
	Часы / зач. ед.:	Часы	
	Всего	Семестр 5	Семестр 6
Общая трудоёмкость дисциплины	180/5	108/3	72/2
Контактная работа <i>Аудиторные занятия</i>	48	24	24
<i>Лекции</i>	-	-	-
<i>Семинарские или практические занятия</i>	48	24	24
<i>В т.ч. занятия в интерактивных формах</i>	48	24	24
<i>Самостоятельная работа</i>	96	84	12
<i>В семестре</i>	-	-	-
<i>Вид текущего контроля</i>	—	—	—
<i>Вид промежуточной аттестации</i>	зачет экзамен	зачет	экзамен

5 Содержание дисциплины, структурированное по темам (разделам) дисциплины с указанием их объемов (в академических часах) и видов учебных занятий.

5.1 Содержание дисциплины.

Тема 1. Бухучет и его место в финансовой системе государства и системе управления.

Тема 2. Учет основных средств, нематериальных активов, финансовых вложений, денежных средств, труда и заработной платы и пр.

Тема 3. Бухгалтерская отчетность. Отчет о прибылях и убытках. Балансовый отчет. Отчет о движении капитала. Отчет о движении денежных средств.

Тема 4. Финансы предприятий, учреждений, организаций и налоговая система государства. Налоговый учет.

Тема 5. Банковская система государства. Резервные требования и ставка дисконтирования.

Тема 6. Виды банков и основы их деятельности. Банковские услуги. Банковские депозиты. Банковские ссуды

Тема 7. Формы и виды кредита.

Тема 8. Деятельность Центрального банка. Ссудный процент и его экономическая роль.

Тема 9. Финансовые документы. Аккредитив. Документарный аккредитив. Выписки по счетам.

5.2 Учебно-тематический план

Темы дисциплины и виды занятий для направления подготовки 38.03.01 «Экономика» представлены в таблице 4.

Таблица 4 - Распределение бюджета времени при изучении дисциплины Б1.03.01 «Иностранный язык в профессиональной сфере» для направления подготовки 38.03.01 «Экономика» профиль: «Финансы и банковское дело» для О-ЗФО (в часах)

№ п/п	Наименование темы дисциплины	Всего	Трудоемкость в часах					
			Аудиторная работа					Форма контроля
			Общая	Лекции	Семинарские и практические занятия	Занятия в интерактивных формах	Самостоятельная работа	
1.	Бухучет и его место в финансовой системе государства и системе управления.	27	6	-	6	6	21	Опрос; ответ; письменный лексический грамматический упражнения словарный диктант

№ п/п	Наименование темы дисциплины	Всего	Трудоемкость в часах					Форма контроля
			Аудиторная работа					
			Общая	Лекции	Семинарские и практические занятия	Занятия в интерактивных формах	Самостоятельная работа	
2.	Учет основных средств, нематериальных активов, финансовых вложений, денежных средств, труда и заработной платы и пр.	27	6	-	6	6	21	Опрос; ответ; лексическая грамматика, упражнения, словарный диктант, контрольная работа
3.	Бухгалтерская отчетность. Отчет о прибылях и убытках. Отчет о движении капитала. Отчет о движении денежных средств.	27	6	-	6	6	21	Опрос; ответ; лексическая грамматика, упражнения, словарный диктант
4.	Финансы предприятий, учреждений, организаций и налоговая система государства. Налоговый учет.	27	6	-	6	6	21	Опрос; ответ; лексическая грамматика, упражнения, словарный диктант, контрольная работа
	В целом в 5 семестре	108/3	24	-	24	24	84	Самостоятельная работа
	Итого %					100%		
5.	Банковская система государства. Резервные требования и ставка дисконтирования.	14	5	-	5	5	2	Опрос; ответ; лексическая грамматика, упражнения, словарный диктант

№ п/п	Наименование темы дисциплины	Всего	Трудоемкость в часах					Форма контроля
			Аудиторная работа					
			Общая	Лекции	Семинарские и практические занятия	Занятия в интерактивных формах	Самостоятельная работа	
6.	Виды банков и основы их деятельности. Банковские услуги. Банковские депозиты. Банковские ссуды.	14	5	-	5	5	2	Опрос; ответ; лексическая грамматика; упражнения; словарный диктант
7.	Формы и виды кредита	14	5	-	5	8	2	Опрос; ответ; лексическая грамматика; упражнения; словарный диктант; контрольная работа
8.	Основы деятельности Центробанка. Ссудный процент и его экономическая роль.	14	5	-	5	5	2	Опрос; ответ; лексическая грамматика; упражнения; словарный диктант
9.	Финансовые документы. Аккредитив. Документарный аккредитив. Выписки по счетам	16	4	-	4	4	4	Опрос; ответ; лексическая грамматика; упражнения; словарный диктант
	Итого в 6 семестре	72/2	24	-	24	24	12	Самостоятельная работа
	В целом по дисциплине	180/5	48	48	48	48	96	зачет,
	Итого %					100%		

5.3 Содержание практических и семинарских занятий

Цель практических занятий – акцентировать внимание студентов бакалавриата на наиболее актуальных и сложных для усвоения языковых явлениях курса иностранного языка. Предусматривается подготовка студентами

докладов, презентаций. Практические занятия строятся на основе государственных стандартов дисциплины и соответствуют утвержденной программе.

В учебном процессе используются интерактивные и другие инновационные формы проведения занятий (всего 180 часов, что составляет 100% от общей трудоемкости аудиторной нагрузки), способствующие формированию профессиональных компетенций.

Таблица 5 - Трудоемкость практических занятий по дисциплине Б1.03.01 «Иностранный язык в профессиональной сфере» для направления подготовки 38.03.01 «Экономика» профиль: «Финансы и банковское дело» (в часах)

Наименование тем (разделов) дисциплины	Перечень вопросов для обсуждения на семинарских, практических занятиях, рекомендуемые источники из разделов 8,9	Формы проведения занятий
1. Бухучет и его место в финансовой системе государства и системе управления.	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Выполнение заданий для формирования и развития навыков и умений по теме урока с использованием учебной литературы. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS U.2 BVB U 39-42 ML U.2 Murphy p.308-310) *	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант
2. Учет основных средств, нематериальных активов, финансовых вложений, денежных средств, труда и заработной платы и пр.	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Анализ результатов информационного поиска. Рекомендуемые источники: Раздел 8 №№1-7, Раздел 9 №№ 1-16 (EFS U.2 BVB U 39-42 ML U.2 Murphy p.308-310) *	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант; контрольная работа
3. Бухгалтерская отчетность. Отчет о прибылях и убытках. Отчет о движении капитала. Отчет о движении денежных средств	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Проведение ролевой игры. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p311)	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант

4. Виды банков и основы их деятельности. Банковские услуги. Банковские депозиты. Банковские ссуды	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Проведение ролевой игры. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p311) ролевой игры.	Опрос; устный ответ; проверка лексических и грамматических упражнений, словарный диктант, контрольная работа
5. Банковская система государства. Резервные требования и ставка дисконтирования.	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Анализ результатов информационного поиска. Аудирование. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p317) ролевой игры	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант
6. Система цен Формирование цены, ее состав	Развитие навыков словообразования. Развитие грамматических навыков. Закрепление лексики. Развитие лексических навыков. Развитие навыков аудирования. Развитие навыков устной речи на основе прослушанного текста. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p320) ролевой игры.	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант
7. Формы и виды кредита	Введение и актуализация новой лексики. Выполнение лексико-грамматических упражнений. Чтение, перевод и пересказ текстов по теме. Дискуссия на иностранном языке. Анализ результатов информационного поиска. Аудирование Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p324) ролевой игры.	Опрос; устный ответ; проверка лексических и грамматических упражнений, словарный диктант, контрольная работа
8. Основы деятельности Центробанка. Ссудный процент и его экономическая роль.	Развитие навыков словообразования. Развитие грамматических навыков. Закрепление лексики. Развитие лексических навыков. Развитие навыков аудирования. Развитие навыков устной речи на основе прослушанного текста. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p360) ролевой игры.	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант

9. Финансовые документы. Аккредитив. Документарный аккредитив. Выписки по счетам	Развитие навыков словообразования. Развитие грамматических навыков. Закрепление лексики. Развитие лексических навыков. Развитие навыков аудирования. Развитие навыков устной речи на основе прослушанного текста. Рекомендуемые источники: Раздел 8 №№1-7, раздел 9 №№ 1-16 (EFS Us 4, 6 BVB Us. 46,48,49 Murphy p372) ролевой игры.	Опрос; устный ответ; проверка лексических и грамматических упражнений; словарный диктант
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*Ссылки на дополнительные источники

6. Перечень учебно-методического обеспечения для самостоятельной работы обучающихся по дисциплине

6.1 Перечень вопросов, отводимых на самостоятельное освоение дисциплины, формы внеаудиторной самостоятельной работы

Основная цель самостоятельной работы студентов при изучении иностранных языков — развитие навыков и умений, полученных на практических занятиях.

Посещение практических занятий и всех других предусмотренных учебным планом занятий необходимо дополнить систематической работой по учебно-методическим пособиям и компьютерным программам, подготовленным кафедрой.

Студенту, обучающемуся по дневной форме или по индивидуальному графику целесообразно начать освоение курса с ознакомления с перечнем учебников и учебных пособий, рекомендованных кафедрой.

Самостоятельная работа студента в процессе освоения иностранных языков включает в себя:

- освоение рекомендованной преподавателем по данной дисциплине основной и дополнительной учебной литературы;
- изучение корпоративных образовательных ресурсов (электронные учебники, электронные библиотеки, электронные видеокурсы и др.);
- выполнение домашних заданий в виде решения отдельных задач;

- самостоятельный поиск информации в Интернете;
- выполнение самостоятельной работы;
- консультации по наиболее сложным вопросам;
- участие в работе видео-клуба по кафедре и ежегодных студенческих научных конференциях;
- подготовку к зачету в 5 семестре и экзамену – в 6 семестре.

На самостоятельную работу студентов, обучающихся по направлению подготовки 38.03.01 «Экономика» профиль: «Финансы и банковское дело» отводится 96 часов по ОЗФО учебного времени

6.2 Перечень вопросов, заданий, тем для подготовки к текущему контролю

1. Безличные предложения с местоимением It.
2. It в роли формального подлежащего.
3. Конструкция to be going to...
4. Словообразование.
5. Эмфатический оборот it is(was)...that (who).
6. Количественные и порядковые числительные.
7. Неисчисляемые существительные. Many, much, little, a little.
8. Few, a few.
9. Сравнительный оборот as...as, not so as, the...the

С целью стимулирования систематической подготовки студентов к практическим и семинарским занятиям по дисциплине вводится комплексный подход к оценке, получаемой студентами по итогам изучения дисциплины. На основании положения о системе оценки знаний студентов в Финансовом университете действует 100-балльная система оценки знаний. Это означает, что оценка, получаемая по итогам изучения дисциплины, состоит из двух частей:

текущего контроля студентов – максимальная оценка 40 баллов и результатов работы на экзамене – максимальная оценка 60 баллов.

