

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ
«ХАРКІВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ»

Г.Ю. Гребінник, Г.В. Комова, В.В Рубцова

МЕТОДИЧНІ ВКАЗІВКИ

для самостійної роботи
студентів 1-го курсу економічних спеціальностей
над розвитком англомовних лінгвістичних компетенцій

G. Grebinnyk, G. Komova, B. Rubtsova

SELF-STUDY GUIDE

to developing English linguistic competences
for first-year students of Economics

Харків
2019

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
НАЦІОНАЛЬНИЙ ТЕХНІЧНИЙ УНІВЕРСИТЕТ
«ХАРКІВСЬКИЙ ПОЛІТЕХНІЧНИЙ ІНСТИТУТ»

До друку дозволяю

Проректор

проф. Мигущенко Р.П.

МЕТОДИЧНІ ВКАЗІВКИ

для самостійної роботи
студентів 1-го курсу економічних спеціальностей
над розвитком англомовних лінгвістичних компетенцій

SELF-STUDY GUIDE

**to developing English linguistic competences
for first-year students of Economics**

Затверджено

**редакційно-видавничою
радою НТУ «ХП»,
протокол № 1 від 16.01.2019 р.**

Методичні вказівки для самостійної роботи студентів 1-го курсу економічних спеціальностей над розвитком англomовних лінгвістичних компетенцій. / уклад.: Г.Ю. Гребінник, Г.В. Комова, В.В Рубцова. – Харків: НТУ «ХПІ», 2019. – 60 с.

Укладачі Г.Ю. Гребінник
 Г.В. Комова
 В.В Рубцова

Рецензент Л.М. Саліонович

Кафедра міжкультурної комунікації та іноземної мови

ПЕРЕДМОВА

Методичні вказівки призначені для самостійної роботи студентів першого курсу економічних спеціальностей та націлені на розвиток навчальних вмінь, необхідних студентам для засвоєння активної лексики з тематики, передбаченої програмою.

Методичні вказівки складаються з чотирьох розділів, які включають навчальний лексичний матеріал, що відповідає програмному змісту модулів I–IV дисципліни «Іноземна мова». Кожен розділ містить вправи для тренування навичок з розпізнання інтернаціональних слів, а також засвоєння лексичних одиниць та сталих словосполучень. В кінці кожного розділу надано низку завдань з використання тематичної лексики модуля в усному мовленні.

Module 1

Unit 1

Vocabulary 1 International Words

1. Look through the following international words from the text. Guess their meaning. Explain the reason for dividing them into groups a., b. and c.

- a. Ambitious adj., career n., client n., finance n., function n., profile n., candidate n., reputation n., resource n., partner n.
- b. Service n., figure n., production n., enthusiastic adj., extra adj., chance n., series n., fortune n., interview n., image n., progress n., energetic adj., charm n., qualification n., cultivate v.
- c. Prospect n.

2. Read and translate the derivative groups without the dictionary. Pay attention to the parts of speech they belong to (indicated in the brackets).

Ambitious (adj)	ambition (n)
career (n)	careerist (n)
finance (n)	financial (adj) finance (v)
function (n)	functional (adj) function (v)
qualification (n)	qualify (v)
profile (n)	profile (v)
reputation (n)	reputed (adj) reputable (adj)
cultivate (v)	cultivator (n) cultivation (n)
partner	partnership (n) partner (v)

3. Think of good interpretation of international (exercise 1 a.) and misleading (exercise 1 b.) words.

a.

- 1. I just updated my Facebook profile to show I got engaged.
- 2. Britain's mineral resources include coal and gas deposits.

3. This engineer has outstanding qualification in constructing bridges.
4. It employs over 1,000 dedicated professionals and services a client base of over half a million customers.
5. The function of a paper clip is to fasten things together.
6. There were two candidates for the position.
7. The scandal damaged the politician's reputation.
8. That model won't go into series production before late 2010.
9. Her resignation has improved my chances of promotion.
10. She was the dominant figure in British politics in the 1980s.
11. I could see two tall figures in the distance.
12. He was an energetic campaigner for civil rights
13. This is why presidents give interviews to television journalists.
14. The company has made strenuous attempts to improve its image in recent years.
15. Technological progress has been so rapid over the last few years.
16. The initial earthquake was followed by a series of aftershocks.

b.

1. The seaside location is a big part of the house's charm.
2. Farmers cultivate crops, fundraising professionals cultivate donors, and celebrities cultivate their images.
3. They export most of their agricultural production.
4. They will perform two of the most spectacular of their productions, Swan Lake and La Bayadere.
5. The official figures show crime rising steadily over 40 years.
6. Figure 10.3 shows the maximum length of the bridges.
7. Recently he's been working an extra two hours a day.
8. These are the most energetic chemicals.
9. She was selected from 3,000 applicants after two interviews to attend the boarding school.
10. For some people, the word 'England' may still conjure up images of pretty gardens and tea parties.
11. Any painting by Van Gogh is worth a fortune.
12. Government makes progress in solving the problems of air pollution.

4. Which word is encrypted in each of the following sentences?

a. Pure international words

1. An example of someone ... is someone who sets a goal to break a world record.
2. An example of a ... is someone who owns a business with another.
3. The entire body of work done as you moved from your first position to your current one is an example of your
4. An example of a ... is someone being considered for a job.
5. An example of ... is when you prepare land to farm on it.
6. An example of ... is when a mechanic is fixing the brakes on a truck.
7. An example of ... is the creation of furniture.
8. An example of ... is winning the lottery.
9. An example of ... is what a celebrity does when he goes on The Tonight show.
10. An example of ... is your destiny.
11. An example of a ... is when artist is painting a portrait of the left side of a person's face.

b. Misleading words

1. An example of a ... is a husband or a wife.
2. An example of a ... is a rabbit's foot keychain.
3. An example of ... is when you work to create a friendship and help that friendship grow.
4. An example of ... is the US Navy.
5. An example of a ... is a play.
6. An example of a ... is a diagram or picture illustrating textual material
7. An example of ... is what a job seeker attends when he meets with a perspective new boss to tell the boss about himself.
8. An example of ... is what someone had after inheriting millions of dollars.
9. An example of ... is writing a paragraph about a person describing their strengths and accomplishments.

5. For each sentence find one word in the box to replace the word or phrase in *italics*.

Enthusiastic,	candidates,	charm,	chance,	figures (2),
fortune,	figure,	extra,	ambitious,	
cultivating,	energetic,	image,	reputation.	

1. The company was created by two very *motivated* young men in the early 1900s.
2. *Applicants* must write their names on the top page of the exam paper.
3. The government's *image* has already been harmed by a series of scandals.
4. She has enough *spell* or *fascination* to win anyone over.
5. I'm *developing* a relationship with the president of the company for which I want to work when I graduate.
6. The doctor says there's no *risk* of contagion.
7. This month's sales *data* offer a glimmer of hope for the depressed economy.
8. Michelangelo was one of the greatest *personages* of the Renaissance.
9. Can you read this *number*? Is it a three or an eight?
10. He punished the class by giving them *additional* or *supplementary* work.
11. They will take *vigorous* action to recover the debts.
12. They were *eager* supporters of the president.
13. She studied her *reflection* in the mirror.
14. She inherited a *very large amount* of *money* from her grandmother.

6. Translate the sentences with one word missed in each one. Guess the meaning of the missed words. Consult Exercise 1 if necessary.

1. If you want to climb Mount Everest, start your own business, and write a great philosophical treatise all before you are 30, then you are really
2. An example of is a nine out of ten opportunity that someone is going to win an election.

3. He began his working in the advertising department of a local newspaper.
4. In computer terms, a is a computer that makes a request of another computer, called a server.
5. People are always wondering, "Who will be thes in the next Presidential election?"
6. Inexperience can work against a looking for a job.
7. The company has a worldwide for quality.
8. His was destroyed when he was caught stealing some money.
9. Although some traders practiced fraud, others worked hard to acquire for fair business practices in order to encourage repeat sales.
10. I'm a junior at a law firm specializing in mergers and acquisitions.
11. Roughly one of four couples consists of unmarried
12. He wears a against evil spirits.
13. The troll repeated the three times, and the princess turned to stone.
14. Some nursing experience is a necessary for this job
15. The restaurant's food is very good, and the is excellent as well.
16. The president thanked the soldiers for their to the country.
17. Prices of goods are governed by the cost of the raw materials, as well as by the cost of and distribution.
18. They're doing a new of Macbeth at the National Theatre.
19. She missed the of promotion when she turned down the job of assistant manager.
20. There's a that he might go bankrupt.
21. Government show a continued decline in unemployment.
22. 8 illustrates changing patterns of employment over the years.
23. She got a part-time job to earn some money.
24. He gave us an week to finish the job.

25. I don't think they liked my idea. At any rate, they weren't very about it.
26. This journalist was famous for conducting very interesting TV with political leaders.
27. The law suit has negatively affected the company's public
28. His has been estimated at \$100 million.
29. With a personal of six million pounds, she certainly doesn't work out of necessity.
30. I'm not making much with my Spanish. My knowledge is still poor.
31. The government's reputation has already been harmed by a of scandals.
32. He wants to his mind to understand art and literature.
33. Gamma rays are the most of all electromagnetic radiation.

7. Translate the following phrases containing the word “prospect” which is a “false friend”:

good career prospects, excellent promotion prospects, poor re-election prospects, with no prospects.

