

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ

Федеральное государственное бюджетное образовательное учреждение
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«Пензенский государственный университет
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ДЕЛОВОЕ ОБЩЕНИЕ НА АНГЛИЙСКОМ ЯЗЫКЕ

Рекомендовано Редсоветом университета
в качестве учебного пособия по английскому языку
для студентов вузов, обучающихся по направлению 190600.62
«Эксплуатация транспортно-технологических машин и комплексов»

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Содержит учебный материал для обучения основам делового общения на английском языке в устной и письменной форме.

Учебное пособие подготовлено на кафедре иностранных языков и предназначено для студентов 2-го курса, обучающихся по специальностям «Технология транспортных процессов» и «Эксплуатация транспортно-технологических машин и комплексов» всех форм обучения.

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ПРЕДИСЛОВИЕ

Целью данного пособия является формирование навыков делового профессионального общения на английском языке в устной и письменной форме. В основе построения учебного пособия – принципы интенсивного обучения и компетентностного подхода.

Учебное пособие охватывает широкий диапазон речевых штампов, текстов, упражнений и диалогов. Учебный курс состоит из 3 уроков-блоков, каждый из которых включает в себя базовые диалоги-полилоги, языковой и лингвострановедческий комментарий, грамматический комментарий, раздел «устная практика», тексты для чтения с тематической информацией об англоязычных странах.

Раздел «English in Action» содержит учебный материал, способствующий обучению ситуативно-ориентированной устной и письменной речи делового характера.

Приложения включают необходимый языковой материал для формирования навыков реферативного перевода специального текста и составления аннотации на английском языке. Контроль усвоенного учебного материала предлагается в доступной и простой форме, проводимой в условиях учебной аудитории – тестирование.

Текстовый материал подобран с использованием оригинальных источников и содержит основные концепты подготовки инженеров по технологии транспортных процессов и эксплуатации транспортных машин и комплексов. Представлен материал зарубежных языковых источников, англоязычных сайтов Интернета: [www. Wikipedia.](http://www.Wikipedia.), <http://ouno.ru/novosti/novinki-avtomobilei/obzor-stoimost-range-rover-evoque-dvigateli-ed4-td4-sd4.html>, <http://www.98region.com/test-drive/3498>, <http://www.topgearclub.ru/news/4540>, <http://www.98region.com/test-drive/3385>, <http://www.topgearclub.ru/news/553>.

Данное учебное пособие позволяет студентам в максимально короткие сроки овладеть основами делового общения в типичных ситуациях.

ВВЕДЕНИЕ

В данном учебном пособии рассматриваются базовые речевые ситуации в рамках обучения основам делового общения в устной и письменной форме для будущих специалистов автотранспортного комплекса. Тематическая направленность представленного в учебном пособии материала охватывает следующие разделы: «Автосервис и эксплуатация транспортных систем», «Организация дорожного движения в крупных городах-мегаполисах», «Общественный транспорт», «На автошоу», «Устройство на работу в международную компанию», «Презентация нового продукта компании» и др.

Пособие предусматривает развитие навыков делового общения у студентов 2-го курса Автодорожного факультета на материале тематических текстов, взятых из аутентичных зарубежных источников. Учебное пособие подготовлено на кафедре иностранных языков.

BUSINESS ENGLISH

UNIT I. CAR SERVICE

Act out the conversations

1. At the car service station



Driver: Good morning!

Manager: Morning! Would you like your car serviced, sir?

Driver: Yes, I need a mechanic. I think the fuel system is out of order. I want to have it repaired.

Manager: Here is the mechanic. He'll fix your car.

Mechanic: Well, what is it?

Driver: The engine doesn't run at low speed.

Mechanic: I'll see to it.

Driver: Besides, there's something wrong with the ignition. It may be the sparking plugs or the battery. And there is some noise from the steering wheel when starting the engine...

Mechanic: Is the noise constant or periodic? Does it develop suddenly? Is it present at high speeds or low?

Driver: Oh, it must be periodic coming from the engine or tyres ... well, I'm not very sure about it.

Mechanic: O.K. I'll check and fix it. Anything else? Shall I check the tyres?