Текущий контроль осуществляется в ходе учебного процесса и консультирования студентов, по результатам выполнения самостоятельных работ. Основными формами текущего контроля знаний являются:

- ✓ обсуждение вынесенных в планах практических занятий вопросов тем и контрольных вопросов;
- ✓ решение лексико-грамматических тестов, их обсуждение в точки зрения умения формулировать выводы, вносить рекомендации и принимать адекватные управленческие решения;
- ✓ выполнения самостоятельных работ;

Промежуточный контроль проводится в форме экзамена в 6 семестре по ОЗФО. Экзамен по учебной дисциплине Б1.0.03.01 «Иностранный язык в профессиональной сфере» профиль «Финансы и банковское дело» проводится в устной форме в виде ответов на вопросы билета.

Критерии балльно-рейтинговой оценки текущего контроля успеваемости содержатся в соответствующих методических рекомендациях кафедры «Философия, история и право».

7. Фонд оценочных средств для проведения промежуточной аттестации обучающихся по дисциплине

Перечень компетенций и их структура в виде знаний, умений, навыков содержатся в разделе 2 рабочей программы «Перечень планируемых результатов в обучения по дисциплине, соотнесенных с планируемыми результатами освоения образовательной программы».

Типовые контрольные задания или иные материалы, необходимые для оценки индикаторов достижения компетенций, умений и знаний

Пример контрольного задания для оценки знаний лексико-грамматического материала курса Б1.0.03.01 «Иностранный язык в профессиональной сфере»

1. WORKING WITH WORDS

1.1. Complete these sentences with the missing words

1. There was a of security at our plant in Bristol. Someone cut a hole in the fence and broke in. 2. In order to against problems of identity theft, the card has a special chip. 3. The two companies are hoping to form an in order to survive this current recession. 4. I'd like you two to work more together in the future. 5. I've called three places now and they all say they are out of. 6. Everything's new here. Even the water-cooler! So we're about as well as you can be. 7. We need an environment where employees feel able to their opinions freely. 8. Are you all in of this solution? Or are you against it? 9. Take the stairs. The lift's out of again. 10. Don't you think that all those hours spent in meetings are a total of time? 11. You should give them a call and find out where our order is. We don't want to out again like last time and be left with nothing. 12. If you log on to the site, you type in this reference number and it'll keep of your order.

1.2. Choose the correct answer from the words in the brackets

1. We don't need to store any (components, warehouse) on site because they are delivered when we need them. 2. Everything is (streamlined, distributed) to our retailers using private logistics firms 3. We are still badly (equipped, cramped). There simply is not enough space for anyone to work. 4. The old warehouses are quite (run out, run down). Should we renovate them or build new ones? 5. I've never seen a product like this before. It's really (reliable, original)! 6. My new car design is only at the (brainchild, prototype) stage at present. It still needs a lot of work. 7. We're a (revolutionary, traditional) company with a long history of providing quality clothes to older customers. 8. Excuse me, I think there's (a fault, failure) with my washing machine. 9. I'm sorry, but there seems to have been some kind of (breakdown, misunderstanding). My appointment is at 2 p.m., so I should go first. 10. I wouldn't use them. They'll fix it for you, but they are so (unreliable, defective) for getting things

done on time. 11. What we look for in staff is 100% (dedication, punctuality) to the job. 12. The most highly (motivated, patient) staff are not those who naturally want to make things work. 13. You don't seem very (dependable, dependant). For example, last month you were late for work four times. 14. The meeting was a (complete, significant) disaster. Nothing went right. 15. Your speech was a real (triumph, know-how). What a success!

I. BUSINESS COMMUNICATION SKILLS

2.1. Complete these sentences with the correct preposition

1. Please charge it _____ my account. 2. It was dispatched _____ Monday. 3. I've had enough _____ this.
4. I'd like to update you _____ their findings. 5. How _____ installing new phones? 6. Good morning and thanks _____ coming. 7. So, let's look _____ this slide. 8. I was wondering if you'd like to join me _____ a drink. 9. Perhaps one thing to work _____ is your communication skills. 10. I think this is an area _____ improvement.

2.2 Complete these sentences with the missing words from the list

Rather, better, prove, find out, likely, step, go, give, tied up, wrong, honest, work

1. So, what's the next _____ ? 2. It's _____ that they'll ask us to speed the project up. 3. I'd like _____ to _____ about an order I made three weeks ago. 4. It might _____ more difficult than we _____ think. 5. We might be _____ off going to another supplier. 6. I'd _____ not bring in any more freelancers. 7. I don't think that would _____. 8. To be _____ I don't see how we're going to _____ persuade them. 9. What's _____ with it exactly? 10. I'm a bit _____ at the moment. 11. _____ me an overview of your trip. 12. How did it _____ at the conference?

II. LANGUAGE AT WORK

3.1. Choose the correct word from the words in the brackets

1. It's the second attachment with a virus this week. (Consequently, due to) we'll scan everything. 2. Make a back up disk (so, therefore) you don't lose files. 3. Profits

(will, might) definitely fall a little next quarter. 4. Let me check with the warehouse, and then I (will, am going to) call you straight back. 5. If we could, it (will, would) be fun to try. 6. If it's OK with you, I (will, would) give you a call next week. 7. The (more, most) expensive mistake we made was in that company. We lost so much money. 8. Unemployment has fallen to its (lower, lowest) in ten years. 9. Try to (notice, be noticed) by your boss as quickly as possible if you want a promotion. 10. Staff must (warn, be warned) if they break any rules. 11. If you (invite, are invited) to dinner in Germany, it's a good idea to be on time. 12. My company (founded, was founded) in 1958.

Вопросы для проверки владения устной монологической речью по тематике дисциплины

1. What motivation theories do you know? Rank your motivating needs, and speak on times when you felt motivated or demotivated.
2. Speak on the five styles for handling conflict. Which one is more natural for you?
3. Time pressure: past and present. Why is time pressure now a common experience?
4. Speak on your ideal balance of work and leisure time. How might you like to change your current situation?
5. Speak on financial crises: their causes, predictability, risks and characteristics.
6. Describe what happens during a financial crisis.
7. Speak on the most relevant and operational criteria for building a target market.
8. Speak on the statement that local knowledge is necessary for a company to enter new inter- national markets?
9. Speak on threats and opportunities of job insecurity.
10. Speak on the benefits and drawbacks of a recent change in your life.
11. Speak on a successful project.

12. Speak on the most and least important things for you in a job.
13. Speak on advantages and disadvantages of speed networking.
14. Speak on the security measures and describe what they are for.
15. Give a short welcome speech to a group of first-time visitors to your place of work or study.
16. Change in family roles and gender relations is the main explanation of the shortage of family time

Примеры практико-ориентированных заданий

Вопросы для оценки знаний и умений, характеризующих формирование компетенций

Шифр компетенции	Вопросы	Правильный ответ
УК-3	<p>1.Where does the word economics come from?</p> <p>2.What use is the study of economics?</p> <p>3.What trade-off do you make every day?</p> <p>4.What are trade-offs in negotiation?</p>	<p>The English term 'Economics' is derived from the Greek word 'Oikonomia'. Its meaning is 'household management'.</p> <p>Economics is the study of the production and consumption of goods and the transfer of wealth to produce and obtain those goods. It helps in explaining how people interact within markets to get what they want or achieve certain goals.</p> <p>In economics, a trade-off is defined as an "opportunity cost." For example, you might take a day off work to go to a concert, gaining the opportunity of seeing your favorite band, while losing a day's wages as the cost for that opportunity.</p> <p>A trade-off is a simple</p>

	<p>5.What does the law of demand mean?</p> <p>6.What does law of demand mean in economics examples?</p> <p>7. What is the Equilibrium point?</p> <p>8. Why is the equilibrium point?</p> <p>9. Do you know what a traditional economy is?</p> <p>10. What is a traditional economy and how does it answer the basic economic questions?</p> <p>11. What are 4 characteristics of a traditional economy?</p> <p>12. What is the difference between a traditional economy and a market economy?</p>	<p>trade, which conditions your willingness to move on one issue to the other side's concurrent movement on one of your proposals.</p> <p>The law of demand is a fundamental principle of economics that states that at a higher price, consumers will demand a lower quantity of a good.</p> <p>The law of demand is an economic principle that states that consumer demand for a good rise when prices fall and decline when prices rise. The law of demand comes into play during Black Friday sales—when consumers rush to buy products at deep discounts.</p> <p>The equilibrium point is the point of intersection of the demand curve and supply curve of a commodity.</p> <p>An equilibrium point is a point at which a system is in balance, where all the influences on the system are equal and have no net effect on it.</p> <p>A traditional economy is a system where goods production and distribution are driven by time-honored beliefs, customs, culture, and traditions.</p> <p>Traditional economies rely on habit, custom, or ritual to decide what to produce, how to produce it, and to whom to distribute it.</p> <p>They are geographically and locally based, they have a bartering system, they have little to no surplus or goods, and they do not waste any parts of goods they produce.</p>
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		<p>Traditional systems focus on the basics of goods, services, and work and they are influenced by traditions and beliefs. A centralized authority influences command systems, while a market system is under the control of forces of demand and supply. Lastly, mixed economies are a combination of command and market systems.</p> <p>People in a traditional economy usually own their own resources, such as land, labor and tools. They have some freedom to make their own day-to-day decisions about when and how to use their resources.</p> <p>In mixed economies, the government has some control, while the rest is up to supply and demand. Command economies are characterized by large surpluses and shortages, monopolies, and prices set by the government.</p> <p>In a market, when government intervenes in the exchange of goods and services between firms and households is known as government control. The government controls the market in terms of controlling market price, imposing taxes and so on.</p> <p>Capitalism is an economic system in which private companies make the decisions concerning the production and distribution of goods and services. A government or other central authority does not. Capitalism and a market economy are considered the same thing.</p>
	13. Who owns the factors of production in a traditional economy?	
	14. Who controls a market economy?	
	15. When the government controls the market?	
	16. What is a market economy also known as?	
	17. What are the 4 main types of economic systems?	

	<p>18. Why is Russia a mixed economy?</p> <p>19. What do people control in a mixed economy?</p> <p>20. What is the difference between a mixed economy and a market economy?</p>	<p>Economic systems can be categorized into four main types: traditional economies, command economies, mixed economies, and market economies.</p> <p>The Russian economy is a mixed economy, a mix of free market and command economies. Thanks to its production of war machinery and arms, about 36% of its economy is industry.</p> <p>A mixed economy is an economy that incorporates elements of both free market transactions and government control.</p> <p>While a mixed economy combines free market with central government planning and intervention, a market economy relies purely on the free market (and the rules of supply and demand) to regulate the economy.</p>
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Шифр компетенции	Практико-ориентированные задания	Правильный ответ
УК-3	<p>1. The law of demand is easy to understand.</p> <p>2. There are no exceptions to the law of demand.</p> <p>3. There are many reasons why people decide to buy something, not only price.</p>	<p>It is true. The law of demand states that a higher price leads to a lower quantity demanded and that a lower price leads to a higher quantity demanded</p> <p>It is false. There are very few exceptions to the law of demand.</p> <p>It is true. Buyers are triggered mainly by seven underlying factors when purchasing a</p>

	<p>new product. Our motives include both necessity and convenience along with security, FOMO, identity and belonging, price, peer recommendations, obligation, fear, price, and happiness.</p>
4. In planned economy, the government decides how products are made.	<p>It is true. A centrally planned economy is an economic system in which the government controls the production and distribution of goods and services.</p>
5. Planned economies grow more slowly than market economies.	<p>It is false. In a market economy, it takes a long time for big industries to grow.</p>
6. Market structure describes how competitive a market is.	<p>It is true. When economists talk about market structure they mean the way companies compete with each other in a particular market.</p>
7. Four conditions are necessary for perfect competition	<p>It is false. Perfect competition occurs when there are many sellers, there is easy entry and exiting of firms, products are identical from one seller to another, and sellers are price takers.</p>
8. Perfect competition makes it easy for new companies to start	<p>It is true. The model of perfect competition also assumes that it is easy for new</p>

trading.	<p>firms to enter the market and for existing ones to leave.</p> <p>It is false. The three most important factors of production are labor, land, and capital. The demand for factors, such as labor, is a derived demand that comes from firms that use the factors to produce goods and services.</p> <p>It is true. Market price is the price that sellers are happy to take and consumers are happy to pay.</p> <p>It is true. A consumer surplus occurs when the price that consumers pay for a product or service is less than the price they're willing to pay.</p> <p>It is false. When interest rates are higher, banks make more money by taking advantage of the greater spread between the interest they pay to their customers and the profits they earn by investing.</p> <p>It is true. As the interest rate rises, a bond fund strategy becomes more attractive. That means that the higher the interest</p>
9. Raw materials are the most important factor of production.	
10. Market price should please the seller and the buyer.	
11. Some consumers will get more surplus than others.	
12. When the government sets interests rates, commercial banks must set the same rate.	
13. As interest rates increase, demand for money falls.	