8. Use the hints in the brackets to translate the sentences containing the word “prospect” used in different meanings.

1. His *prospects* for getting the job are excellent; he really is the best candidate. (expectations, chances) **noun**
2. Our agency is currently *prospecting* for new clients. (exploring, searching) **verb**
3. Is there any *prospect* that you may take a ski trip this year? (possibility, chance) **noun**
4. I have several *prospects* who I'll be interviewing for the position this week. (candidates) **noun**

Vocabulary 2 Key Words

1. Find words and phrases in the text that mean the following:

- a) to make an extensive investigation into a subject, to discover facts lines 1-5);

- b) to refuse to accept; to deny (lines 6-9);
- c) to fear (lines 10-15);
- d) extremely important fundamental; necessary (lines 10-15);
- e) to say that something is wrong or not satisfactory (lines 16-19);
- f) the process of finding candidates for a post in an organization (lines 16-19);
- g) the chance to get something you want (for example a job) (lines 20-24);
- h) anything that provides a greater opportunity or benefit (lines 20-24);
- i) to have knowledge of a situation or fact, to be well-informed about a situation (lines 20-24);
- j) dismiss an employee from a job (lines 25-29).

2. Complete the sentences with the words and phrases from exercise 1. In sentences 8-12 you should change the form of the word.

1. She made up her mind to ... a wide variety of jobs before deciding on law.
2. The store will ... the merchandise if it is damaged.
3. The recession has forced a lot of companies to cut down on
4. You should all the risks before you decide to start this type of business.
5. They have the power to hire and ... managers.
6. The company's only ... over the competition is its location.
7. Over three hundred listeners phoned in to ... about the programme.
8. The prime minister ... the suggestion that it was time for him to resign.
9. I telling her what really happened.
10. There are far more ... now for school-leavers than there were 50 years ago.
11. People ... far more environmental issues now.
12. They ... him when they found out he had a criminal record.

3. For each sentence, find one verb from the box to replace the word or phrase in italics. There are two words in the box that you don't need.

Survey.,	employer n.,	faux pas n.,	promote v.,	deal with v.,
caution v.,	research v.,	staff n.,	damage v.,	employee n.,
fire v.,	convey v.			

1. The explosion may *destroy* the bridge, but the substructure is expected to remain intact.
2. The internet has reduced the amount of time it takes to *study* these subjects.
3. We are conducting a *study* to find out what our customers think of their local bus service.
4. The findings of this *research* are demonstrative of the need for further research.
5. I made some remark about his wife's family, and then realized I'd made a serious *error in etiquette*.
6. I made a *serious mistake* by getting his name wrong. That was a rather awkward situation.
7. They've launched a campaign to *cultivate* awareness of the dangers of alcohol.
8. The city is trying to lose its industrial image and *advertise* itself as a tourist centre.
9. The messages *carry* a sense of urgency.
10. The newspapers *warn* their readers against buying shares without getting good advice first.
11. Management have offered *workers* a 3% pay increase.
12. We need a reference from your former *boss*.
13. He gets paid a good wage, because he works for a fair *manager*.

4. Guess the meaning of the omitted word. You may use the words from exercises 1-3:

1. The college ... hundreds of applicants each year because of poor progress.
2. Teachers ... that more of their time is taken up with administration than with teaching.

3. Being able to set your own schedule is one of the ... of owning a business.
4. Job ... are severely limited/restricted at the moment because of huge unemployment.
5. He was ... from his \$165,000 job for poor performance.
6. ... is a behavioral gaffe or some type of social mistake that you make.
7. The band are currently touring ... their new album.
8. We ... him not to run for president. She told him that it could be rather costly and dangerous .
9. She was invited to join the ... of the BBC.
10. It's about time ... realized that staff who are happy work more efficiently.

5. Match the right and the left hand columns to make noun-noun partnerships which occur in the text, translate the sentences:

recruitment	prospects
selection	job
dream	network
employment	process

6. Look through the text and:

- a) find 4 N+N phrases with the noun *job* as a modifier. Translate the sentences you have found.
- b) find 4 phrases with the adjective *online*. Translate the sentences you have found.

7. Match words from each box to make “verb+noun” phrases from the text. Use them in the sentences of your own.

Damage, reject, land, promote, use, convey, fire, write.	One's job, the resource, prospects, a comment, staff, a candidate, a (one's) brand, an image.
--	---

8. Find the adjectives in the text that go with the following nouns. Translate the sentences you have found.

Brand, image (2), job, comment, profile, language, page.

9. Use the words in the box to form one word that fits in the space in the text.

He taught her maths, and by the age of sixteen she was already in ... of all the business accounts.

She's well ... of her strengths and weaknesses as an artist.

This factory ... machine parts.

Currently Mr Gutman is ... the firm by himself

The police are still ... the murder.

Certain chemicals have been banned because they are ... the environment.

Coin-operated machines in England ... euros.

The Institute is intended to ... an understanding of the politics and culture of the Arab world.

No report can ... the unspeakable suffering that this war has caused.

The miners ... of unsafe conditions in the mines.

It will be to his ... to learn Chinese before going to China.

Officials are ... that the war may continue for years.

CHARGEABLE

AWARENESS

MANUFACTURABLE

RUNNER

INVESTIGATOR

DAMAGEABLE

REJECTION

PROMOTIONAL

CONVEYABLE

COMPLAININGLY

ADVANTAGEOUSLY

CAUTION

Vocabulary 3 Word Building

1. Using the appropriate suffixes (-tion, ment) give the abstract nouns related for the following:

organize, retire, recruit, connect, employ

2. Using the suffixes -er, -ee make the nouns and explain their meaning, for example: employ - employer; employer - a person or organization that employs people.

Consume, seek, manage, hunt, trade, employ, use

3. Say in what way the following words are different: employer – employee. **Think of more words which can be paired the same way. Here is the list of verbs to help you:**

employ, train, interview, examine, pay.

4. Using the suffixes –al, -ous, -ic, -ful give the adjectives related for the following:

essence, success, person, ambition, enthusiast, energy, adventure.

5. Using the prefix -un- give negatives related for the following:

employed adj., paid adj., usual adj.

6. Look through the text and listening scripts (Track 1 CD 1) and find the following words formed by conversion. Define the part of speech they belong to: question, study, land, need, research, start, work, move.

7. Translate the following sentences. Pay attention to the conversed words.

1. I question your wisdom in this decision. 2. All my attempts to question the authorities on the subject were met by evasion and prevarication. 3. Police have released a picture of the man they want to question. 4. He managed to land a senior editorial job. 5. There was a good-sized crowd at the airport waiting for the plane to land. 6. I hate the way my boss watches my every move. 7. Buying those shares was a good move. 8. It was a brave move to stand up and question the boss's figures, but you certainly made him notice you! 9. When do you start your new job? 10. The bus starts at/from the main depot. 11. They announced the start of a new commercial venture.

Unit 2

Vocabulary 1 International words

1. Look through the following international words from the text. Guess their meaning. Explain the reason for dividing them into groups a., b.:

- a. Committee, risk, critic, project, veteran, revolutionary, analyst.
- b. Corporate, private, bonus, chef, realize, control, complex.

2. Read and translate the derivative groups without the dictionary. Pay attention to the parts of speech they belong to.

risk n.	risky adj.
critic n.	critical adj.
project n.	projectible adj., projective adj.
veteran n.	veteranize v.
revolutionary adj., n.	revolutionize v.
analyst n.	analyze v.
corporate adj.	corporately adv., corporation n.
private adj.	privatize v.
realize v.	realizable adj., realizability n.
control v.	controllability n.

3. Think of good interpretation of international (exercise 1 a.) and misleading (semi-international) (exercise 1 b.) words.

a.

- 1. A Senate committee will investigate the charges of wrongdoing on the part of these government leaders.
- 2. We want clean rivers and lakes, where you can swim without risk to your health.
- 3. Her critics say she is leading the party to disaster.
- 4. The government has given the go-ahead for a multi-billion-pound road-building project.
- 5. A large portion of the company's profit goes straight back into new projects.
- 6. She is a veteran of many election campaigns.
- 7. The notion of an assembly line was a revolutionary idea.
- 8. Many analysts failed to predict the sudden drop in house prices.

9. A large number of analysts are pessimistic about the future of the economy.

10. The company's guests at Ascot are entertained in the corporate hospitality area.

11. Corporate decisions are made by the board of directors.

12. He realized a lifelong dream by winning an Olympic medal.

b.

1. They made a corporate effort to finish the job.

2. Is there a corporate identity shared by all Asian countries?

3. The yacht club is a private club, so only members can use the facilities.

4. He was quickly promoted from private to specialist.

5. The new contract gives workers less salary, but bonuses for hitting efficiency and sales targets.

6. A couple of the kitchen staff are on holiday so I'm having to be chef tonight.

7. If we carry this argument to its logical conclusion, we realize that further investment is not a good idea.

8. They did not realize the risk that was involved.

9. He had to realize all his assets to pay off his debts.

10. He controlled the volume by turning the radio's knob.

11. The government is trying to control spending.

12. The farmers use chemicals to control insects and other pests.

13. They've developed a complex system of communication.

14. The structure of this protein is particularly complex.

4. Which word is encrypted in each of the following sentences?

a. Pure international words.

1. An example of a is someone who reviews movies.

2. An example of a is a person who wants to make political or social changes.

3. A psychotherapist is an example of an

4. An example of ais a group of people assembled for the purpose of fundraising.
5. An example ofis a vacation in the Middle East during a war.
6. A person who has worked for 20 years in the field of social work is an example of someone who would be described as ain the field.

b. Misleading words.

1. Someone who has a job cooking at a fine dining restaurant is an example of a
2. An example ofis a culture in an office.
3. When you are given an extra \$100 by your boss above-and-beyond your salary or expected commission because you did a good job, this is an example of a
4. An example of information that would be described asis your salary or your PIN number.
5. An example of something that would be described asis a company owned only by a few people and not publicly traded on the stock market.
6. An example ofis to finally understand the meaning of a poem.
7. An example ofis telling your dog to sit.
8. An example ofis keeping your dog on a leash.
9. An example ofis managing all the coordination of a party.
10. An example ofis a math problem requiring many steps to solve.