Driver: Yes, sure. I'm afraid, I've got the puncture and my left rear is a bit flat. Could you pump up the tyres, please?

Mechanic: Of course.

Driver: Do you have any guarantee?

Mechanic: You'll have the check with a two-month's warranty enclosed.

Driver: O.K. Where do I pay for the service?

Mechanic: Over there.

Driver: Thanks a lot for the service.

Mechanic: You are welcome.

2. At a car rental agency



Car rental manager: I'll be with you in a minute ... yes, sir. What can I do for you?

Driver: I want to hire a car.

Car rental manager: What kind of car do you want, sir?

Driver: I'd like a small car for a hatchback.

Car rental manager: How long will you be needing it for?

Driver: Until Friday.

Car rental manager: Just a moment. I'll check ... Yes. I've got a Chevrolet.

Driver: How old is it?

Car rental manager: Pardon? How old..? It's 14 years old. It isn't very new, but it's in very good condition.

Driver: Perhaps not a Chevrolet, then.

Car rental manager: There are no other small cars available at the moment, sir...How about a Ford Escort. It's nearly new, it's only two years old.

Driver: Fine.

Car rental manager: May I see your driving licence, sir?

Driver: Yes. Here it is.

Car rental manager: Just sign the agreement.

Driver: May I read it first?

Car rental manager: Of course, sir.

Driver: What shall I do if the car breaks down?

Car rental manager: I am sure everything will be O.K., but if something is wrong, just phone this number. We have a 24-hour breakdown service, sir.

Driver: Shall I pay now?

Car rental manager: If you don't mind, sir.

Driver: Where is the car rental area?

Car rental manager: Go down these stairs to the ground floor. Take the corridor on the right, then go through the door at the end. Turn left, and the car rental area is around the corner. You can't miss it.

Driver: Thank you very much.

Car rental manager: Oh, sir.

Driver: Yes.

Car rental manager: You should bring the car back to the same place on Friday.

Driver: O.K.

Car rental manager: Have a good trip.

3. At a filling station



A)

Refueller: Petrol, sir?

Driver: Yes. Fill it up. I'm nearly out of petrol.

Refueller: Which grade?

Driver: Four stars.

Refueller: Shall I check the oil and water?

Driver: Yes, please.

Refueller: That'll be three pounds twenty-five.

B)

Woman driver: Four gallons of regular and some oil, please.

Refueller: All right, madam. Do you want your wind-screen cleaned, too?

Woman driver: Oh, yes. I want my car washed. How much is that altogether?

Refueller: 5 pounds forty-two, madam.

Woman driver: Here it is. Keep the change.

Refueller: Thanks a lot.

4. At the car wash



Driver: I must have my car washed. Can you help me?

Car washer: Certainly. Wash your car or anything else? Do you want the saloon dry cleaned, too?

Driver: All right.

Car washer: And what about polishing? Shall we polish the car body?

Driver: That'll be fine.

Car washer: Car washing, saloon dry cleaning and body polishing... Right?

Driver: Yes.

Car washer: Then leave your car in the parking area and get the check paid, please.

Driver: O.K. When can I have my car back?

Car washer: In two or three hours, sir.

Driver: That suits me perfectly. Thank you.

ЯЗЫКОВОЙ КОММЕНТАРИЙ

1) *to be out of order* – быть не в порядке

My fuel system is out of order.

2) *to repair (to fix)* – отремонтировать, починить, исправить, устранить неполадки

He'll fix it. I want my sparking plugs repaired.

3) *to run* – работать (о двигателе)

The engine doesn't run at low speeds.

4) *sparking plugs* – свечи зажигания

There's something wrong with the sparking plugs.

5) *steering wheel* – рулевое колесо

Turn your steering wheel to the right.

6) *noise* – шум

I can hear some noise when starting the engine.

7) *to check* – проверить

Could you check the tyres, please?

8) *tyres* – шины

Would you pump up the tyres, please?

9) *puncture* – прокол

I've got the puncture.

10) *warranty* – гарантия

Can I have a service warranty, please?

11) *to hire* – брать на прокат

I want to hire a car.