	<p>rate, the lower the quantity of money demanded.</p> <p>It is false. Banks are intermediaries between depositors (who lend money to the bank) and borrowers (to whom the bank lends money).</p> <p>It is true. An open economy is a type of economy where not only the domestic factors but also entities in other countries engage in trade of products (goods and services).</p> <p>It is false. Visible imports = Goods bought from other countries. Invisible imports = Services bought from other countries.</p> <p>It is true. A high level of imports indicates robust domestic demand and a growing economy.</p> <p>It is true. A country's location can provide proximity to natural resources, which can give it an absolute advantage over other countries.</p>
14. Banks lend money but never borrow money.	
15. Open economies exchange exports with each other.	
16. If you go abroad for a holiday, you create an invisible export for your country.	
17. Imports can be good for an economy.	
18. A country's natural resources can give it an absolute advantage over other countries.	

Примеры вопросов на проверку знания содержания дисциплины

1. Which need is connected with creativity?
2. Which need is connected with getting on well with people?
3. Which need is connected with the essential things people need to stay alive?
4. Which need includes being noticed by others?
5. What are the challenges of conflict for the team leader?
6. Why does it take longer to resolve conflict in virtual teams?
7. Why is groupthink negative?
8. When can conflict be negative?
9. What is the effect of negative conflict?
10. What different things are parts of culture?
11. What is the main difference between Eastern and Western people in how they see the world around them?
12. How do cultural differences affect the way business is done in different countries?
13. What should a company pay attention to when entering different international markets?
14. What are the two advantages of combining a physical and virtual working environment?
15. How many leadership styles are there?
16. How many characteristics of problems are there?
17. What is it important for managers to be?
18. Who leads the drive for innovation?
19. What is needed for a product to be successful?
20. How many features is an innovative culture likely to have?
21. Which feature of an innovative culture do the following statements describe: a. ideas do not have to be realistic or possible b. people shouldn't be worried about failure

22. Which feature of an innovative culture do the following statements describe: a. The target not the method is important b. People's efforts need to be noticed

23. Who originally were the main users of the Internet?

24. What is important for successful business leadership?

**Задания для проверки устной диалогической речи с отстаиванием
своего мнения**

1. Financial crisis cannot/can be explained by a theory.

2. Markets are predictable 2. Markets are unpredictable

3. Lending to people with poor credit histories was the cause of the 2007 crisis// 2. Banks borrowing more money against mortgage loans was the cause of the 2007 crisis

4. It is possible to predict the development of bubbles 2. It is impossible to predict the development of bubbles

5. The worldwide effort during the 2008 crisis prevented disaster

6. The US Federal Reserve is very positive about the future

7. People need to be directed and threatened //People can self-direct

Тест для проверки знаний норм, правил и культуры делового общения

1. The primary factor that builds up the first impression a) education

b) social status c) looks

d) age

2. Do you agree with the statement that communication is a multi-faceted process between two or more people aimed at swapping information, exerting influence, compassion and mutual understanding?

a) yes b) no

3. Willingness to avoid conflict means willingness a) to control

b) to understand

4. What type of communication is typical of a controller? Explain your choice.

a) monologue

b) dialogue

5. Which type of interaction prevents communication? a) cooperation

b) competition

6. What influences a better understanding of information:

a) personality of a listener

b) personality of a speaker

c) relations between them

d) situation

7. When is business communication effective

a) the interlocutors are occupied with their own feelings

b) one of them gives the other a chance to speak his/her mind

c) the best interlocutor is a good speaker

d) the best interlocutor is a good listener

What situations promote paraphrasing:

a) at the end of a telephone call

b) when negotiating in heated argument

Which strategy helps develop good listening skills, acquire cooperative skills, argumentation skills

a) compromise

b) cooperation

c) adjustment

d) competition

Примеры экзаменационных билетов

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ БЮДЖЕТНОЕ
УЧРЕЖДЕНИЕ
ВЫСШЕГО ОБРАЗОВАНИЯ
ФИНАНСОВЫЙ УНИВЕРСИТЕТ
ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ
Краснодарский филиал Финуниверситета

2024/2025 учебный год
Кафедра «Философии, истории и права»

ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № 1

Направление подготовки 38.03.01 «Экономика, профиль: «Финансы и банковское дело»
Дисциплина «Иностранный язык в профессиональной сфере»

	Задания экзаменационного билета	Баллы БРС	Итоговые баллы
1	<p>Прочитайте текст по специальности и изложите основное содержание его на английском языке</p> <p style="text-align: center;">International Business Styles</p> <p>In large organizations, leaders should spend no more than four hours a day in their offices. The rest of the time, they should be out with their people, talking to lower-level employees and getting their feedback on problem areas. They should be making short speeches and handing out awards. They should be travelling widely throughout their organizations.</p> <p>The best leaders are those whose minds are never closed and who are eager to deal with new issues. Leaders should not change their minds too frequently after a major decision has been made, but if they never reconsider, they are beginning to show a degree of rigidity and inflexibility that creates problems for the organization.</p> <p>Executives must take a disciplined approach to their schedules, their post, their telephone calls, their travel schedules and their meetings. Staying busy and working long hours are not necessarily a measurement of leadership effectiveness.</p> <p>Leaders may run efficient organizations, but they do not really serve the long-term interests of the institution unless they plan, set goals and provide strategic perception.</p> <p>The leader must be willing to pass on skills, to share insights and experiences, and to work very closely with people to help them mature and be creative.</p> <p>Leaders should let people know that life is not so important that you cannot sit back occasionally and be amused by what is happening. Laughter can be a great reliever of tension.</p> <p>Reliability is something that leaders must have in order to provide stability and strength to organizations. Leaders must be willing to be flexible but consistency and coherence are important elements of large organizations.</p> <p>Leaders must not only understand the major elements of their businesses but must also keep up with any changes.</p> <p>Leaders should be able to look at themselves objectively and analyze where they have made mistakes and where they have disappointed people.</p>	20	
2	Ответьте на письмо, используя нижеприведенные задания. При	15	

	написании ответа используйте нижеприведенное письмо в качестве образца		
3.	Составьте диалог по ситуации «Hotel room»	15	
4.	Беседа с преподавателем об учебной и профессиональной деятельности студента	10	
	ИТОГО	60	

Рассмотрено и утверждено на заседании кафедры

(протокол № 6 от 23.01 .2024)

Заведующий кафедрой

М.Ф.Титаренко

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ БЮДЖЕТНОЕ
УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
ФИНАНСОВЫЙ УНИВЕРСИТЕТ
ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ
Краснодарский филиал Финуниверситета

2024/2025 учебный год
Кафедра «Философия, история и право»

ЭКЗАМЕНАЦИОННЫЙ БИЛЕТ № 2

Направление подготовки 38.03.01 «Экономика», профиль: «Финансы и банковское дело»
Дисциплина «Иностранный язык в профессиональной сфере»

	Задания экзаменационного билета	Баллы БРС	Итоговые баллы
1.	<p>Прочитайте текст по специальности и изложите основное содержание его на английском языке</p> <p style="text-align: center;">During the Interview</p> <p>So, you have finally made it: here you are at the door hopefully on time and the fun is about to begin. There are a lot of books written by professional career counselors with numerous recommendations about what to say» and what not to say and how to project a winning image. For all the value of these instructions, they are very subjective and often culture-biased. Thus, a well-established multinational company may be truly interested in the career objectives of a potential worker, while a small Russian firm struggling with cash flow problems thinks more about immediate survival than about what may happen in ten years from now.</p> <p>Western advisers always emphasize the need to be positive and enthusiastic, and recommend that you use your sense of humor whenever possible. You will possibly agree that when you are applying for a job as an instructor in a traditional Russian school or university with your interviewer being a highly respectable authority in education, if you start cracking jokes and smiling every other minute you may look familiar, shallow and even ill mannered. Every organization has its own culture, tradition, folklore and signs of deference. However, there are some things to consider that may help everyone.</p> <p>It has been mentioned above that a broad smile will not always bring you credit in a Russian office. Nevertheless, in a more reserved manner, you need to project a reasonable degree of positivism and enthusiasm about the job you are trying to get. Surprising as it may seem, many young graduates who nude top grades at the university assume that they are hot stuff and will be an adornment to any organization. Since they were treated kindly or even mothered by their professors, they tend to treat their potential employers as peers, but not as superiors, forgetting about the proper level of formality. That tells immediately in their body language and speech, which may be colloquial and casual. Just as you took pains to come to job interview, you must now do your best to show your potential employer that you respect their company, want to be one</p>	20	

	of them and are ready to work hard to deserve it.		
2.	Напишите письмо-подтверждение, используя нижеприведенные задания	15	
3.	Составьте диалог по ситуации «Job Interview»	15	
4.	Беседа с преподавателем об учебной и профессиональной деятельности студента	10	
	ИТОГО	60	

Рассмотрено и утверждено на заседании кафедры

(протокол № 6 от 23.01 .2024)

Заведующий кафедрой

М.Ф.Титаренко

Примеры оценочных средств для проверки каждой компетенции, формируемой дисциплиной

Таблица 7 - Типовые оценочные средства для проверки компетенции, формируемой дисциплиной «Иностранный язык в профессиональной сфере» направления 38.03.01 «Экономика»