5. For each sentence find one word in the box (from exercise 1) to replace the word or phrase in *italics*.

Private,	analyst,	chef,	realize,	risk,
project	revolutionary,	critic,	corporate,	bonus,
complex,	control,	committee,	veteran.	

1. The local council have just set up a*commission* to study recycling.
2. Life is filled with*danger, hazard*, but we must carry on nonetheless.

3. I want to thank you all for the time and energy you have put into this*work*, and for your part in making it such a success.
4. He is aof the stage. *He has had long experience in theatre arts.*
5. Several*radical* organizations combined to form the new party.
6. Most financial*commentators* have been surprised by the persistence of the recession.
7. It was a*collective* decision
8. The museum was built with*non-government* funds.
9. Although I support the project in public, my*personal* opinion is that it will fail.
10. The salary was set at £12,000, plus a*reward* if the company had a good year.
11. Ten years later her worst fears were*actualized*.
12. As he watched the TV drama, he suddenly*understood* (that) he'd seen it before.
13. The laws*regulating* drugs are very strict in this country.
14. She always manages to cut through the*complicated* theory and get at the facts.

6. Translate the sentences with one word missed in each one. Guess the meaning of the missed words. Consult Exercise 1 if necessary.

1. All houses within 100 metres of the seas are atof flooding.
2. The impurity of the water is a serious health
3. The cost of thehas increased dramatically since it began.
4. Has she had any experience of managing large?
5. Ms. Beasley is one of our– she has been teaching here for over 20 years.
6. Manyfailed to predict the sudden drop in house prices.
7. When someone is suffering from an inner conflict which he is unable to resolve alone, he brings his trouble to theand begs for his help.
8. All adults takeresponsibility for the upbringing of the tribe's children.

9. My daughter is attending acollege, but my son is at the state college.
10. Profit sharing is when the profits of a company are given to staff in the form of an additionalpayment.
11. Lots of money, a luxury house, a fast car - Danny hadall his ambitions by the age of 25.
12. They did notthe risk that was involved.
13. The country wasby the military during those years.
14. It's a veryissue to which there is no straightforward answer.
15. The headruns the hotel kitchen with strict discipline and efficiency.

Vocabulary 2 Key Words

Introduction

1. Before you listen to Track 17 CD 1 study the economic words in the box and complete the sentences that follow:

turnover n.,	performance n.,	parent n.,	competitive adj.,
cashflow n.,	valuable adj.,	dedicated adj.,	asset n.

1. Only a truly scientist would want to read such a detailed report.
2. The company is looking at new ways to generate
3. Diamonds are still , even when they are flawed.
4. The seven companies have an aggregate of £5.2 million.
5. The museum has a fine collection of glass.
6. We live in a toughly world.
7. She's fiercely and gets very upset if she loses at anything.
8. A company's can consist of cash, investments, specialist knowledge, or copyright material.
9. We were able to maintain a steady
10. The parent company is expected to spend \$50 million in advertising this year.
11. Small traders often have short-term problems.

12. Current guesstimates are that the company's will increase by 7% this year.
13. The financial of the business is fully expected to improve.
14. Policy considerations were determined largely by the institution.

2. Try to guess the meaning of the omitted words:

1. A football-fan herself, she started the magazine for women like herself.
2. The country's most commodities include tin and diamonds.
3. We have to invest in new technology if we are to remain
4. Any new company is seen as an invader in an already market.
5. When it was obvious the company was going bankrupt, the government ordered all their to be frozen.
6. Liquid are money or things that can easily be changed into money.
7. Large supermarkets have high That means that their goods sell very quickly.
8. Last year the company'swas \$240 billion, up 3% on the previous year.
9. This is an industry that tends to generate a lot of freeand strong balance sheets.
10. He was fired from his \$165,000 job for poor
11. The subsidiary has issued shares that are guaranteed by its

Key Vocabulary

1. Find words in the text that mean the following.

- a) to stop a job or career because you have reached the age when you are not allowed to work anymore (text 1 para 1);
- b) to have possession of, esp. by some right or law (text 2 para 1);
- c) to get or be given (something) (text 2 para 1);
- d) to give aid or help to; be of use to (text 2 para 3);
- e) to become a member of an organization (text 2 para 5).

2. Complete the sentences with the words and phrases from exercise 1. Mind the form of the verb. (The verb should agree with the subject.)

1. He is due to as chief executive next year.
2. He'll get £50 000 from the company when he, which is a tidy sum.
3. The couple and operates the business.
4. They 20% of the company's stock.
5. I a letter from her yesterday.
6. Members of Parliament a 4.2 percent pay increase this year.
7. A minister's primary obligation is to the public.
8. What can we do to our customers better?
9. The restaurant dinner from five o'clock until eleven o'clock.
10. When I leave school at the end of this month, I'll probably have to the ranks of the unemployed.
11. It's a great club. Why don't you

3. Find the following phrasal verbs in the text. Try to explain their meaning from the context: look for, set up, take over, break down.

4. Replace the word or phrase in italics with the phrasal verbs from the above exercise, mind the form of the verb:

1. I'm *attempting to find* Jim. Have you seen him?
2. The police *are searching* for clues. They *are searching* for the missing man in the entire county.
3. We are *trying to find* a partner in a new business venture.
4. I'll *arrange* a meeting for Thursday.
5. The group plans to *start* an import business.
6. Hewlett and Packard *started* shop in the now legendary garage in downtown Palo Alto.
7. A committee has been *established* to organize social events in the college.
8. I *started* my business in 1995.
9. IBM is *taking control of* the smaller company.

10. Mr Woodhead ran Standard Fireworks in Huddersfield until a Hong Kong company *bought it* and moved production to China, blaming excessive factory controls in this country.

11. The company he works for has recently been *bought* by another multinational.

12. At one point, the talks *collapsed* completely.

13. Doctors have gone on strike after an agreement with management *failed*.

5. Guess the meaning of the omitted word. You may use the words from the exercises above:

1. If a system, relationship, or discussion breaks, it fails because there is a problem or disagreement.

2. Most female models have to around the age of 25, whereas a well-preserved man can go on working into his forties.

3. He is planning to from politics next year.

4. Beginning with an instructorship at Yale in 1909, he taught on a full-time basis for 51 years until he in 1960 at the age of 80.

5. Who the copyright on this article? In other words who holds it?

6. You will be charged a late fee if the electric company does not your payment on time.

7. The restaurant excellent Italian food.

8. She believed it was her duty to others, so she devoted a great deal of time to her volunteer work.

9. They tempted him to the company by offering him a large salary and a company car.

10. He was work as a builder but couldn't find any.

11. She plans her own business. It's been her dream since she was a student.

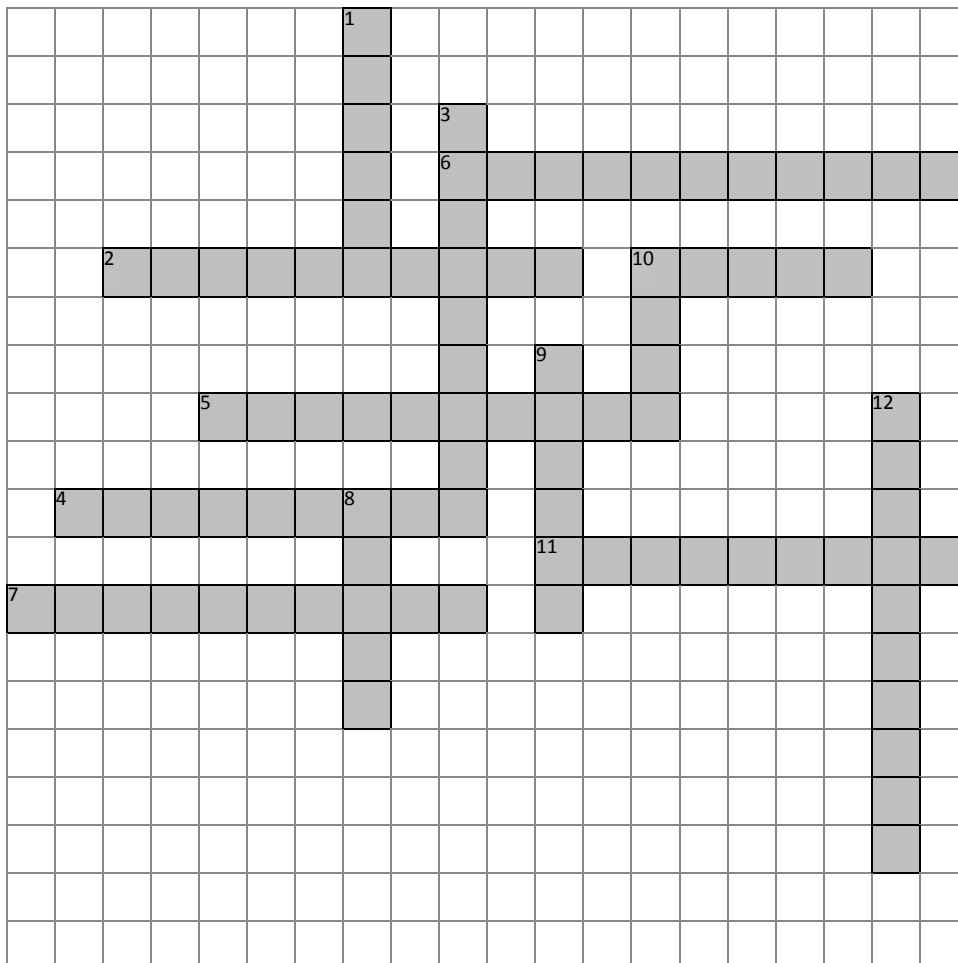
12. Our company was in May. It was a profitable deal.