12) *hatchback* – хэтчбэк

I'd like a hatchback for two days.

13) *driving licence* – водительские права

May I see your driving licence, sir?

14) *to be in good condition* – быть в хорошем состоянии

It's in very good condition.

15) *to break down* – ломаться

We have a 24-hour breakdown service, sir.

16) *rental area* – площадка с автомобилями

Where is the car rental area?

17) *to fill up* – заправлять бензином автомобиль

Fill it up. I'm nearly out of petrol.

18) *grade* – класс бензина

Which grade?

19) *regular* – обычный бензин

Four gallons of regular and some oil, please.

20) *wind-screen* – ветровое стекло

Do you want your wind-screen cleaned, too?

21) *saloon dry cleaning* – химическая обработка салона автомобиля

Do you want the saloon dry cleaning, too?

22) *car body polishing* – полировка кузова автомобиля

Shall we polish the car body?

ЛИНГВОСТРАНОВЕДЧЕСКИЙ КОММЕНТАРИЙ

Прокат автомобилей

В Англии автомобиль выдается на прокат лицам не моложе 21 года, имеющим водительский стаж не менее 1 года. Такие крупные фирмы, специализирующиеся на прокате автомобилей, как Avis, Hertz & Mitchells и другие, имеют сеть агентств по прокату автомобилей по всей Великобритании. В Америке также автомобиль выдается на прокат лицам не моложе 21 года. В агентстве по прокату машин необходимо предъявить по крайней мере национальные водительские права. В некоторых агентствах требуют международные водительские права. При аренде автомобиля необходимо что-нибудь оставить в залог (например, кредитную карточку – Master Card, Visa, American Express).

Американский и британский английский

В Великобритании и в США существуют разные слова со значением «бензин», «автозаправочная станция». Так, в США слова «petrol» и «petrol station», а в Англии «gas», «gas station», «filling station» имеют значение «бензин» и «автозаправочная станция».

Различают разные сорта бензина:

– regular – обычный бензин;

– super – высший сорт бензина;

– extra – экстра (лучший сорт).

Бензин измеряется в gallons – галлонах, что соответствует 4,5 литров (в Англии) и 3,7 литров (в США).

ГРАММАТИЧЕСКИЙ КОММЕНТАРИЙ

Модальные глаголы (Modal Verbs)

Модальные глаголы – это такие глаголы, которые не обозначают действия, а выражают отношение к нему (возможность и вероятность действия, либо его необходимость). Следующий за модальным глаголом инфинитив смыслового глагола теряет частицу *to* (за исключением модальных глаголов, имеющих данную частицу в своем составе – *ought to, to be allowed to, are to, have to, to be able to*). Все модальные глаголы не изменяются по лицам и числам и образуют вопросительную и отрицательную форму без вспомогательных глаголов. (*Can you pump up the tyres? – No, I cannot. I can't pump your tyres just now*).

Модальный глагол MUST

Выражает:

– *приказ и запрет*:

You **must** check the oil pressure first. – Ты должен сперва проверить давление масла.

– *сильную уверенность*:

It **must** be broken fuel pump – Должно быть, поврежденный топливный насос.

Сильная уверенность в отношении действий, произошедших в прошлом, выражается с использованием перфектной формы смыслового глагола:

I **must have overtighten** the spark plug. – Я должно быть сильно затянул свечу зажигания.

Модальный глагол SHALL

Используется для:

– *выражения сильной решимости*:

We **shall** fix the starter. – Мы починим твой стартер.

– *для получения инструкций дальнейших действий*:

Shall I have your car washed? – Мне помыть ваш автомобиль?

– *для формулировки положений контрактов и соглашений*:

The Seller **shall** send and the Buyer **shall** buy... – Продавец продает, а покупатель покупает...

Модальный глагол SHOULD

Имеет два значения:

– *выражает рекомендацию, совет*:

You **should** sign the rental car agreement. – Вам следует подписать договор проката автомобиля.

– *выражает упрек, порицание*:

The driver **shouldn't** park here. – Водителю не следует парковать машину здесь.