Код компетенции	Наименование компетенции	Индикаторы достижения компетенции	Типовые задания
УК-3	Способность применять знания иностранного языка на уровне, достаточном для межличностного общения, учебной и профессиональной деятельности (УК-3)	1. Использует иностранный язык в межличностном общении и профессиональной деятельности, выбирая соответствующие вербальные и невербальные средства коммуникации.	<p>Задание 1</p> <p>Выберите нужную форму глагола в пассивном залоге:</p> <p>1. Equipment, tools and computers in the manufacturing process. a) is used b) are used c) used</p> <p>2. Land, labour and capital to produce goods. a) are required b) is required c) required</p> <p>3. A free market by a government. a) is not controlled b) are not controlled c) not controlled</p> <p>4. The US steel industry by imports of subsidized steel. a) were being injured b) was being injured c) injured</p> <p>5. The goods locally. a) are made and sold b) was made and sold c) is made and sold</p> <p>6. The money in an account in Hamburg. a) are lodged b) were lodged c) was lodged</p>
		2. Реализует на иностранном языке коммуникативные намерения устно и письменно, используя современные информационно – коммуникативные	<p>Задание 2</p> <p>Выберите нужную форму глагола в пассивном залоге:</p> <p>1. All the prices in this shop down by 10 %. a) have been marked b) has been marked c) marked</p> <p>2. The price of petrol by market forces. a) are influenced b) is influenced c) influenced</p> <p>3. The goods locally. a) are made and sold b) was made and sold c) is made and sold</p> <p>4. The money in an account in Hamburg. a) are lodged b) were lodged c) was lodged</p>

		технологии.	
		3. Использует приемы публичной речи и делового и профессионального дискуса на иностранном языке.	<div>Задание 3</div> <div>1. The product throughout Europe. a) is being marketed b) are being marketed c) marketed</div> <div>2. The market – place always on Saturdays.</div> <div>3. The goods locally. a) are made and sold b) was made and sold c) is made and sold</div>
		4. Демонстрирует владения основами академической коммуникации и речевого этикета изучаемого иностранного языка.	<div>Задание 4</div> <div>Ответьте на вопросы</div> <div>1. What is a market?</div> <div>2. What is a black market?</div> <div>3. What is a virtual market?</div> <div>4. What is needed for a market to function?</div> <div>5. What is the role of market participants?</div>
		5. Умеет грамотно и эффективно пользоваться иноязычными источниками информации.	<div>Задание 5</div> <div>Переведите следующие слова и выражения на английский язык.</div> <div><div>1. распределение ресурсов</div><div>2. бумажные деньги</div><div>3. рынок товаров</div><div>4. оптовый рынок товаров</div><div>5. черный рынок</div><div>6. фондовая</div><div>7. участники</div><div>8. спрос и пр</div><div>9. повышать</div><div>10. виртуаль</div></div>

		6. Продуцирует на иностранном языке письменные речевые произведения в соответствии с коммуникативной задачей.	<p style="text-align: center;">Задание 6</p> <p>Переведите следующие слова и выражения на русский язык.</p> <div style="display: flex; justify-content: space-between;"> <div> 1. command economy 2. <u>illegal</u> market 3. allocation of resources 4. <u>buyers</u> and <u>sellers</u> 5. evaluate </div> <div> 6. tradable item 7. shopping list 8. labour 9. legal tender 10. delivery cost </div> </div>
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Система оценивания

С целью стимулирования систематической подготовки студентов к практическим и семинарским занятиям по дисциплине вводится комплексный подход к оценке, получаемой студентами по итогам изучения дисциплины. На основании положения о системе оценки знаний студентов в Финансовом университете действует 100-балльная система оценки знаний. Это означает, что оценка, получаемая по итогам изучения дисциплины, состоит из двух частей: текущего контроля студентов – максимальная оценка 40 баллов и результатов работы на экзамене – максимальная оценка 60 баллов.

Текущий контроль осуществляется в ходе учебного процесса и консультирования студентов, по результатам выполнения самостоятельных работ. Основными формами текущего контроля знаний являются:

- обсуждение вынесенных в планах практических занятий вопросов тем и контрольных вопросов;
- решение лексико-грамматических тестов, их обсуждение в точки зрения умения формулировать выводы, вносить рекомендации и принимать адекватные управленческие решения;
- выполнения самостоятельных работ;

40 баллов, полученные студентом в течение семестра, должны означать самую высокую характеристику его работы. Такой балл получают студенты, которые на практических занятиях систематически показывают высокие результаты при опросах, проявляют активность при обсуждении изучаемых проблем, в полном объеме выполняют учебную программу, не имеют пропусков.

Вторая составляющая оценивает работу на экзамене и не может превышать 60 баллов. Каждый вопрос в билете имеет свою долю в общей оценке в зависимости от сложности. Например, первый и второй теоретический вопрос максимально оценивается по 20 баллов, устная речь — максимально в 20 баллов.

Таким образом, если студент по итогам работы в семестре набирает 26 баллов, а по итогам экзамена — 60 баллов, то общая сумма 86 баллов соответствует окончательной оценке 5 «отлично».

Если студент подошел к экзамену с оценкой 0 баллов, то при безупречном качестве экзаменационного ответа он может получить итоговую оценку по данной дисциплине только 60 баллов, что соответствует оценке 3 «удовлетворительно».

О данном подходе к оценке знаний студентов преподаватель информирует студентов на первом практическом занятии. На последнем семинарском занятии студентам сообщается оценка, которую они получают по итогам работы в семестре. Студенты могут улучшить свою оценку по итогам работы в семестре за счет отработки пропущенных занятий. Отработка пропусков, имевших место по причине работы студентов во время занятий, не допускается.

Промежуточный контроль проводится в форме экзамена в 6 семестре. Экзамен по учебной дисциплине Б1.0.03.01 «Иностранный язык в профессиональной сфере» проводится в устной форме в виде ответов на вопросы билета.

Формы итогового контроля: экзамен.

Содержание экзаменационного билета:

1. Прочитать текст по специальности и изложить основное содержание его на английском языке
2. Написать письмо или резюме, используя нижеприведенные задания
3. Составить диалог по ситуации
4. Провести беседу с преподавателем об учебной и профессиональной деятельности студента

8. Перечень основной и дополнительной учебной литературы, необходимой для освоения дисциплины

Основная литература

1. Плаксин В.А., Батори Г.А., Подгорная А.В. Английский язык в профессиональной сфере. – Краснодар: Просвещение-ЮГ, 2021. – 120 с.
Английский язык в профессиональной сфере
2. Английский язык в профессиональной сфере (В 4-х частях). Менеджмент: учебное пособие для напр. бакалавриата "Менеджмент" / М.А. Белогаш [и др.]; Финуниверситет; под ред. Г.А. Дубининой - Москва: Кнорус, 2019-2021 - 278 с. - Бакалавриат.- То же. - ЭБС BOOK.ru. - URL: <https://book.ru/book/927716>

Дополнительная

3. Кузнецов, И. Н. Деловое письмо / Кузнецов И.Н., - 7-е изд. - Москва: Дашков и К, 2019. - 196 с.: ISBN 9785394027178. - Текст : электронный. - URL: <https://znanium.com/catalog/product/4153095>.
4. Business Partner. B2. Coursebook. / Dubicka, M. Rosenberg. - Pearson, 2020.
5. MacKenzie I. Professional English in Use. Finance / I. MacKenzie - Cambridge: Cambridge University Press, 2008, 2009, 2011, 2023 - 140 p.

9. Перечень ресурсов информационно-телекоммуникационной сети «Интернет», необходимых для освоения дисциплины Б1.0.03.01 «Иностранный язык в профессиональной сфере».

1. Электронно-библиотечная система BOOK.RU <http://www.book.ru>
- 2 Библиотечно – информационный комплекс (БИК) - www.library.fa.ru
3. <http://www.bbc.co.uk/news/>
4. <http://www.britannica.com/>
5. <http://www.businessdictionary.com/>
6. <http://www.economist.com/>
7. <http://www.euronews.com>
8. <http://www.guardian.co.uk/>
9. <http://www.thesundaytimes.co.uk/>
10. Журнал «The Economist». – URL:<http://www.economist.com>.
11. Обучающий портал «Times100». URL:<http://www.thetimes100.co.uk>.
12. Газета «The Independent». – URL:<http://www.independent.co.uk>

10. Методические указания для обучающихся по освоению дисциплины

Общие положения по выполнению самостоятельной работы

Самостоятельная работа по дисциплине Б1.03.01 «Иностранный язык в профессиональной сфере» предназначена для проверки степени усвоения студентами пройденного материала по данной дисциплине.

По учебному плану для направления подготовки 38.03.01 «Экономика» профиль «Финансы и банковское дело» предусмотрены 2 самостоятельные работы для студентов, обучающихся по ОЗФО в 5 и 6 семестрах.

Самостоятельные работы выполняются после выполнения студентами практико-ориентированных в ЭУП заданий по дисциплине и их самостоятельной работы с рекомендованной преподавателем учебной литературой. Самостоятельная работа должна показать, что ее автор освоил фундаментальные знания в области современного иностранного языка.

Выполненная и оформленная в соответствии с требованиями кафедры «Философии, истории и права» самостоятельная работа сдается преподавателю для проверки в электронном виде и размещается в репозитории в контролирующем модуле.

В случае неверного решения самостоятельной работы студент должен подготовить и представить на кафедру повторную самостоятельную работу того варианта, который ему укажет преподаватель.

Правильно выполненные самостоятельные работы является допуском к экзамену.

Примерный перечень вариантов самостоятельных работ

Общие положения по выполнению самостоятельной работы

Объем текстового материала

№ п/п	Текстовый материал	Кол-во стр.
1	Тексты учебника и специализированных учебных пособий или хрестоматий	20
2	Тексты контрольных заданий	10
3	Тексты для дополнительного чтения по специальности	20
4	Итого	50

Примечание: За страницу принимается 1500 печатных знаков.

Выполнение практико-ориентированных заданий и оформление самостоятельных работ

- Контрольные задания составлены в трех вариантах. Номер варианта следует выбирать в соответствии с первой буквой фамилии студента.

Начальная буква фамилии студента	№ варианта
А, Б, В, Г, Д, Е, Ж, З, И	1
К, Л, М, Н, О, П, Р, С, Т	2
У, Ф, Х, Ц, Ч, Ш, Щ, Э, Ю, Я	3

- Контрольные задания выполняются на компьютере. На титульном листе (см. приложение) указывается фамилия студента, номер группы, номер самостоятельной работы и фамилия преподавателя, у которого занимается студент.

- В конце работы должна быть поставлена подпись студента и дата выполнения задания.

Контрольные задания должны быть выполнены в той последовательности, в которой они даны в настоящем пособии.

- Выполненную самостоятельную работу необходимо сдать преподавателю для проверки и рецензирования в установленные сроки.

- Если самостоятельная работа выполнена без соблюдения изложенных выше требований, она возвращается студенту без проверки.

Самостоятельная работа 1

Вариант 1.

I. Прочитайте и устно переведите на русский язык весь текст. Переведите письменно 2, 3 и 4 абзацы.

Economic crisis

The current financial crisis has become an earthquake to the world's economic system. Have started in the USA, it has rapidly overcome the boundaries of the States and has spread over the Europe and Asia, bringing unemployment and financial recession along. One can hardly say whether it will last long or is going to slump. The following remains obvious, if we don't want its recurrence in future, we should investigate its root causes now.

The world economic system endures times of prosperity as well as followed by inevitable declines. The circulating scheme is characterized by the rise of manufacturing and it is following recession, thus permitting to keep to the world

financial and economic balance order. No one in the world was ready to take the burdens of the economic crisis on the shoulders and to resist its unpredictable consequences. In spite of the fact, almost everybody understood how important it is to examine the reasons of it.