13. If a system, relationship, or discussion breaks, it fails because there is a problem or disagreement.

6. Match the right and the left hand columns to make noun-noun partnerships which occur in the text:

private-sector	leadership
steel	member
family	co-ownership
staff	relations
outsourcing	company (x3)
employer-employee	
information-technology	
worker	

7. Use the clues to complete the puzzle.



Across:

- 2) being devoted or involved, willing to give your time and energy to something that you believe in;
- 4) a person who succeeds another in an office;
- 5) a proportion multiplied by 100;
- 6) the practice of buying goods and services from outside suppliers;
- 7) a company which is part of a larger and more important company;
- 10) an establishment for the retail sale of goods and services;
- 11) social, political, or personal connections or dealings between or among individuals, groups, nations, etc.

Down:

- 1) a financial gain, esp. the difference between the amount earned and the amount spent;
- 3) a person from a foreign country; alien;
- 8) any of the equal portions into which the capital stock of a corporation is divided;
- 9) a fixed regular payment paid on a monthly basis made by an employer to an employee;
- 10) the exchange of goods, property, or services for money;
- 12) the process of changing from one state or condition to another.

8. Complete the sentences with the words from the puzzle.

- 1. The university is seeking a to its vice chancellor, who retires this Easter.
- 2. This range of computers is very fast, but their will be even faster.
- 3. It will soon be impossible for to enter the country. Only the residents of the country will be allowed to cross the boarder.
- 4. Most local television channels are of a larger network.
- 5. When a U.S. company hires an independently-operated call center in When a company contracts out the development of a website, this is an example of web design.
- 6. We are aiming for a 50 percent of the German market.

7. I took my of the profits.
8. They bought some on the London stock exchange.
9. She makes a big from selling waste material to textile companies.
10. A year ago the Tokyo company had a pretax of 35 million yen.
11. Your will be paid on the third week of each calendar month.
12. They're raising three kids on one small so money is very tight.
13. The government passed a law to restrict the of guns.
14. The of cigarettes and alcohol is forbidden.

9. Match adjectives in column A to nouns in column B to make phrases from the text.

A	B
special	committee
obvious	successor
corporate	job
influential	family
automotive	producer
orderly	transition
professional	management
weak	management
family-run	company
favourite	retailer
high-street	name
satisfying	employment
successful	business
shared	interest

10. Look through the texts and find the following adjectives: satisfying, shared, family-run, engaged. Can they be easily confused with the verbs? Translate the sentences containing these adjectives.

11. Find the nouns that go with the following adjectives: obvious, influential, disastrous, eager, successful.

12. Complete the sentences using adjectives from the exercises 10-11:

1. Would you quickly look over these figures for me and see if there are any mistakes?
2. Two senators have argued for the retention of the unpopular tax.
3. The cumulative effect of using so many chemicals on the land could be
4. I'm to see the results.
5. She runs a very computer business.
6. The Birmingham Royal Ballet has had a highly season.
7. Volunteering and helping people in need can be both and fulfilling.
8. That shouldn't be a answer to any journalistic outlet.
9. It's hoping to reach a last minute deal for a loan extension to avoid a potentially exit from the European currency.
10. businesses are deeply rooted in the Arab Gulf region.
11. She's part of a team of scientists who are on/upon cancer research.

13. Guess the meaning of the omitted word:

1. I can't speak a word of French so everyone can tell I'm a as soon as I arrive in France.
2. She has never worked at the main branch, but she's been working at its for years.
3. India to handle telephone customer service, this is an example of customer service.
4. Our of the market has decreased sharply this year.
5. Following a tip-off from a friend, we sold all our in the company.
6. On London's Stock Exchange, 18.5 million were traded yesterday.

7. You don't expect to make much within the first couple of years of setting up a company.
8. I wouldn't work for them if they paid me twice my current
9. Eleven million bottles of water had to be withdrawn from due to a health scare.
10. When it was that the company was going bankrupt, the government ordered all their assets to be frozen.
11. He is regarded as one of the most film directors of his generation. A lot of beginners share his ideas and imitate his works.
12. Pollution can have effects on the delicately balanced ecosystem.
13. During a business career, she accumulated a great amount of wealth.
14. Setting up you own business can be very and fulfilling, but it can be very lonely and isolating and is very hard work.
15. This freedom to relax or stay busy is what makes retirement most
16. The company is in ownership. We are not the only owners.
17. investment firms can protect against conflicts of interest and assure that the interests of the family come first.
18. So, what is this big research project you're upon at the moment?

Vocabulary 3 Word Building

1. Form the adverbs from the following words with the help of suffix -ly: formal, particular, complete, unusual, consequent, successful, recent, special. **Find the adverbs in the texts and translate these sentences.**

2. Using the appropriate suffixes ((y)ist, -ness, -er) give the nouns related for the following: foreign, produce, analyze, retail, happy. **Use the words in your own sentences.**

3. To build adjectives from nouns the following suffixes are used: *-al, -ful, -ary, -ous, -able*. Fill in the gaps with the corresponding adjectives derived from the nouns in bold:

He was very in shaping the government's economic policy/strategy.	influence
Two senators have argued for the retention of the unpopular tax.	
Penicillin was a drug.	revolution
The 20th century brought about changes in our lifestyles.	
The government's view is that raising taxes now would not be in the interest	nation
Pollution can have effects on the delicately balanced ecosystem.	disaster
This decision will have a impact on foreign policy.	
The cumulative effect of using so many chemicals on the land could be	
You should seek advice.	profession
You have to be tough to be in politics.	success
During a business career, she accumulated a great amount of wealth.	
Eugenics was the, and most controversial, part of his social philosophy.	centre
Community involvement is to our plan.	
The country's most commodities include tin and diamonds.	value
This is losing business for the company.	

4. To build adjectives from verbs the following suffixes are used: *-ed, -ing, -ive*. Fill in the gaps with the corresponding adjectives from the texts derived from the verbs in bold:

It's an immensely job.	satisfy
It is very to know that the project was a success.	
The company is in ownership.	share
She and her husband have many interests.	
We talked about our experiences of India.	

Information management is a highly industry We have to invest in new technology if we are to remain Any new company is seen as an invader in an already market.	compete
--	----------------

5. Analyze how the following compound words are built. Define the part of speech they belong to: chairman, leadership, family-run, high-street, co-ownership, womenswear, cashflow, workforce, turnover. **Find the sentences with these words in the texts and exercise C p.15 (track 17)**

6. Look through both texts and exercise C p.15 (track 17) and find the words formed by conversion. Define the parts of speech they belong to. say, increase, high, multinational, question, professional.

7. Complete the sentences with the above words.

1. She has the in this company. She controls finances.
2. He the policy of the company much: he has a say to make final decisions.
3. The in sales has been steady over the past year.
4. This number represents a five percent in cost.
5. The employees are demanding an of two dollars per hour.
6. This price is a new
7. Oil prices reached a new last winter.
8. The forecast is for showers with in the 70s.
9. Interest rates have reached an all-time/record
10. The pass rate in the exams has reached a new this year.
11. Share prices have soared to a new all-time in a day of frantic trading on the stock market.
12. The value of the shares hit a new today.
13. Yields on gas and electricity shares have hit a record
14. Viewing figures for the TV show hit a newlast week.
15. As long as they remain reliant on the forces, it will be difficult to create a national consensus.
16. The UN has sent a peace-keeping force.

17. Are now more powerful than governments?
18. We have seen scale back their operations here over the past months.
19. The presentation was very
20. Room for rent in shared house would suit person.
21. She responded to the situation like a true
22. You should hire a to do the electrical wiring on your house.
23. Police have released a picture of the man they want to
24. Only a few students asked the professor during her lecture.

Module 2

Unit 3

Vocabulary 1 International Words

1. Look through the following international words: identify v., verbal adj., personality n., commission n., guarantee n., scheme n. **Which of them are either misleading words or “false friends”?**

2. Read and translate the derivative groups without the dictionary. Pay attention to the parts of speech they belong to.

Identify v.	identification n.
verbal adj.	verbalize v.
personality n.	personalize v.
commission n.	commission v.
guarantee n.	guarantee v.
scheme n.	schematic adj.
	schematize v.

3. Translate the following example sentences. Pay attention to the best interpretation of the misleading words.

1. The research will be used to identify training needs.

2. You need to identify your priorities.
3. Our apartment lease is really just a verbal agreement.
4. The children were tested for their physical coordination and verbal skills.
5. Personality is formed at a very early age.
6. He has a very outgoing personality and makes friends very easily.
7. Your car often reflects your personality
8. Certain personality traits may be inherited from our parents.
9. Congress appointed a commission to study immigration policy.
10. She received a commission to paint the governor's portrait.
11. She received her commission as a lieutenant in the US Army.
12. As a real estate agent, her commission is between 4% and 6% on every sale.
13. The vacuum cleaner comes with a two-year guarantee.
14. No matter how many stars you have in the show, there's no guarantee it will be a success.
15. The committee came up with a creative fundraising scheme.
16. They devised a scheme to defraud the government of millions of dollars.