Модальный глагол NEED

Выражает:

– *отсутствие необходимости делать что-либо:*

You **needn't** replace the alternator belt. I've already fixed it. – Вам не нужно будет менять ремень генератора переменного тока. Я уже починил его.

Модальный глагол CAN

Имеет несколько значений:

– *служит для выражения умения (способности) что-либо делать:*

Can you check the fuel level? – Вы можете проверить уровень топлива?

– *выражает возможность, зависящую от обстоятельств, разрешения, запрета, просьбы:*

I **can** push my car a bit back. – Я могу отодвинуть свою машину немного назад.

– *выражает вежливую просьбу (с этой целью используется форма **could**):*

Could you check the tyre pressure, please? – Вы не могли бы проверить давление в шинах, пожалуйста?

Модальный глагол MAY

Имеет значения:

– *разрешения, просьбы и запрета:*

May I see your driving licence, sir? – Можно я посмотрю Ваши водительские права, пожалуйста?

– *возможности либо вероятности того или иного события в настоящем либо прошлом:*

The hiss **may** be coming from the steering wheel when starting. – Свист, возможно, доносится со стороны рулевого колеса при начале движения автомобиля.

Эквиваленты модальных глаголов

Модальные глаголы имеют эквиваленты, то есть слова с одинаковым с ними значением. В английском языке существуют следующие эквивалентные модальные обороты, которые могут служить заменой модальных глаголов в настоящем, прошедшем и будущем времени, используя соответствующую форму глагола (to be, to have):

а) **to have to = must** (в прошедшем и будущем времени):

You **will have to** pay for the car wash at the receptionist's. – Вы должны будете оплатить за мойку вашего автомобиля у стола администратора.

b) *to be able to = can:*

You *will be able to* get your car back in two or three hours. – Вы сможете забрать свой автомобиль через 2-3 часа.

c) *to be allowed to = may:*

He *was allowed to* test the new car. – Ему разрешили испытать новый автомобиль.

d) *to be to = must (в значении выражения необходимости, обусловленной договоренности, с расписанием, планом или строгого приказа и запрета):*

The brake linings *are to* be replaced. – Тормозные прокладки должны быть заменены.

The driver *was to* pay for the checking of the motor. – Водитель обязан был заплатить за технический осмотр двигателя.

You *are not to* park here. – Оставлять машину здесь запрещено.

Вопросительные предложения (interogative sentences)

Вопросительные предложения в английском языке образуются двумя способами: с использованием вспомогательных глаголов или без использования вспомогательных глаголов с помощью изменения позиции глагола-сказуемого.

Существуют два основных типа вопроса в английском языке:

1) *общий вопрос (general question)* – это вопрос ко всему предложению, требующий ответа «да» или «нет» (yes/no). Общий вопрос образуется при помощи вспомогательных глаголов (за исключением предложений с глаголом-сказуемым – to be, to have и модальными глаголами):

Is the noise constant or periodic? – Yes, it is.

Does it develop suddenly? – No, it doesn't.

Were the tyres checked properly? – Yes, they were.

Did you pay for the service? – Yes, I did.

Have you driving licence, madam? – No, I have not.

Will he fix the suspension? – Yes, he will.

Must I replace the the aerial? – No, you musn't.

2) *специальный вопрос (wh-question)* – это вопрос к определенному слову или словам в предложении, в разговорной речи требующий краткого ответа. Специальный вопрос образуется при помощи вопросительных местоимений с использованием или без использования вспомогательных глаголов :

Where do I pay for the service? – Over there.

What can I do for you? – I must see the mechanic.

How long will you be needing it for? – For a day or so.

How much is that altogether? – \$ 10.

When can I have my car back? – Today evening.

Which grade? – Super, please.

Оборот have smth. done

Оборот *have smth. done* указывает на то, что действие осуществляется не субъектом действия, а другим лицом. Данный оборот состоит из местоимения в объектном падеже или существительного в общем падеже + причастие II и употребляется с глаголами to have, to get, to want, to wish:

I want *to have my car serviced*. – Я хочу осуществить технический осмотр моего автомобиля (чтобы кто-то другой провел технический осмотр автомобиля).

I'd like *to have the engine tested*. – Я хочу проверить двигатель.