In my opinion there are several important factors to discuss, which obviously have affected the present economic situation. First of all it is the spendthrift lending or, in other term, the so-called housing price bubble. Every family buying a house can take a loan from the bank, which should be given back. In order to return money to the bank, the family first of all should take the house it can afford. Otherwise it will not be able to pay the money back. In the recent years the prices on real estate have been so high and raising so quickly like a bubble. It has resulted in the fact that people started taking loans, which they can't pay off. Many banks' borrowers got unable to make their mortgage payments. As a result, the mortgage market was undermined.

This was just the beginning. One of the consequences was the fall of prices on real estate. The institutions and businesses depending on real estate prices or making money on real estate underwent the risk and suffered losses. To such companies belong Freddie Mac and Fannie Mae. It was the blow to the financial system in general, which led to the problems in other pecuniary stocks. This process, started with the bank system and led to the banking liquidity crisis, affected all financial and economic sectors of business all over the world.

Another reason of the present economic crisis is the unrestricted emission of American dollars. The emission of the most wide-spread world currency was strictly controlled by the government of the USA. Each dollar had gold equivalent in the gold reserve of the States. Purchasing capacity of it corresponded to the quantities of products manufactured. That's not how things stack any more up today. As a result while the USA was loosing its positions on the world market, the dollar was weakening in the world.

To sum it up one can say that the root cause of the current economic crisis lie in the ineffective policies of the economic and financial sectors of the leading and developing

countries in the world. One should take into account the root causes to oust its re-occurrence in future.

II. Определите, являются ли утверждения:

- a) истинными**
- b) ложными**
- c) в тексте нет информации**

1. Economic crisis have affected a housing price.
2. A lot of people have lost their jobs because of economic crisis.
3. People started taking loans, which they can pay off.

Внесите Ваши ответы в таблицу

1.	2.	3.

III. Определите основную идею текста.

- a) Effects of the economic crisis.
- b) Causes of the economic crisis.
- c) Distribution of the economic crisis

IV. Подберите подходящее слово и вставьте его в пробел.

1 There is always a lot of _____ to attend to on a Monday morning.

B correspondence **C** communications **D** information

2 Please leave a message on the answer phone if you need to contact us _____ office hours.

A outside **B** over **C** through **D** against

3 The annual general meeting was _____ in the conference centre.

A conducted **B** provided **C** run **D** held

4 One of the _____ advantages of writing over talking to someone face-to-face is that you can take your time.

A remaining **B** related **C** relative **D** relevant

5 Make sure that the addressee's job _____ is correct.

A title **B** description **C** name **D** type

6 A well laid out letter always gives a good _____ .

A idea B reaction C impression D effect

7 If you _____ are in attending, please let me know as soon as possible.

A concerned B pleased C sure D interested

8 You must _____ your application by the end of the week.

A submit B subject C subscribe D subcontract

9 There has been a _____ agreement to supply Texmills with our products and services.

A long-winded B long-lasting C long-standing D long-lived

10 Managers should _____ staff to maintain the no-smoking policy throughout the building.

A suggest B encourage C support D co-operate

V. Расположите фразы диалогов в правильной последовательности. Перепишите диалоги в правильном порядке.

1.

A Very well, thanks. Let's get down to business, shall we?

B I'm fine, thanks. How are you?

C Hello again! How are you getting on?

D Yes, all right.

2.

A. If another call comes in while I'm on the phone, should I put my wife on hold and take it?

B. The one in your office is fine. Do I need to dial anything special to get out of the building?

C. Do you mind if I use your phone to call my wife?

D. Yes. You should dial 9 and then your number.

E. Sure. Would you rather use my cell phone or the one in my office?

F. No, that's all right. If you don't answer I will call them back later.

VI. Расположите части делового письма в правильном порядке. (соедините буквы и цифры). Внесите ответы в таблицу. Перепишите письмо в правильной последовательности.

a) John Bloggs, 25 Corner Street, Darlington

Tel. 249 54 67

15 February 2014

b) We are writing to confirm our meeting on 20 February concerning advertisement of our new device in your catalogue.

We would appreciate it if you have time to visit our plant at an earlier date and inform us of it.

c) Mr. J.A. Burns, ABC Advertising, 17 New Street, New Town BN45 67GO

d) Dear Mr. Burns,

e) We look forward to hearing from you.

Yours sincerely,

Irena Green

Sales Manager

1.	2.	3.	4.	5.

VII. Напишите письмо-жалобу используя нижеприведенные задания.

You bought a lap-top computer. In three months your computer broke down but you have a warranty period of one year. You gave in the computer to the Service Department. You were promised to get your computer ready within 2 weeks but in 2 months you still did not get your lap-top computer. Write complain letter to the company Computer International for Mr. Stratton.

Вариант 2.

I. Прочитайте и устно переведите на русский язык весь текст. Переведите письменно 6, 7 и 8 абзацы.

The European Union (EU)

The European Union (EU) is the most economically and politically successful UNION of countries in the world. This sort of union affects not only the countries within the EU, but also those outside it. The European Union is most likely the wisest and most reasonable union ever. It's a well-known fact that people over there never complain of having a bad life, however they have different points of view about this fact.

The idea behind EU creation was not only to cement an economic union for the advantage of the nation states which formed it but also to stop the constant cycle of wars in Europe between its great nations. I would suggest that both these objectives have been achieved.

The EU is the largest society with common ideas, plans, democratic regimes, economies etc, where people successfully cooperate each other. All of these are positive factors. Even though there surely must be difficulties of living in such huge society; these are overcome with tolerance and understanding.

Actually, some of the EU countries were formerly from the USSR proper or from the socialist block. Back in that time they were completely separated from the rest of Europe by the so called Iron Curtain and had undemocratic regimes of a backward nature. Whereas now, twenty years since the fall of the Iron Curtain, all countries of the EU are considered equally democratic. Never mind the past and its problems, people in Europe are free, happy, delighted, and can expect a decent salary, medical care and social services.

Citizens of the EU can travel freely from one country to another. The movement of a working force in this manner is good for the economy. Of course, a union of so many countries is also very profitable economically when it works properly.

Most of the EU countries use the same currency; their laws are harmonized and so on. Due to this, an EU government can have some control over economy and in times of crisis protect it so that it doesn't fall. This we have seen recently, the different governments have acted like one in order to promote growth and come out of the recession. These attempts were successful and we see the European economy growing again as national and central authorities support each other.

Nevertheless, there are some disadvantages in the EU. For example, since EU is a cosmopolitan society, people may find it hard to put up with each other's behavior, languages, customs, traditions etc. However, European citizens are given the protection of charters OF human rights and social security previsions, so this makes them really free to live their lives in peace and security.

In my opinion, the EU should accept all the countries of Europe such as Macedonia, Moldova, Ukraine, Belorussia and may it be that one day all these nations be counted amongst its member states. Even Russia at some time in the future should also take its rightful place in a unified Europe as another European member. However, some of these countries have some economical and political issues which must be resolved first.

II. Определите, являются ли утверждения:

a) истинными

b) ложными

с) в тексте нет информации

1. The European Union stops the constant cycle of wars in Europe between its great nations.
2. The European Union was established in 1958 by the Treaty of Rome in order to remove trade and economic barriers between member countries and to unify their economic policies.
3. People in Europe aren't free, happy and they can't expect a decent salary, medical care and social services.

Внесите Ваши ответы в таблицу

1.	2.	3.

III Определите основную идею текста.

1. The history of the European Union
2. The reason for the establishment of the European Union
3. Advantages of the European Union

IV Подберите подходящее слово и вставьте его в пробел.

1 It's important to understand how other cultures behave so you don't cause _____.

A offence **B** problem **C** disaster **D** behaviour

2 In some countries it is quite _____ to use the correct title when talking to business colleagues.

A offensive **B** likely **C** formal **D** tricky

3 Having good _____ may help you to make deals more easily.

A entertaining **B** manners **C** demonstrations **D** handshaking

4 Ian has to be very organised as his work involves meeting tight _____.

A problems **B** responsibilities **C** challenges **D** deadlines

5 Lesley doesn't like having to wait for other people to _____ work for her.

A generate **B** solve **C** resolve **D** tackle

6 Paul enjoys working at Small World because he finds the _____ stimulating.

A installation **B** environment **C** application **D** opportunity

7 If someone looks me straight in the eye without _____ I tend to think they are honest.

A yawning **B** sighing **C** blinking **D** sniffing

8 Your body _____ usually gives other people information about how you really feel.

A appearance **B** impression **C** language **D** relationship

9 Bob and Tony are business _____ and have arranged to meet at the sales conference.

A delegates **B** customers **C** associates **D** officers

10 I've given the latest sales _____ to Mr Allen but he hasn't had a chance to look at them yet.

A systems **B** figures **C** worksheets **D** fact

V. Расположите фразы диалогов в правильной последовательности. Перепишите диалоги в правильном порядке.

1.

A Oh, yes. I've heard of you.

B My name's Alex White.

C I'd like to introduce myself.

D Pleased to meet you.

2.

A. What's your name?

B. Well, I've got a checking account and a savings account.

C. I'd like two hundred dollars from my checking account.

D. Two bills of a hundred, please. Thank you.

E. Good morning, sir.

F. Do you know the number of your account?

G. Is it a checking account?

H. Could you sign here, please? Thank you.

I. And which account would you like to draw on?

J. Good morning.

K. I'd like to take out some money, please.

L. No. I'm not sure of it.

M. Klaus Bright.

VI. Расположите части делового письма в правильном порядке (соедините буквы и цифры). Внесите ответы в таблицу. Перепишите письмо в правильной последовательности.

a) Messis A Smith&Co., 28 Moorgate St. London,

E C 2, England

b) Manufacturers Trust Company, 55 Broad Street, New York 27, N. Y.

October 15 2014

c) In order to correct this error, we are sending enclosed the cheque for the...

d) Please rest assured that we shall make every effort not to repeat such mistakes in future.

Faithfully yours

e) Dear Sirs

We must apologize for sending you the cheque for the wrong amount of money

1.	2.	3.	4.	5.	6.

VII. Напишите письмо-приглашение используя нижеприведенные задания.

You are a Chief Executive Officer of Welldone Computer Corporation. On 12.06.2011 your company holds a business conference dedicated to the issues of Computer Technologies in Economics.

- a) write an invitation letter to your partner Jack Halary who works for CompUtair ltd. as a Financial Director;
- b) ask him to take part in the conference;
- c) express your hope for the future cooperation.

Вариант 3.

I. Прочитайте и устно переведите на русский язык весь текст. Переведите письменно 1, 2 и 3 абзацы.

Generation of HDD

The 21th century explosion of digital data, such as all kinds of electronic devices ranging from camcorders, cameras and laptop computers are widely used. Of course, high-capacity storage devices, you need during the day. Hard drives in a standard magnetic media used to store computer data. No matter how much free space on your hard drive you get started, you are sure it will work in the near future.

Overall store photos, music, videos and films will be distributed only time and you reach a point where buying extra memory is not an option but a necessity. Desktop users have two ways to expand the memory on your hard drive. Or they can choose the

optional internal hard drive, or go to an external hard drive. If you find yourself in this situation and can't decide which one to go for internal vs. external hard drive compared to the presented to help reach a decision.

The difference between internal and external.

There are many points to consider when choosing a new hard drive, but first you must decide, among other things, internal and external hard drive that you want to select. That's the difference between them is described by functions.

Internal vs. External Hard Drives: Speed and Access Data Transfer Rate two factors should be compared with the access speed and data transfer rate of internal and external hard drives.

Internal vs. external hard drives, portability and cost.