Vocabulary 2 Key Words

1. Study the following economic terms and match them to their definitions:

1. Retailer	a) a company, organization, or country that supplies or sells a product or a service;
2. Supplier	b) a person or organization that supplies goods to shops and companies; a company that markets merchandise;
3. Discount	c) someone whose job is to sell large quantities of goods to stores or small businesses;
4. Dispatch	d) a merchant who sells or deals out goods in small parcels;
5. Storage	e) an amount of money that is given back to you,
6. Purchase	
7. Wholesaler	
8. Distributor	
9. Refund	

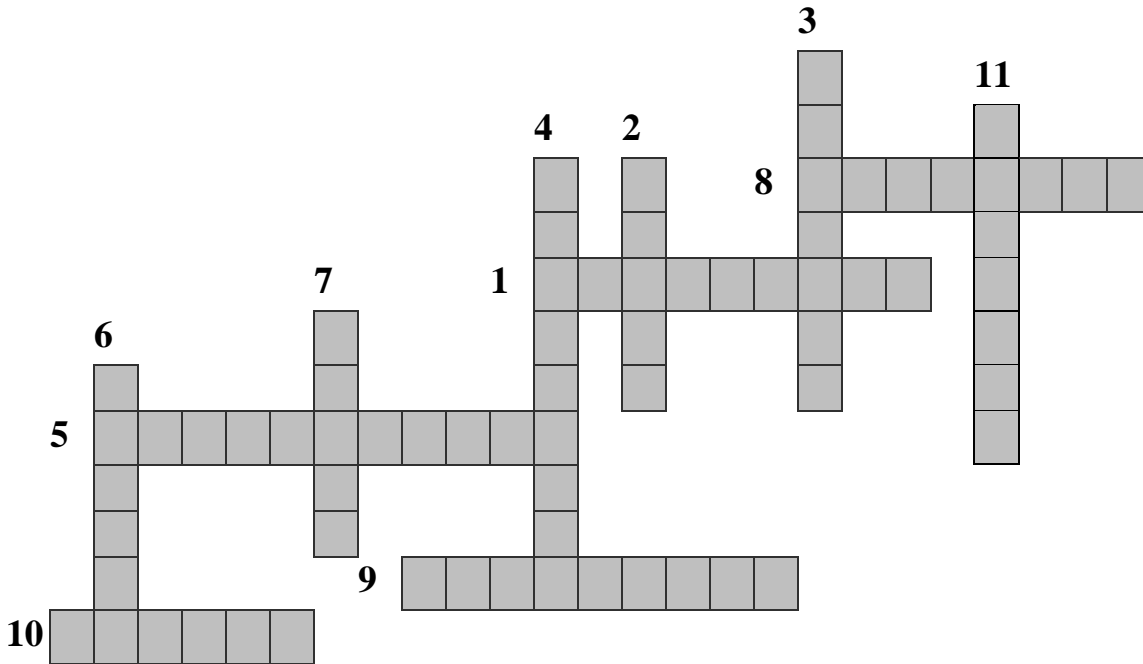
<p>10.Delivery 11.bargain 12.Exchange 13.Stock 14.Warehouse 15.Return</p>	<p>especially because you are not happy with a product or service that you have bought;</p> <p>f) a reduction in the usual price for something;</p> <p>g) the act of taking goods, letters, parcels, etc. to people's houses or places of work;</p> <p>h) to put, send, or give something back to where it came from;</p> <p>i) to send something, especially goods or a message, somewhere for a particular purpose (send off to a destination or for a purpose);</p> <p>j) to buy something;</p> <p>k) to give or receive (one thing) for another; trade; swap;</p> <p>l) the goods that are available to buy in a store a supply available for use, the total of goods available for sale by a merchant or business;</p> <p>m) the act of putting things in a special place for use in the future, or the place where you put things;</p> <p>n) a building, or part of one, in which commercial products or private goods are stored. a big building where large amounts of goods are stored;</p> <p>o) something you buy that costs much less than normal.</p>
---	--

2. Complete the sentences with the words from the above exercise. Sometimes you should change the form of the word according to the meaning of the sentence.

1. They are the world's largest of baby foods.
2. We were the largest independent beverage in western Canada.
3. Factory gate prices may be rising, but it is and, not consumers, who are shouldering this burden.
4. You can find the radio tuners at big electronics chains and local
5. According to local market analysts, there are simply too many and for the capacity of the local market.

6. Obviously there are arguments for and against both independent and commercial chains.
7. Even if the condition is fine, you can still demand a if the item is not fit for its purpose.
8. You get a if you buy four ink cartridges.
9. Car manufacturers are offering of up to 15% on all new models.
10. The company has established links with florists across the UK for a same-day service.
11. They make two a day.
12. We goods only when we believe a genuine order has been received.
13. We the company for £3.5 billion.
14. If the goods are faulty you should be able them.
15. Larger hotels will dollars into local currency.
16. Users can create pages with photos and personal information, and e-mail with other users.
17. They've got full of stock.
18. Most supermarkets don't have much back-room space to keep a lot of
19. Firms could run down the amount of goods kept in rather than making new ones.
20. The goods have been sitting in a for months because a strike has prevented distribution.
21. The airline regularly offers last-minute bookings at prices.
22. The management and employees eventually struck a

3. Solve the crossword puzzle:



Across:

- 1) someone who is famous, esp. in the entertainment business or in show-business;
- 5) the process of employing new people to work for a company or organization;
- 8) a particular way of thinking about or dealing with something;
- 9) the quality of always behaving according to the moral principles that you believe in, so that people respect and trust you;
- 10) a woman or girl.

Down:

- 2) the number of items sold;
- 3) a distinguishing feature or inherent characteristic; property or trait;
- 4) something that encourages a person to do something;
- 6) an expression of strong approval or admiration;
- 7) a special ability to do something;
- 11) integrity; truthfulness.

4. For each sentence, find one word from the puzzle to replace the word or phrase in italics.

1. Her gentleness and selflessness were the *traits* that people remember most about her.
2. *The amount and value of goods and services sold* were up 12% over last year.
3. In the private business sector, there has been a tight limit on wage rises and a near-freeze on *employing new people to work for companies and organizations*.
4. A survey in January highlighted *employing new people* with leadership skills as one of HR directors' biggest worries.
5. Due to the success of his book, the doctor has become *a famous personality*.
6. She wanted to be an actress but never wanted the life of a *star*.
7. He received much *respect and admiration* for his work.
8. The director's *compliment on* her performance meant a lot to her as an actress.
9. A growing part of the charity's work is providing business *expertise* to developing economies.
10. Improving your computer *competence* can help you find higher-paid work.
11. If you want to convince the board members, you'll have to change your *methods*.
12. The new principal's *attitude* to discipline appears to be successful.
13. Since she was failing tests, the teacher suggested she try a different *manner of* studying.
14. He showed great *morality* when he refused to lie for his employer.
15. The competition gave the students *motivation* to read more books.
16. Cash grants were part of the financial *stimuli* given to developers of new solar power technology.
17. Executives had a strong *stimulus* to destroy papers they knew would incriminate them in court.
18. And the moral of the story is that *integrity* is always the best policy.
19. I have no reason to doubt her *uprightness*, it's just that I can't understand how it happened.

5. Study the key words of the unit again. Guess the meaning of the words omitted.

1. Flexibility is an example of
2. Margaret Hilda Thatcher is an example of a
3. Any show-business star is an example of a
4. An example of is a letter of commendation for public service.
5. If you like to face problems head-on, that is an example of a direct to problems.
6. An example of is a person who gives money to charities or provides scholarships for deserving students.
7. An example of is extra money offered to those employees who work extra hours on a project.
8. An example of is telling the truth even after doing something wrong.
9. An example of is to become wealthy, or win fame and approval
10. An example of is to discover missing car keys behind the bookcase.
11. An example of is to invite someone to join the group on a planned event.
12. An example of is to manage a difficult work situation.
13. An example of is someone getting a raise in their salary.
14. An example of is when you make a new product that is better than the old one.
15. An example of is to be paid five dollars for washing a car.
16. A person with brown hair, brown eyes, medium build and medium height is an example of an individual.
17. If you are in the U.S. military and you are stationed in Europe, this is an example of military duty.

Vocabulary 3 Word Building

1. Using the appropriate suffixes (*-or, -er, -ment, -al, -ity*) give the nouns related for the following: pay, supply, manufacture, retail, recruit, personal, wholesale, profession, distribute. **Use the words in your own sentences.**

2. Analyze how the following compound words are built. Define the part of speech they belong to: wholesale, warehouse, after-sales, cooling-off, credit-card, interest-free, loyalty-card, money-back, salesperson, salespeople. **Find the sentences with these words in the texts and translate them.**

3. Use the word given in capitals to form a word that fits in the space.

1. One of the most important personality trait you should possess when selling is self reliance you must sound and appear [CONFIDENCE].

2. For face-to-face selling having a professional [APPEAR] is vital.

3. For selling over the phone the first 15 seconds are vital that's why sounding [HESITATION] will result in a bad first impression

4. [REJECT] will happen but don't take it personally - too many people focus on the failure and often end up making contact with the prospects. Each [REJECTED] should be looked at as a result.

5. Don't think that you have to make a sale the first time that you speak to a prospect. Many [TELEMARKETING] rarely attempt to generate sales immediately.

6. You should determine beforehand how far you want to [NEGOTIATION] over the price.

Module 3

Unit 4

Vocabulary 1 International Words

1. Recognize all the international words from the unit articles below, say what parts of speech they are:

article 1)

technology automatic basics system transform communications and document combination
equivalent human interpretation analyse phrase;

article 2)

protection unique mathematical method helium cylinder design battery styles collection;

article 3)

machine chocolate carat global result interest investment financial bank.