Taking into account the internal external hard drives to win portability. For users who need to carry your data backed up regularly, or to an external hard drive is the best choice. Opt for a large external hard drive speed and large size of the cache, which will provide you with great speed. USB and Firewire interface makes it easy to connect and play on any computer or external hard drive, access to the information board. On the other hand, through an internal hard drive to be difficult.

As for cost, internal hard drive, of course cost less than external drives. You have to pay for an additional fee for portability. If you are looking for additional space is cheap, go with an internal hard drive, but if the price is not a problem, go to an external hard drive.

One of the innovations that are rapidly leaving behind the traditional electromechanical hard disk solid state drives, which are based on the NAND flash memory. Although costly, such as hard drives, better than traditional drives in each class.

II. Определите , являются ли утверждения:

a) истинными

b) ложными

c) в тексте нет информации

1. There is not any difference between internal and external.

2. The difference between internal and external is described by functions.
3. Like netbooks, tablets cost less than traditional laptop computers that can also mean smaller profits for manufacturers and sellers.

Внесите Ваши ответы в таблицу

1.	2.	3.

III Определите основную идею текста.

1. High-tech technology
2. The price of the equipment
3. Tips for generation HDD

IV. Подберите подходящее слово и вставьте его в пробел.

- 1 Mrs Perez is writing to _____ the arrangements she made with you.
A conform **B** confer **C** confine **D** confirm
2. _____. I'll see if Mr Watson is available.
A Hold on **B** Keep on **C** Go on **D** Stay
- 3 I'll put you _____ to the Sales Department.
A over **B** off **C** through **D** in
4. Oh, dear. I think I've _____ the wrong number.
A put **B** done **C** through **D** dialed
- 5 I'm _____ Miss Johnson's in a meeting.
A worried **B** afraid **C** concerned **D** frightened
- 6 No. This is the Finance Department. I'll check the _____ number.
A extension **B** external **C** exterior **D** extraction
- 7 There are no public phones in here but there is a phone _____ in Market Street.
A room **B** operator **C** booth **D** switchboard
- 8 Would you like me to fix up an _____ for you?
A application **B** appointment **C** arrangement **D** attendance

9 Don't make jokes on the phone as you may be _____.

A misunderstood B misplaced C mistaken D misguided

10 You should always speak to customers _____.

A slowly B politely C carefully D kindly

V. Расположите фразы диалогов в правильной последовательности. Перепишите диалоги в правильном порядке.

1.

A Right. Good-bye.

B Good morning. AIC Computing.

C No, thank you. I'll call later.

D Sorry, sir. Mr. Roberts is not available. Is there any message?

E Hello. May I speak to Mr. Roberts?

2.

A. I've just arrived from Boston and I've got some foreign currency. I'd like to change it into roubles. Is that possible?

B. Then could you change these notes, please?

C. Good afternoon.

D. Certainly, sir. I'll just check the exchange rates.

E. Good afternoon, sir.

F. We can take the bank notes but I'm afraid we can't take the small change.

VI. Расположите части делового письма в правильном порядке (соедините буквы и цифры). Внесите Ваши ответы в таблицу. Перепишите письмо в правильной последовательности.

a) We thank you for your letter dated the 29th September and are pleased to send you our latest catalogue and the current price list. We shall send you a special offer as soon as we have your exact requirements.

b) Yours faithfully,

Sally Blinton

Sales Manager

c) George Finchley & Sons, 68 Bond Street, London

6 January 2014

d) Dear Sirs,

e) Messis Dickson & King, 9 Newgate Street, London

1.	2.	3.	4.	5.

VII. Напишите поздравительное письмо партнеру по работе и поздравьте его с получением новой должности.

Write a congratulation letter to your partner Frederick Berg who worked as a salesman and now got promoted to the position of a sales manager.

Контрольная работа №2

Вариант 1.

I. Прочитайте и устно переведите на русский язык весь текст. Переведите письменно первый абзац.

Retaining Good Staff

An organization's capacity to identify, attract and retain high-quality, high performing people who can develop winning strategies has become decisive in competitive advantage. High performers are easier to define than to find. They are people with limitless energy and enthusiasm. They are full of ideas and get things done quickly and effectively. They inspire others through the force of their example. Such people can push their organizations to great heights. However high performers generally leave because organizations do not know how to keep them. Money remains an important motivator but organizations should not imagine that it is the only one that matters. In practice, high performers take for granted that they will get a good financial package. They seek motivation from other sources.

High performers are very keen to develop their skills and their curriculum vitae. Offering time for regeneration is another crucial way for organizations to retain high performers. Work needs to be varied and time should be available for creative thinking and mastering new skills. They do not want to feel that success they are winning for the organization is lost because of the inefficiency of others or by weaknesses in support areas. Above all, high performers – especially if they are young – want to feel that the organization they work for regards them as special. If they find that it is not interested in them as people but only as high performing commodities, their loyalty is minimal. On the other hand, if an organization does invest in its people, it is much more likely to win loyalty from them and create a community of talent and high performance that will worry competitors.

II. Определите , являются ли утверждения:

a) истинными

b) ложными

c) в тексте нет информации

- 1) Work doesn't need to be varied.
- 2) High performers are very keen to develop their skills.
- 3) High performers are very ambitious people.

Внесите Ваши ответы в таблицу

1.	2.	3.

III. Найдите лексические эквиваленты к выражениям из текста.

Переведите слова и выражения из первого столбика на русский язык.

Внесите Ваши ответы в таблицу.

1. to be keen on smth	a) a strong feeling of interest and enjoyment about something and eagerness to be involved in it
2. enthusiasm	b) creative people
3. high performers	c) the quality of remaining faithful to principles, country etc
4. loyalty	
5. organization	
6. motivation	

7. to take for granted 8. regeneration 9. skill 10. competitor					d) to like smth e) eagerness and willingness to do something without needing to be told or forced to do it f) an ability to do something well, especially because you have learned and practiced it g) a group such as a business that has been formed for a particular purpose h) a person, team, company etc that is competing with another i) making something develop and grow strong j) to value someone or something too lightly				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

IV. Определите основную идею текста.

- a) Winning success
- b) Identifying high performers
- c) Motivating high-calibre staff

V. Расположите фразы диалога в правильной последовательности (соедините цифры и буквы). Внесите Ваши ответы в таблицу. Перепишите диалог в правильном порядке.

- a) Could I have two telephones?
- b) Ok. What would you like to order?
- c) Sure. It's one hundred fifty dollars.
- d) Good morning. Spyline Products. Sales.
- e) Hello, I'd like to place an order, please.

1.	2.	3.	4.	5.

VI. Расположите части делового письма в правильном порядке. (соедините буквы и цифры). Внесите ответы в таблицу. Перепишите письмо в правильной последовательности.

- a) Dear Mr. Fountain

b) 6 Lakeside Road

UK

5th March

Customer number: AF2789

c) I am writing to complain about the computer that I bought from your company last week. I am unhappy with the computer. I'd like you to send one of your technicians to my house as soon as possible to fix it. I hope to hear from you in the near future, and can be contacted at any time on the mobile number above.

d) Mr. Fountain

Springbourne Technologies

Unit 7, Riverside Business Park

Wilham

e) Yours sincerely

Chris Brown

1.	2.	3.	4.	5.

Вариант 2.

I. Прочитайте и устно переведите на русский язык весь текст.

Переведите письменно первый абзац.

How to Make the Most of a Job Interview

If you've done your paperwork right, managed to arouse an employer's interest and landed a job interview, your real work is just beginning. It's one thing to impress somebody on paper or over the telephone, but it's another thing to impress in the flesh. A job interview is a business appointment in which everything counts in conveying a good impression. Experts will tell you that advance preparation is the key to interview success. Before you go to a job interview, find out all you can about the company. Depending on the results of your research, you are supposed to prepare an interview outfit that will make you look your very best. In most places you are not expected to wear a Chanel suit, but even if you are fresh from school don't think that your favorite

blue jeans, an oversized sweater and a T-shirt will be right for projecting a businesslike image.

Many personnel managers will confess that they often turn candidates down for poor appearance; however, your looks alone will not help you get a job unless you are well prepared for the interview. It makes perfect sense to go through your resume once again and make sure you know the dates of important events. Another thing you can do is go through your personal achievements to make up your mind what you might want to present to an interviewer as an impressive argument in your favor. Before the interview, give yourself a good rest, budget your time well, prepare everything you need in advance, so as not to panic and get lost at last minute!

Every organization has its own culture and traditions, but there are some things to consider that may help everyone.

You know that in many positions your lack of experience is a big disadvantage. You can also compensate for your lack of experience with your qualifications, enthusiasm, ability to learn quickly, and most of all your sense of responsibility.

It's natural therefore that if you really want to get this job you must show yourself as a mature individual who is not acting on impulse, but is quite serious about his/her choices. Fight for your place in life: change negative into positive: you are young but you are strong and can learn fast.

II. Определите , являются ли утверждения:

a) истинными

b) ложными

c) в тексте нет информации

1. This is an interview for candidates who have done their paperwork successfully.
2. Many personnel managers often turn candidates down only for lack of experience.
3. Things like jeans and T-shirts are not suitable for a business office.

Внесите Ваши ответы в таблицу

1.	2.	3.

III. Найдите лексические эквиваленты к выражениям из текста.

Переведите слова и выражения из первого столбика на русский язык.

Внесите Ваши ответы в таблицу.

1. to arouse an employer's interest 2. to land a job interview 3. to interview success 4. to turn a candidate down 5. to impress in the flesh 6. to convey a good impression 7. to make up one's mind 8. to get lost 9. to go through 10. a mature individual	a) to get an invitation for a job b) the way to succeed at an interview c) to reject a candidate d) not feeling confident or relaxed e) to examine smth. very carefully f) to be like an adult person g) to impress in person h) to draw the interest of the employer i) to make a good impression j) to decide
--	--

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

IV. Определите основную идею текста.

What counts in conveying a good impression during a job interview?

1. Advance preparation is the key to success.
2. Appearance does count.
3. Everything counts.

V. Расположите фразы диалога в правильной последовательности (соедините цифры и букв). Внесите Ваши ответы в таблицу. Перепишите диалог в правильном порядке.

- a) Right. Good-bye.
- b) Good morning. AIC Computing.
- c) No, thank you. I'll call later.
- d) Sorry, sir. Mr. Roberts is not available. Is there any message?
- e) Hello. May I speak to Mr. Roberts?

1.	2.	3.	4.	5.

VI. Расположите части делового письма в правильном порядке (соедините буквы и цифры). Внесите Ваши ответы в таблицу. Перепишите письмо в правильной последовательности.

a) Dear Ms. Kaassen,

b) Ultrasonic Ltd.

Warwick House, Warwick St., London SW2 1JF

United Kingdom

c) Yours sincerely,

Kay Reynolds

Sales Manager

d) Bredgade 51

DK 1110

Copenhagen

Denmark

e) In relation to your order received today, we cannot supply the quantities you need at the moment. Please confirm as soon as possible if a part-delivery would be acceptable, with the rest to follow later.

1.	2.	3.	4.	5.

Вариант 3

I. Прочитайте и устно переведите на русский язык весь текст

Переведите письменно первый абзац.

Different Cultures

In the Global Economy, it is more important than ever to know how they do things in other countries. Perhaps the key to a successful business trip is a genuine respect for other cultures. For the business traveler, the famous saying is certainly true: “Think globally, act locally”. Timing is everything in business. Western businesspeople, in particular, are obsessed with it – after all, “time is money”. But even in Europe, attitudes to timekeeping can still be regarded as local customs. In Germany or Switzerland, you should never arrive fifteen minutes late for a meeting, while in France, that is quite acceptable. If you agree to meet your Italian colleague at 12 o’clock and they arrive half an hour late, they probably won’t give you an excuse but will almost certainly have a great idea. And, as for the British, one cynical businessman has observed that they pretend to be German but, in fact, they would like to be Italian! Cultures also view gifts very differently. In Anglo-Saxon countries, for example, businesspeople do not expect to receive presents from visitors, and anything more expensive than a small corporate gift like a pen could cause embarrassment. But in Asia, particularly in Japan and the Middle East, gifts have a much greater importance in establishing a personal and business relationship. Even there, gifts do not have to be very expensive, although they should be of a high quality.

But cultural stereotypes are rarely helpful when dealing with individuals. Nor all Americans are pushy and loud; not all English people are reserved and formal. The same is true of any culture. There are Italians who do not gesture and Japanese who never apologize. So, when you travel overseas, try to leave behind all ideas based on jokes and movies. Keep an open mind and you will meet individuals far more than cultural stereotypes.

II. Определите , являются ли утверждения:

a) истинными

b) ложными

с) в тексте нет информации

1. Giving and receiving gifts is an important part of business life in the Middle East.
2. You should always take an expensive gift when you visit an American company.
3. It's embarrassing for Russian people to receive gifts.

Внесите Ваши ответы в таблицу

1.	2.	3.

III. Найдите лексические эквиваленты к выражениям из текста.

Переведите слова и выражения из первого столбика на русский язык.

Внесите Ваши ответы в таблицу. cultural stereotypes to establish relationship of high quality global economy to apologize a gift a custom stay objective restrained	10. to give up all believes
---	-----------------------------

a) world economy

b) to build human relations

c) ethnic traditions

of superior grade

take a dim view of smth

to be sorry

a present

a tradition

keep an open mind

reserved

1.	2	3	4	5	6	7	8	9	10

IV. Определите основную идею текста

1. Every country has its own culture, tradition and signs of difference.
2. Think globally, act locally.
3. When you do business abroad, it is important to give expensive gifts to businesspeople.

V. Расположите фразы диалога в правильной последовательности (соедините цифры и буквы). Внесите Ваши ответы в таблицу. Перепишите диалог в правильном порядке.

- a) Thank you very much. Bye!
- b) Hold the line, please. I'm sorry, she's in the meeting now. Can I take the message?
- c) Thank you. I will give her the message.
- d) Oh, hello. I'd like to speak to Alan, please
- e) Good afternoon, Sales and marketing.

1.	2.	3.	4.	5.

VI. Расположите части делового письма в правильном порядке (соедините буквы и цифры). Внесите ответы в таблицу. Перепишите письмо в правильной последовательности.

- a) Dear Ms.Wilson,
- b) Ms. Wilson

JBD Bank

56 Cheapside

LONDON EC4Y 2WD

23 June 2013

c) 25 Wellington Road

LONDON NW10 4PZ

d) I look forward to hearing from you.

Yours sincerely,

James Smith

d) I have good personal skills, and I am very interested in banking. I am good at communicating with people. I am currently working part-time in a bookshop, so I have experience of dealing with customers and handling money.

e) I am writing to apply for the job of customer advisor, as advertised on your website on 13, June.

1.	2.	3.	4.	5.	6.

Самостоятельная работа №2

Variant № 1

I. Match the words with the definitions.

- | | |
|-------------|--|
| 1) retail | a) a customer, often one that buys a service |
| 2) client | b) sales to customers in shops |
| 3) discount | c) an amount of money that is available |

- | | |
|-------------|--|
| 4) goods | d) a lower price than usual |
| 5) invoice | e) a company that sells goods to shops and businesses |
| 6) price | f) things that are made for people to buy |
| 7) supplier | g) a document that a supplier give to a customer, with information about what the customer is buying and how much it costs |
| 8) budget | h) how much money something costs |

1	2	3	4	5	6	7	8

Complete each sentence with a word from the box.

colleagues	supplier	research	directors
flexible	promotion	manager	staff

1. My company has.....hours, so I can choose when I start and finish work.
2. We buy office equipment from ain Wales.
3. You have worked hard on this project and we want to give you a..... .
4. We are a small company with good managers and
5. We did a lot of market.....before we designed the new product.
6. I enjoy my job because I like the people I work with. They are great
7. We are pleased to welcome two newto the board.
8. She's a good sales..... She's in charge of sales teams in France and Belgium.

These are confused pairs of words. Choose the correct alternative for each sentence.

1) SELL / SALE

- a) The building company gets 15% commission on each house
- b) I don't think dealers these cars at much of a profit.

2) DONATE / SPEND

- a) An anonymous businessmen..... one million dollars to the charity.
- b) Understanding how to money wisely for the development of your business is vital to the success of your company.

3) WORK / JOB

- a) My..... is too stressful so I'm looking for another one.
- b) I have a lot of work to do tomorrow.

4) CUSTOMER / CLIENT

- a) Working at the mall was really difficult because I had to deal with rude.....
- b) When he started his job selling insurance, it was difficult to find

VI. Choose the correct option a-c to complete the sentences.

1. Experts of the bankruptcy since the company was founded.
a) have been warning b) warned c) have warned
2. It was a relief to find documents I.....for them all afternoon.
a) had looked b) have been working c) had been working
3. We already.....the goods when your telegram arrived.
a) have shipped b) had shipped c) shipped
4. Iyour proposal, and I'm quite impressed.
a) reviewed b) review c) have reviewed
5. The companyin car sales for many years.

- a) has been dealing b) was dealing c) is dealing

6. By the end of the month Ithis project.

- a) will finish b) will have finished c) finish

7. Ithe approval of three committee members before Bob signed off on the project.

- a) had already got b) did already get c) have already got

8. How longin sales?

- a) have you worked b) have you been working c) were you working

1	2	3	4	5	6	7	8

V Rewrite the sentences in the passive.

1. They sell the gold on international markets. The gold.....on international markets.

- a) is sold b) sells

2. I have invested my money in real estate. My money in real estate.

- a) has been invested b) has invested

3. The employees are improving the situation. The situationby the employees.

- a) is improving b) is being improved

4. Henry Ford invented the assembly line. The assembly lineby Henry Ford.

- a) is invented b) was invented

5. You can find the order form on the last page of the catalogue. The order form..... on the last page of the catalogue.

- a) can be found b) can found

1	2	3	4	5

VI Complete each sentence with a verb in the correct form, - ing or to...

1. Don't forgeta letter with your CV.
a) to include b) including
2. After hours of negotiating, we managedan agreement.
a) to reach b) reaching
3. Julia is interested in..... her own business.
a) starting b) to start
- a) We determined the project by the end of the next year.
 b) finishing b) to finish
4. I likecolleagues if they come to me with a problem.
a) helping b) to help
5. The buyers want..... our terms of payment.
a) knowing b) to know

1	2	3	4	5	6

VII Translate the sentences from English into Russian.

1. Almost every country in the world has its national currency. Some countries share a common currency, for example, the 13 European Union member countries.
2. An exchange rate is the price of a currency. Like any price it is decided by supply and demand in the market.
3. The rate of exchange is the equilibrium between demand for the currency and its supply.

VIII Read this text.

What are Mergers and Takeovers?

1. Merger is the combination of two or more companies into a single corporate entity that often takes on a new name. Mergers enable the companies to share the resources and to increase the level of their strength. In some instances, mergers take place in order to expand the business operations towards a different region.
2. There are many advantages that the companies gain through mergers such as increase in the sales revenue and market share in the industry, increase in tax efficiency. Further, mergers reduce the cost, increase the profits and increase the shareholder's value in both merged companies.
3. Takeover or acquisition is a combination in which one firm, the acquirer, purchases and absorbs the operation of another firm, the acquired. Usually in a takeover, a larger company is acquiring a smaller company. The acquisition takes place with the motive of increasing the market share and to increase the level of company performance with the acquired resources to the company

Merger is an integration between two or more firms in order to expand the business operations. Takeover means the acquiring of a company in order to increase the market share of the business.

- Mergers are primarily practiced by the companies to reduce the risk of entering into a new market place.
- Takeover is a strategy used to expand the market share of the company and most often large companies acquire small companies.

4. Mergers and takeovers have been a part of the business world for centuries. In today's dynamic economic environment, companies are often faced with decisions concerning these actions. Through mergers and acquisitions, a company can develop a competitive advantage and ultimately increase shareholder value.

Mark the sentences a) T (True)

b) F (False)

c) NG (Not Given)

1. There are many disadvantages that the companies get through mergers.
2. Mergers give the companies the opportunity to share the resources and to increase the level of their strength.
3. Companies are encouraged to takeover other companies by an investment bank.

1	2	3

Variant № 2

I. Match the words with the definitions.

- | | |
|---------------|--|
| 1) packaging | a) the most important place of work of a company |
| 2) competitor | b) the box or bag that you sell a product |
| 3) marketing | c) a date or time when you must finish something |
| 4) promotion | d) finding the best way to make customers buy |

products

- 5) salary e) a design that is the official sign of a company,
used on products or in advertising
- 6) logo f) a better job in the same company
- 7) deadline g) money that you get for working
- 8) headquarters h) a company that sells products or services in the
same market as your company

1	2	3	4	5	6	7	8

Complete each sentence with a word from the box.

invoice	population	supplier	research
profit	pension	advice	budget

1. Do you think that the..... will increase in the next ten years?
2. We didn't sell many products. So it's unlikely that we will make a.....this year.
3. The.....has the correct goods but the wrong prices.
4. The department has a.....of \$35,000 for corporate events this year.
5. Our scientists do a lot of.....for our new products.
6. This company gives its employees a good..... when they retire. We buy office equipment from a in Scotland.

7. Fiona had a problem with her manager, but the HR department gave her some good and everything is OK now.

These are confused pairs of words. Choose the correct alternative for each sentence.

1. PRODUCTION / PRODUCTIVITY

- a) We will increase pay if the employees raise their
- b) If we don't get another order soon, we'll have to cut and maybe close a factory.

2. PERSONNEL / PERSONAL

- a) She resigned from her job for.....reasons.
- b) Smith's company has a problem: their employees want a 20% pay increase.

3. CUSTOMERS / CLIENTS

- a) Supermarkets use a variety of tactics to attract and retain
- b) She advises on their investments.

4. ECONOMY / ECONOMICS

- a) The government has promised to boost the flagging
- b) Supply and demand is perhaps one of the most fundamental concepts of.....

IV Choose the correct option a-c to complete the sentences.

1. I.....emails all day. I'm exhausted.

- a) have written b) have been writing c) am writing

2. The company is huge. It.....a thousand new jobs since the beginning of last year.

- a) created b) is creating c) has created

3. She..... at that company for 3 years when it went out of business.
a) has been working b) had been working c) was working

I..... to call you all day. Why didn't you answer the phone?

a) have been trying b) am trying c) was trying

4. They felt bad about selling the house because they..... it for more than forty years.

a) have owned b) had owned c) owned

5. We this product since the beginning of the year.

a) have been producing b) produce c) are producing

6. I twenty emails so far today.

a) wrote b) have written c) had written

7. By the end of the month Ithis project.

a) will finish b) will have finished c) finish

1	2	3	4	5	6	7	8

V Rewrite the sentences in the passive.