2. Pay special attention to the following words: human, protection, fabric. **Why do you think one might find difficulty in translating them?**

3. Find the words from exercise 2 in the sentences below. Think of good interpretation of misleading words.

1. The reason for the disaster was engine failure, not human error. 2. The war will cause widespread human suffering. 3. The gunmen then took control of the building and were last night using their hostages as human shields as protection against the police. 4. He's got a wonderful job. 5. But they say he got the place through the back door. 6. The key witness for the prosecution was offered police protection after she received death threats. 7. This fabric is similar to wool, only cheaper. 8. Unhappiness was woven into the natural fabric of people's lives. 9. We must invest in the fabric of our hospitals and start rebuilding them. 10. Tightly woven fabrics will provide the best protection from the sun. 11. The answer has to lie in improving the economic, financial, and social fabric of our society.

Vocabulary 2 Key words

1. For each sentence, find one verb from the box to replace the word or phrase in italics. There are two words in the box that you don't need.

recognition n.	determine v.	inflate v.	bullion n.
distinguish v.	power v.	claim v.	recreate v.

1. Buses and trucks are usually *put in motion* by diesel engines. 2. The plants are irrigated with water pumped by the means of solar energy and their computer is also *electrified* with wind energy. 3. Rebuilding the country will be much easier

than *restoring* a nation in Afghanistan. 4. They're the kind of balloons which when *filled with air* are shaped like round pillows. 5. Study results vary and some experts say more research is needed to *discover* what negative impacts this phenomenon has on humans. 6. The officials are working with state police to *find out* the cause of a deadly bus crash. 7. This section of the report *picks out* different research methods into behavioural genetics. 8. Weber *differentiates* many different types of 'money' and their functions. 9. The use of computerized speech *identification* in medicine was first described in radiology in 1981. 10. Progress has been made in speech *identification* and automatic translation engines, and a convergence with search engines is just beginning to be discernible. 11. Currently, speech *identification* takes place at the software level, and its precision varies enormously, depending on what you want the system to do. 12. On his bicycle, fitted with a luggage box and a carrier, he is taking with him a vacuum pump to *pump up* the cycle tyres whenever necessary. 13. At launch, the balloon is partially *filled up* with helium and expands as it rises. 14. The company *declares* that it is not responsible for the pollution in the river.

2. Explain the meaning of the following nouns in your own words:
 crash n. helmet n. invention n. accident n. pattern n. **Complete the sentences with these nouns:**

1. Air investigators have launched an investigation following the incident on Sunday morning. 2. One person was killed and another six seriously injured in two on the A64 yesterday. 3. Police are keen to speak to any witnesses to the collision or anyone who saw either vehicle before the 4. Cyclists and motorcyclists should always wear a protective and long sleeves. 5. Air investigators say the incident was 'serious' and are checking instructions from air traffic control. 6. He wore a one-piece motorcycle suit and a with a blacked-out visor. 7. You may restructure office routines, busy schedules, travel plans, work systems, food habits, fitness programs and regular 8. Until recently, ocean scientists believed that waves acted only in regular, predictable 9. Your liability coverage will protect you if you cause an that results in damage or injuries, up to the limits of your policy. 10. Skateboarders rarely use protective equipment such as and wrist

guards. 11. The was the latest in a string of where cars have careered off the road near the green.

3. Look through article 3 once again and guess the meaning of the omitted words.

1. A soft drink from a machine can cost \$1.00, but may also be bought in bulk for \$0.25. 2. CEF trades on the American Stock Exchange so investing in silver and gold is as simple as calling your stockbroker and purchasing shares of this fund. 3. The combined company aims to reduce annual by as much as £2 billion. 4. Prepaid tickets can be topped up at the booths, or at automated ticket recharging machines at select stations. 5. The machines not only cash but also accept deposits and transfer balances. 6. While gold coins and continued to dominate the monetary system of Europe, it was not until the 18th century that paper money began to dominate. 7. Indirect costs are sometimes called or expenses. 8. He's exceptionally smart; he understands very quickly, and is already learning how to code. 9. In an early restructuring move, the company is shutting stores and cutting administrative 10. There is a machine on the platform that snacks.

4. Match words from each column to make “verb+noun” phrases from the articles. Use them in the sentences of your own.

develop	software
conduct	search
combine	the technologies
to produce	software
develop	a method
to distinguish	patterns
build	a network
install	a machine
present	an invention

5. Find the words in the articles 1 and 2 that modify the following nouns: technologies, recognition, websites, system, users, equivalent,

interpreter, dummies, method, patterns, cylinder, battery, collections. **Analyze the structure of the phrases. What part of speech are those attributes?**

Vocabulary 3. Word building

1. Make adverbs from the following adjectives: instant, eventual, original. **Use them in your own sentences.**

2. Derive nouns from the following verbs and adjectives: speak v., recognize v., design v., free adj., ride v., move v., invent v., cycle v., busy adj., instable adj.

3. Build adjectives from the following words: recharge, remove, expect (make two adjectives, the second one with the negative meaning), profession.

4. Analyze the following compound nouns and find out how they are built: businessman, hairstyle, crush-test, airbag, website, gold-plated, bulletproof, network. **Define the part of speech they belong to.**

5. Use the word given in capitals to form a word that fits in the space. Use both suffixes and prefixes.

1. Face [RECOGNIZE] means biometric identification by scanning a person's face and matching it against a library of known faces.
2. Many design engineers are seeking to add speech [RECOGNIZABLE] to their designs in order to further provide users with a natural user interface.
3. Medieval [INVENT] included spectacles for reading and the spinning wheel.
4. The company launched new versions of its [MOVE] flash memory. That means it can be easily extracted.
5. The eruption was so sudden and completely [EXPECT] that there was little chance to flee.
6. Economic or political [STABLE] within Pakistan could easily ignite the conflict once more.

7. Poverty, war and [STABILIZE] in developing countries have a direct impact on our continent.
8. New tax incentives will attract foreign [INVEST].
9. We need to attract both private and foreign [INVESTS] in education and train our manpower.
10. He [IMMEDIATE] rang the police on his mobile telephone and explained what had happened.

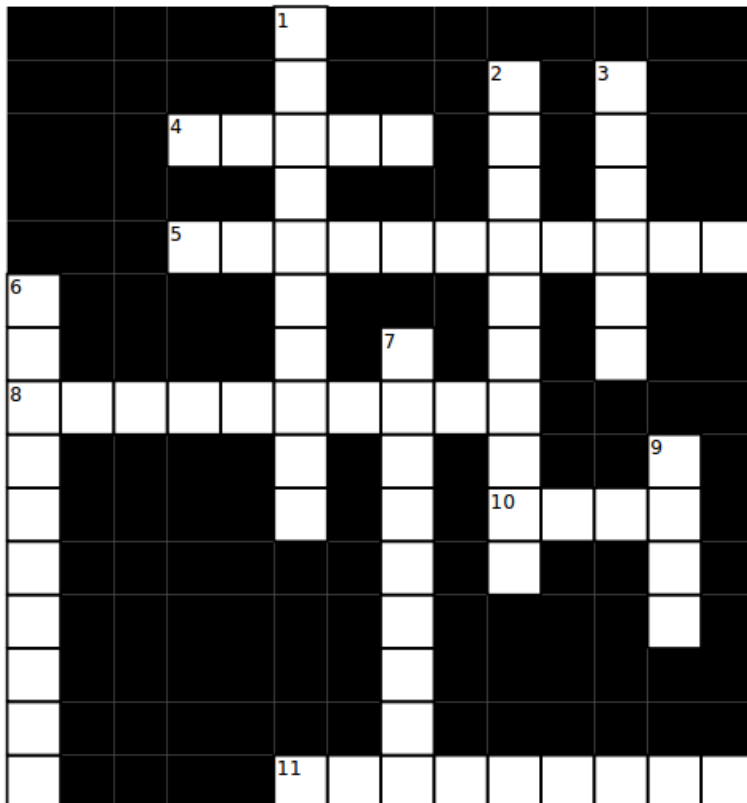
Unit 5

Vocabulary 1 Key words

1. Study the key-words of Unit 5. Mind parts of speech they belong to:

resilience n., tend v., absenteeism n., encourage v., flexitime n., facility n., ergonomic adj., cope v., cause n., workaholic n., experience v., shrink v., counseling n.

2. Solve the puzzle:



Across:

- 4) the reason why something, especially something bad, happens;

5) the practice of regularly staying away from work or school without good reason;

8) the capacity to recover quickly from difficulties;

10) to deal successfully with a difficult situation;

11) working a set number of hours with the starting and finishing times chosen within agreed limits by the employee.

Down:

1) advice given to someone about a particular problem;

2) encounter or undergo (an event or occurrence);

3) become or make smaller in size or amount;

6) a person who works a lot of the time and finds it difficult not to work;

7) give support, stimulate the development of an activity;

9) regularly or frequently behave in a particular way.

3. Complete the sentences with the words from the puzzle. Mind the verb forms.

1. Consumer strength in the second half has been central to the of the overall economy.

2. The police are still trying to establish theof the fire.

3. The British traditionally not to display much emotion in public.

4. People who exercise regularly generally have a lower rate of and require less health care.

5. Instead of simply punishing them, the system offenders to modify their behaviour.

6. It must be really hard to with three young children and a job.

7. Young career women are more likely to demand things like and less overtime from employers.

8. She and her husband were - for her, four hours' sleep a night was always more than adequate.

9. In his twenties, however, he became a bit of a, working 12 to 15 hour days and doing no exercise.

10. New companies often a loss in their first few years.

11. The company's profits have from \$5.5 million to \$1.25 million.
12. The productivity improvements have our costs by 25 percent.
13. She needed to deal with her parents' divorce.
14. The coach her in her dreams of becoming a track star.
15. Wool clothing in hot water.

4. Guess the meaning of the omitted word from the context.

1. He had so much pressure on him in his job that eventually he just couldn't
2. He's a, and hard work is one of the key things in management.
3. The high levels of at the company were caused by poor management.
4. All 17 companies offer employees telecommuting and job-sharing options; 16 offer
5. Your sweater will if you wash it at too high a temperature.
6. The improvement in working conditions is credited for the drop in this year.
7. I can't with all that information.
8. Her is admirable; few people could bounce back so quickly after such a tragedy.
9. Winning in the first round the team and gave them confidence that they could win.

5. Study the definitions of the following words. Give proper equivalents to the phrases below. Translate the example sentences.

a) Facilities - the buildings, equipment, and services provided for a particular purpose.

1. Shopping facilities;
2. medical facilities;
3. sports facilities;
4. cooking facilities;
5. facilities for car parking;

6. a manufacturing facility.
 - Passengers would have a choice of airlines, terminal facilities and car parks.
 - The hotel offers exceptional sporting facilities, including a 50 metre swimming pool.

b) Ergonomic - relating to or designed for efficiency and comfort in the working environment.

1. Ergonomic keyboard design;
2. workstations with ergonomic chairs;
3. the ergonomic hazards of computer use;
4. ergonomic furniture;
5. ergonomic equipment;
6. ergonomic chair/keyboard/mouse.
 - The ergonomic design takes the pressure off the parent and supports the baby in a seated position.
 - It doesn't look as alien as some of the ergonomic furniture available, but it is comfortable.
 - The comfortable ergonomic handle makes it easier to work
 - There are health benefits of moving the display closer to eye level and putting the keyboard at a more ergonomic angle.
 - I saw an orthopedic hand specialist, and I tested about a dozen ergonomic mice, trackballs and keyboard-trackball combinations.
 - Office furniture must meet strict ergonomic standards.

c) counseling - advice given to someone about a particular problem, guidance offered by social workers, doctors, etc, to help a person resolve social or personal problems.

- They offer a free counselling service which can offer help and advice on legal matters.
- She will need medical help and counselling to overcome the tragedy.
- Psychologists also offer on-site counseling and education services relating to such topics as depression, substance abuse and trauma.

· There must also be provision of legal, medical and psychological counselling and adequate social services for the victims.

6. Study the definition of “work—life balance” concept: “A state of equilibrium in which the demands of both a person’s job and personal life are equal.” **Do you agree with it? What’s your own idea? Read the following extracts and comment on them. Give your opinion on each one.**

1. Even the longest economic expansion in history cannot continue forever. And when it ends, what will happen to the smaller revolutions it has created? To the transformation of the office into a place where workers are acknowledged to have families? To the growing insistence of employees that their lives matter? Is all this talk of **work-life balance** really a change to the social core, or is it just cocktail conversation that will fade when the party’s over?

2. A model employee is [one] who demonstrates a healthy **work-life balance**. In every company I know, the workaholic is alive — and sick. But is this the model we should emulate? Do company presidents proudly escort visitors through factories jubilantly exclaiming, “Yes, all my employees work an average of 20 hours each day!”? If they do, they probably neglect to mention the high turnover, above-average absenteeism, low morale, and jagged productivity levels.

3. Yet, some managers demean even the idea of vacation respites. “When I am not at work, I think about work,” one executive revealed in an interview. I know a lot of managers who would be proud to utter something like that for the record. Dick Leider doubts that this is a healthy attitude. A Minneapolis consultant and author, Dick paints a picture of managers struggling to capture a mythical thing called “balance” — a proportioning of their lives with sufficient weight on professional activities, but with a healthy counterweight of family and personal interests. “It used to be that **work-and-life balance** was a boutique issue,” he says. “You know, something that would be great to worry about whenever — and if — one had some free time. But imbalance is killing people!”

7. Study verb phrases 1-10. Find the sentences where they are used. Determine the meaning from the context. Match verb phrases to their definitions:

1) spill over into	a) (of a bad situation or strong emotion) reach a point at which it can no longer be controlled or contained;
2) to keep fit	b) at some time in the future: over or after a long period of time; eventually;
3) to ban smb from	c) to find a way to solve or deal with a difficult problem; overcome (a difficulty);
4) get stuck in	d) learn about or be aware of (current events or developments);
5) get over	e) to exercise for good physical health;
6) in the long run	f) caught or held in a position so that you cannot move;
7) turn up for	g) put in an appearance; arrive;
8) breakdown	h) a sudden collapse in someone's mental health;
9) sort something out	i) do what is necessary to solve the problem or organize the details;
10) to keep up with	j) to prohibit someone from ever returning to something or some place or from doing something.

8. Paraphrase the sentences to use the verb phrases from exercise 7 instead of the words and phrases in the italics below:

1. Over a long period into the future this strategy can only make the economy more efficient.
2. Years of frustration *resulted/transformed into* violence
3. I *strengthen my health* by kickboxing every week.
4. My friends and I were *not allowed to visit* that restaurant after we started a food fight there.
5. He *improves his stamina* by going to the gym.
6. The pop star was then *forbidden to visit* Cuba on the orders of Fidel Castro, the president.
7. Carl's car *was caught in* the mud.
8. The conflict threatens to *spread out* into neighbouring regions.
9. When you *are caught in* traffic, a mobile phone's an absolute life-saver.

10. Countries that experience this level of violence usually take decades to *overcome* it.'

11. A Doctor has *keep an eye on* all the research and new evidence that may be against accepted practices.'

12. Engineering skills are no longer appreciated in this country and we will *eventually* suffer for it.

13. She told me a hilarious story about the time she *was trapped* in an elevator.

14. The project will both use a renewable source of power as well as save the university money *in the end*.

15. Half the guests failed to *arrive*.

16. It's a clever comedic drama involving a birthday party, a video camera and an expected guest who never *appears*.

17. That's as bad as *arriving* at someone's birthday party without a present.

18. The earlier you take action, the less money it will cost you *in the end*.

19. His work was based on the mathematics he learnt as a student and he appears not to have *kept up to date with* new developments.

20. If you have a *mental collapse* you become very depressed, so that you are unable to cope with your life.

21. This matter could be *settled* if they would just sit down and talk.

22. In order to *be aware of* current events throughout the world, I watch the news in the morning.

9. Complete the sentences below. Use one of the key verb phrases of the unit.

1. Men of a certain age don't just want to ; they want to stay young and beautiful.

2. He argues that the in the legal system has spawned a black market.

3. My rude comments me that website.

4. We everyone smoking.

5. A fish bone my throat.

6. I just hope to..... , keep healthy, working and just having a good time.
7. Suicide, self-harm and mental happen all the time.'
8. Although bosses admit the changes will cause problems they say it will work well
9. India and Nepal have their trade and security dispute.
10. Of course it would be difficult, but the benefits would be worth it.
11. Four taxi cabs and another four would have arrived if Mr Banks had not phoned the cab company.
12. They often seem depressed and close to emotional breakdown.
13. She all the news of the day and took a keen interest in local and national events.
14. You may want to quit school now, but , you'll regret it.
15. If a car or a piece of machinery has a breakdown, it stops working.
16. It's up to the director to difficulties like this one.
17. I news and current events, and love interacting with people in new situations.'
18. We had a very productive meeting - I felt we a lot of problems.
19. Most news media have conducted a blackout of the attacks, which have into the streets.

Vocabulary 2 Word Building

- 1. Using the suffixes -er, -or name the doers and explain what they do:**
hairdress, mine, produce, teach, act, drive, farm, law, solicit, compete
- 2. Form the adverbs from the following words with the help of suffix -ly:** previous, different, definite, global. **Find the sentences where they are used.**

3. Using the appropriate suffixes give the nouns related for the following: relation, responsible, possible, subscribe, assist, counsel, fit, environ, sick, absent

4. To build adjectives from nouns the following suffixes are used: *-al, -ful, -ary, -ous, -able*. Fill in the gaps with the corresponding adjectives derived from the following nouns: comfort, stress, flex, health.

1. As his name suggests he is a big fat boy with an addiction to food and in particular confectionery.

2. The European Union should remain enough to assimilate more countries quickly.

3. My schedule is - I could arrange to meet with you any day next week.

4. Her work is, and she worries that her health problems may affect her job performance.

5. These office chairs aren't at all: one's back aches I wish they'd get some new ones.

6. The air in our cities is polluted and Having to make decisions can be, because you have to weigh one option against another.

7. We would like them not only to stop advertising foods, but also to produce more healthy food products.

8. These are just some of the myriad of worries we face every day in our increasingly busy and lives.

5. To build adjectives from verbs the following suffixes are used: *-ed, -ing, -ive*. Fill in the gaps with the corresponding adjectives derived from the following verbs: stress, motivate.

1. I feel less since I've been working just part time.

2. Making audio recordings available on the Internet can be, but what about video?

3. Our staff members are hard-working and highly

4. Our concern for our customers is the prime force behind our success.

5. A quarter of workers interviewed said they felt highly at work.
6. Our teacher taught us how to be self in anything we do.
7. 69% said that being recognized as an individual over a team was more
8. I'm really out about work at the moment.

6. Analyze how the following compound words are built. Define the part of speech they belong to: breakdown, lifestyle, workload, deadline, flexitime, Find the sentences with these words in the text and audioscripts.

Module 4

Unit 6

Vocabulary 1

1. Look through the following international words from the text. Guess their meaning. Explain the reason for dividing them into 2 groups.

- a) Corporate adj., budget n., dynamic adj.;
- b) audience n., decade n., package n.

2. Think of good interpretation of misleading words.

1. Programme promoters say they're attracting growing television audiences, which now stand at over 800,000.
2. There is a wealth of entertainment and enlightenment in the many programmes for niche audiences, ranging from gardening and cookery to archaeology, wildlife, and art.
3. Newspaper readership and television audiences are on the decline while the popularity of blogs and online news sources has steadily increased.
4. The deal is a make or break situation for the struggling radio station which has failed to generate any sizeable audience.
5. The software industry is just a few decades old while construction is as old as civilization itself.