1. Sales representatives from all the regions attended the meeting. The meeting by sales representatives from all the regions.

a) is attended b) was attended

2. The management will discuss the problem next week. The problem..... by the management next week.

a) will discuss b) will be discussed

3. My assistant sent you the invoice last

Monday. The invoice to you by my assistant last Monday.

- a) was sent b) is sent

4. You can find the order form on the last page of the catalogue. The order form on the last page of the catalogue.

- a) could be found b) can be found

5. The employees are improving the situation. The situationby the employees.

- a) is improving b) is being improved

1	2	3	4	5

VI Complete each sentence with a verb in the correct form, - ing or to...

1. They guarantee..... the work before 5 o'clock.

- a) finishing b) to finish

2. I have lost my job so I'll have to get used much less.

- a) to spending b) to spend

3. Julia is interested in..... her own business.

- a) starting b) to start

4. Could you continueon the report while I make some phone calls?

- a) to work b) working

5. He managedthe job on time.

- a) finishing b) to finish

6. I like.....colleagues if they come to me with a problem.

- a) helping b) to help

1	2	3	4	5	6

VII Translate the sentences from English into Russian.

1. An exchange rate is the price of a currency. Like any price it is decided by supply and demand in the market.
2. The rate of exchange is the equilibrium between demand for the currency and its supply.
3. A change in the exchange rate of the currency always has an impact on the country economy. For example, if the rate of exchange rises, the country's goods get more expensive and demand for them abroad falls. As a result the country's exports may decrease.

VIII Read this text.

The Factors of Production

1. The factors of production are resources that are the building blocks of the economy; they are what people use to produce goods and services. Economists divide the factors of production into four categories: land, labor, capital, and entrepreneurship.
2. The first factor of production is land, but this includes any natural resource used to produce goods and services. This includes not just land, but anything that comes from the land. The second factor of production is labor. Labor is the effort that people contribute to the production of goods and services. If you have ever been paid for a job, you have contributed labor resources to the production of goods or services. The income earned by labor resources is called wages.
3. The third factor of production is capital. Think of capital as the machinery, tools and buildings humans use to produce goods and services. Some common examples of capital include hammers, forklifts, conveyer belts, computers, and delivery vans. Capital differs based on the worker and the type of work being done.
4. The fourth factor of production is entrepreneurship. An entrepreneur is a person who combines the other factors of production - land, labor, and capital - to earn a

profit. The most successful entrepreneurs are innovators who find new ways produce goods and services or who develop new goods and services to bring to market. Without the entrepreneur combining land, labor, and capital in new ways, many of the innovations we see around us would not exist. Think of the entrepreneurship of Henry Ford or Bill Gates. Entrepreneurs are a vital engine of economic growth. Entrepreneurs thrive in economies where they have the freedom to start businesses and buy resources freely. The payment to entrepreneurship is profit.

Mark the sentences a) T (True)

b) F (False)

c) NG (Not Given)

1. Economists divide the factors of production into land, labor and capital.
2. Entrepreneurs have the freedom to start businesses and buy resources freely.
3. Division of labor make the production process more efficient.

1	2	3

Variant № 3

I. Match the words with the definitions.

- | | |
|---------------|---|
| 1) import | a) documents showing that you own shares in a company |
| 2) export | b) the amount by which something is less than you need or should have |
| 3) interest | c) good or service sold to a buyer in another country |
| 4) securities | d) more of something than it is necessary |

- 5) surplus e) money that you receive from a bank when you keep money in an account there
- 6) deficit f) the system of money used in a particular country
- 7) currency g) the value of money of one country when you change it into the money of another country
- 8) exchange rate h) good or service purchased from a seller in another country

1	2	3	4	5	6	7	8

Complete each sentence with a word from the box.

exchange rate	deficit	export	manufacturing
competition	tariffs	currency	import

1. If you trade with other economies, you cangoods that do not exist in your economy.
2. Almost every country in the world has its national
3. allow you to determine how much of one currency you can exchange for another.
4. More will mean better quality and greater value for money.
5. If the flow of money out of the economy is greater than the flow of money into the economy, then there is a trade..... .
6. increases the size of the market for producers. Many countries in Asia have an absolute advantage in.....electronic goods.

7. are a kind of tax that the government puts on imported goods.

These are confused pairs of words. Choose the correct alternative for each sentence.

1. ACCEPT / EXCEPT

a) We found everythingthe right document.

b) We could not..... the explanation.

2. ENSURE / INSURE

a) Our new research strategythat we get the best possible results.

b) This policyyou against theft and fire damage.

3. PRINCIPLE / PRINCIPAL

a) Thereason we didn't pursue it was the cost.

b) We didn't want to continue the case, mostly because of..... .

4. PERSONNEL / PERSONAL

a) Many of herbelongings had been stolen.

b) Smith's company has a problem: their employees want a 20% pay increase.

VI a) Choose the correct option a-c to complete the sentences.

1. us the new price list of your products yet? We need it as soon as possible.

a) did you send

b) have you sent

c) didn't you send

2. Wethis product since the beginning of the year.

a) have been producing b) are producing c) have produced

3. He..... any experience in marketing.

a) has had b) hasn't had c) didn't have

4. Without any reason, the customer returned the goods that we.....

a) have delivered b) delivered c) had delivered

5. The two corporate CEOs were very excited because they a big business plan.

a) had been negotiating b) had negotiated c) have been negotiating

6. We are happy to inform you that we..... a new branch in Australia.

a) established b) have established c) had established

7. These customersour machines for over a decade.

a) purchase b) have purchased c) have been purchasing

8. We spoke about the conference that.....the week before.

a) had taken place b) has taken place c) took place

1	2	3	4	5	6	7	8

V Rewrite the sentences in the passive.

1. Sales were rising fast when our sales manager left the company. Sales were rising fast when the company..... by our sales manager.

a) was left b) left

2. We will deliver the goods immediately. The goodsimmediately.

a) will be delivered b) will delivered

3. When I arrived at the office the secretary had already sent the

letter. When I arrived at the office the letter

- a) had sent b) had been sent

4. The management will discuss the problem next week. The problem..... by the management next week.

- a) will be discussed b) will be discussing

5. The employees are improving the situation. The situationby the employees.

- a) is improving b) is being improved

1	2	3	4	5

VI Complete each sentence with a verb in the correct form, - ing or to...

6. Let me begin by.....you something about our company's history.

- a) tell b) telling

7. We risk..... a lot of money.

- a) having b) to have

8. We managedan important customer.

- a) acquiring b) to acquire

9. They guaranteethe work before 5 o'clock.

- a) to finish b) finishing

10. Julia is interested in..... her own business.

- a) starting b) to start

11. If we don't constantly innovate, we riskbehind our competitors.

- a) to fall b) falling

1	2	3	4	5	6

VII Translate the sentences from English into Russian.

1. The exchange rate may affect the whole economy: interest rates, balance of payments and economic growth.
2. When a currency is free floating the government does not control its rate of exchange and the currency is priced by the market.
3. When a government wants its national currency to float with some other currency, for example, the dollar or the euro, it pegs it to that currency.

VIII Read this text.

The Federal Reserve System Affects You More Than You Might Think

The Federal Reserve, the U.S.'s independent central bank, impacts the lives of U.S. citizens on a daily basis. The Federal Reserve commonly referred to as the "Fed" is part of the U.S. Federal Government, but is an independent office, meaning it can make decisions without approval from the President or Congress. It accomplishes four basic duties: conduct monetary policy, supervise banks, maintain stability of the financial system and provide financial services to the banking system.

The first of its four duties – to conduct monetary policy- is often discussed in the media because it has widespread impact on an individual's ability to purchase goods or services. The Fed controls or regulates interest rates, so, for example, if you want to buy a bond, it impacts what rate you will get paid and the price of the bond or if you want to buy a house, it impacts the mortgage rate.

The Fed can influence the ability of companies to hire employees. If the Fed expects an economic slowdown and wants to create more jobs, it can provide more money to banks to lend to businesses so they can hire. Or if it believes the consumer needs to spend more money so that businesses can make more and hire

more, then it can lower interest rates so that car loans, home loans, and credit card interest rates are cheaper for us.

Two of its other duties center on supervising and providing services to banks. Its goal to maintain stability of the financial system, can be accomplished by increasing or decreasing the money supply. If the amount of money is too great and inflation starts to increase, the government can reduce buying activity or raise rates. Increasing the supply may initially feel good to the consumer, but it is not all for long. The more supply of dollars in circulation, the less they are worth, so the fewer goods we can buy with the same amount of money.

Mark the sentences a) T (True)

b) F (False)

c) NG (Not Given)

1. The Fed can influence the ability of companies to fire employees.
2. Before the founding of the Federal Reserve System, the United States underwent several financial crises.
3. The Federal Reserve can make decisions without the permission from the President or Congress.

Пример оформления титульного листа контрольной работы

ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ ОБРАЗОВАТЕЛЬНОЕ БЮДЖЕТНОЕ
УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
ФИНАНСОВЫЙ УНИВЕРСИТЕТ
ПРИ ПРАВИТЕЛЬСТВЕ РОССИЙСКОЙ ФЕДЕРАЦИИ
(Финансовый университет)

Краснодарский филиал Финуниверситета

Кафедра «Философии, истории и права»

Направление 38.03.01 «Экономика»

САМОСТОЯТЕЛЬНАЯ РАБОТА №__
по дисциплине «Иностранный язык в профессиональной сфере»

Вариант ____

Студент

(И.О.Ф.)

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11. Перечень информационных технологий, используемых при осуществлении образовательного процесса по дисциплине, включая перечень необходимого программного обеспечения и информационных справочных систем

11.1 Комплект лицензионного программного обеспечения

1. Astro Linux
2. Libre Office

11.2 Современные профессиональные базы данных и информационные справочные системы:

- 1 Справочная правовая система «Консультант Плюс». URL: <http://www.consultant.ru>
- 2 Информационно-правовая система «Гарант-аэро». URL: <http://www.garant.ru>

11.3 Сертифицированные программные и аппаратные средства защиты информации: не предусмотрены

12. Описание материально-технической базы, необходимой для осуществления образовательного процесса по дисциплине

Материально-техническая база Краснодарского филиала Финансового университета соответствует действующим противопожарным правилам и нормам, обеспечивает проведение всех видов дисциплинарной и междисциплинарной подготовки, практической и научно-исследовательской работ обучающихся, предусмотренных учебным планом.

Образовательный процесс обеспечивается специальными помещениями, которые представляют собой аудитории для проведения занятий лекционного типа, занятий семинарского типа, выполнения курсовых работ, групповых и индивидуальных консультаций, текущего контроля и промежуточной аттестации, помещения для самостоятельной работы студентов и помещения для хранения и профилактического обслуживания учебного оборудования. Специальные помещения укомплектованы специализированной мебелью и

техническими средствами обучения, обеспечивающими представление учебной информации большой аудитории, демонстрационным оборудованием.

Помещения для самостоятельной работы обучающихся оснащены компьютерной техникой, обеспечивающей доступ к сети Интернет и электронной информационно-образовательной среде Краснодарского филиала Финансового университета