6. The early decades of the conflict were characterised by a certain dignity and honour.

7. Life expectancy edged downward in the decades prior to the breakup of the Soviet Union.

8. Untangling this problem could take decades of research.

9. They predict that a large earthquake will strike the east coast before the end of the decade.

10. The aid package for the earthquake-hit area will include emergency food and medical supplies.

11. Rates for a simple hotel package begin at \$129 a night, per-person/double-occupancy.

3. Which word is encrypted in each of the following sentences?

1. An example of an is the crowd in the seats at a sporting event.

2. An example of is a company that has filed papers and become incorporated.

3. An example of is how much a family spends on all expenses in a month.

4. An example ofis a culture in an office.

5. An example of anare people who enjoy watching a specific genre of movies.

6. An example ofis the energy of a toddler at play.

7. An example ofis a personality that seems to have boundless energy.

8. An example of anare people who tune in to a specific morning radio show.

9. An example ofis 1990 to 2000.

10. An example ofis how much a person plans on spending on a new bed.

4. For each sentence find one word from Exercise 1 to replace the word or phrase in *italics*.

1. The plan offers a *bundle* of trade and aid initiatives for Africa, coupled with help to end civil wars and improve governance across the continent.

2. Air traffic has increased 30% in the last *ten years*.
3. This is the first time an accordion player has been invited to entertain *listeners*, at the event.
4. And in any event the *spectators* in 1602 were no doubt so used to the convention of female parts being played by men that they barely noticed it.
5. The birth rate increased for the third consecutive year following nearly *ten years* of decline.
6. Environmental awareness has increased dramatically over the past *ten years*.
7. The firm has drawn up a *financial plan* for the coming financial year.
8. The project went over *financial blueprint* because of a miscalculation at the planning stage.
9. Police chiefs have announced a whole *lot* of radical proposals aimed at streamlining policing in Greater Manchester.
10. The courier has just delivered a *carton* for you.
11. We need an *active* expansion of trade with other countries.
12. Libraries are finding it increasingly difficult to remain within *predicted revenue and expenditure*.
13. Business innovation is a *lively* process.
14. In this context, climate change should be viewed as an *effective* system of atmospheric processes and their products.'
15. The company's guests at Ascot are entertained in the *collective* hospitality area.
16. Seal the *parcel* with sticky tape.

5. Translate the sentences with one word missed in each one. Guess the meaning of the missed words. Consult Exercise 1 if necessary.

1. The event is also expected to attract a global television in excess of one billion people.
2. Activists feared attacks would only harm a population already devastated by two of war and famine.
3. The play shocked when it was first performed.
4. India attained independence in 1947, after of struggle.

5. The computer comes with a software
6. Her acting career spanned almost six
7. The secret to public speaking is to get the on your side.
8. She managed to complete her last film well within
9. The was wrapped in plain brown paper.
10. The public were warned to be on the alert for suspicious
11. The situation is and may change at any time.
12. Once he started at Paramount in 1967, he moved rapidly up the ladder.
13. BBC World Service attracts of at least 150 million listeners each week.

Vocabulary 2 Key Words

1. Find words and phrases in the text that mean the following.

- The friendly and generous reception and entertainment of guests, visitors, or strangers; food, drink, entertainment, etc. that an organization provides for guests or business partners.
- A planned public or social occasion.
- A call to someone to participate in a competitive situation or fight something that needs great mental or physical effort in order to be done successfully.
- A thing produced for entertainment or sale.
- A hope or ambition of achieving something; something that you hope to achieve.
- The detailed organization and implementation of a complex operation. The commercial activity of transporting goods to customers.
- the place where a public event or meeting happens.
- someone who is famous, especially in the entertainment business.
- a request to the public (for money, information, or help).

2. Complete the sentences with the words and phrases from exercises 1.

1. Elvis Presley has now been a dead longer than he was a living one.
2. Finding a solution to this problem is one of the greatest faced by scientists today.
3. Product ranged from stocking rustic wood samples to manufacturing 23-karat ornate gold frames.
4. The stadium has been specifically designed as a for World Cup matches.
5. It is important to encourage children's dreams and
6. The hotel is an ideal for conferences and business meetings.
7. After five years, he had managed to negotiate a merger with another transport and group, Ocean.
8. The police have issued an to the public to stay away from the area over the weekend.
9. The company's guests are entertained in the corporate area.
10. This year's Olympic Games will be the biggest ever sporting
11. We need to look at the of the whole aid operation.

3. For each sentence, find one verb from the box to replace the word or phrase in italics. There are two words in the box that you don't need.

boast	entertain	feature	attend	ensure	reflect	witness
-------	-----------	---------	--------	--------	---------	---------

1. Having bands and DJs is a good way to *provide* your guests *with amusement or enjoyment* and bring in a crowd.
2. In recent years, we've *seen* the birth and development of the PC as an artistic hobby *happen*.
3. They were staying in the capital at the time of the riots and *observed and experienced* several street battles.
4. The statistics *represent* a change in people's spending habits. schools should reflect cultural differences
5. The share price, down 37 % over the past 12 months, *is a sign of* growing pessimism

6. The statistics *express* a continuing downward trend in overall crime rates during the past three years.'
7. The meeting is on the fifth and we're hoping everyone will *come*.
8. All those listed as prizewinners are asked *to go to* the presentation ceremony.'
9. The airline is taking steps to *provide* safety on its aircraft.
10. The role of the police is to *guarantee* (that) the law is obeyed.
11. Ireland *is proud of* beautiful beaches, great restaurants, and friendly locals.
12. The Atlanta area, *prides itself on* a thriving business marketplace as well as a very strong arts community.
13. Both cities *posses* a vibrant and thriving business community, featuring many car dealerships, retail stores and restaurants.
14. This week's broadcast *focus attention on* a report on victims of domestic violence.
15. It's an Australian company whose logo *makes a feature of* a red kangaroo.
16. The hotel *presents* a large lounge, a sauna, and a coin-operated solarium

4. Guess the meaning of the omitted word. You may use the words from exercises 1-3

1. The concert dancers, singers and musicians of all nationalities.
2. The for people to donate blood was very successful. A lot of people came.
3. I work in the hospitality industry and have to clients a lot.
4. A committee has been set up to organize social in the college.
5. Finding a cure for cancer is one of the biggest facing medical researchers.
6. The commercial are very impressive, but tend to have a price tag to match.
7. Trade union leaders said they were fighting for the hopes and of their members.

8. She works hard for the money, and she also has to move on up into management.'

9. There is a lot of potential for supply chain management and expertise.

10. A campaign has been launched to provide a new arts in Bradford on Avon.

11. People are invited to a meeting at the town hall on November 10 at 7.30 to discuss the issue.

12. By the 1990s, the Capitol had again established itself as one of the city's most popular entertainment

13. For years, young people have been inspired by like pop stars and footballers.

14. The hotel also a new business centre, as well as seven meeting rooms.

15. Most children's television programmes aim is to educate and at the same time.

16. Everyone is invited to this meeting as it is something which affects all the community.

17. They must also take action to the system is not used for money laundering.

18. The Buffalo City municipality eco-tourism development.

19. The hotel will also a health and leisure club with swimming pool, gym, sauna and jacuzzi.

20. These business services range from customer management to supply chain to product development.

5. Find the following adjectives in the text. What nouns do they go with? Translate the phrases you have found.

Unlimited ,memorable, diverse, limitless, accessible, spectacular.

6. Can you explain the meaning of the following phrase? Think of a good context to use it: with a twist

7. Find the following adverbs in the text. Say which words are defined by them and what parts of speech they are: genuinely, potentially, extremely. Translate the sentences.

Case Study

1. Match words from each column to make “verb+noun” phrases from the text. Use them in the sentences of your own.

overseas	gallery
sales	service
shuttle	centre
fitness	subsidiary
art	charge
gift	room
shopping	office
reservation	shop
conference	mall
meeting	room
large	lounge

2. Explain the meaning of the following key nouns from the Case Study: multinational, priority, participant, seafront, lounge, workshop, leisure, cuisine, castle, premises. Make 5-line cinquains with these words:

1st line – a topic noun

2nd line – two adjectives to define this noun

3rd line – three verbs related to this noun

4th line – an example sentence to reflect your attitude or explain the meaning

5th line – one word to sum up the whole idea

3. Think of as many adj+n phrases with the following adjectives as possible: luxurious, unique, spacious, antique.

Навчальне видання

МЕТОДИЧНІ ВКАЗІВКИ

для самостійної роботи

студентів 1-го курсу економічних спеціальностей
над розвитком англомовних лінгвістичних компетенцій

Англійською та українською мовами

Укладачі ГРЕБІННИК Ганна Юріївна
КОМОВА Галина Володимирівна
РУБЦОВА Вікторія Вікторівна

Відповідальний за випуск *О.І. Горошко*

Роботу до видання рекомендувала *Т.О. Снігурова*
За авторською редакцією
Комп'ютерна верстка *Н.О. Шелестова*

План 2019 р., поз. 53

Підп. до друку 01.10.19 Формат 60x84 1/16. Папір офсетний.
Riso-друк. Гарнітура Таймс. Ум. друк. арк. 3,9 Наклад 50 прим.
Зам. № ___ Ціна договірна

Самостійне електронне видання
Видавничий центр НТУ "ХП",
вул. Кирпичова, Харків – 2, 161002

Свідоцтво про державну реєстрацію ДК № 3657 від 24.12.2009 р.