УСТНАЯ ПРАКТИКА

1. Вы работаете в агентстве по прокату автомобилей. Сформулируйте свои ответы на реплики клиента:

You: (Поприветствуйте клиента. Спросите, чем Вы можете быть ему полезны).

Customer: Good evening. I'd like to hire a car.

You: (Спросите, какая машина ему нужна и на какой срок).

Customer: A hatchback for a week.

You: (Попросите у него его водительские права).

Customer: Yes. Here you are.

You: (Попросите его оплатить прокат автомобиля прямо сейчас).

Customer: How much is it?

You: (Назовите цену и попросите его оставить что-либо в залог (to leave a deposit)).

Customer: Here is my credit card.

You: (Поблагодарите его. Пожелайте ему приятного пути).

2. Представьте, что Вы путешествуете на своем автомобиле по Великобритании и у Вас возникли проблемы в тормозной системе. Выполните следующие действия:

– поприветствуйте автомеханика станции технического обслуживания на английском языке;

– объясните ему, что у вас, как вам кажется, износились тормозные накладки и имеется прокол в заднем левом колесе;

– попросите механика проверить всю тормозную систему и заменить испорченные детали;

– спросите у него, сколько времени ему понадобится, чтобы устранить неполадки, есть ли гарантия на ремонт и сколько будет стоить его услуга;

– заранее поблагодарите автомеханика за его работу.

3. Вы находитесь на автозаправочной станции в США и Вам необходимо пополнить бензобак. Ответьте на английском языке на реплики обслуживающего персонала:

Refueller: Good evening, sir. Can I help you?

You: _____

Refueller: Which grade?

You: _____

Refueller: Shall I check the oil and water?

You: _____

Refueller: Do you want your wind-screen cleaned, too?

You: _____

Refueller: That'll be three pounds twenty-five.

You: _____

Refueller: Thanks a lot.

4. Переведите на английский язык.

1. Подкачайте шины, пожалуйста.
2. У Вас есть водительские права?
3. У меня тормоза не в порядке.
4. Что-то произошло с системой зажигания.
5. Я хочу взять в прокат переднеприводный автомобиль на два дня.
6. Позвоните по этому номеру телефона, если ваш автомобиль сломается. Мы работаем круглосуточно.
7. Поверните направо, и автосервис будет прямо за углом.
8. Когда мне можно будет забрать автомобиль?
9. Можно оплатить кредитной картой?
10. 4 галлона обычного бензина, и проверьте уровень масла, пожалуйста.
12. Могу я видеть автомеханика?
13. Какие гарантии у вас имеются на ремонт автомобиля?
14. Я хочу произвести химическую чистку салона.
15. Сколько будет стоить полировка кузова автомобиля?
16. Стоимость услуги по замене свечей зажигания меня устраивает.
17. Мне проверить давление воздуха в шинах?
18. Рулевое колесо не поворачивается направо, а двигатель работает в холостую.
19. У меня закончился бензин. Залейте, пожалуйста, 5 литров высокоактанового бензина.
20. Вы не подскажете, где находится автозаправочная станция?

ТЕКСТЫ ДЛЯ ЧТЕНИЯ

Text 1. Instructions

Learn the new words.

- 1) to fix faults – исправить поломку, устранить неполадки
- 2) a battery – аккумулятор
- 3) a gap – зазор
- 4) a fuel pump – топливный насос
- 5) to jam – заклинить
- 6) to push forwards (backwards) – толкать вперед (назад)
- 7) to replace – заменить
- 8) a spanner – гаечный ключ
- 9) to rotate clockwise (anti-clockwise) – вращать по часовой стрелке (против часовой стрелки)
- 10) a socket – гнездо
- 11) to overtighten – перекручивать
- 12) tyre pressure – давление в шинах
- 13) a foot pipe – ножной насос
- 14) fuel warning light – датчик предупреждения количества оставшегося топлива
- 15) a gauge – измерительный прибор (щуп)

Read and translate the text 1 into the Russian language.

1) If your car doesn't start you should check three things:

- the battery;
- the fuel level;
- the spark plugs.

It is easy to fix these faults:

- if the battery is flat, you should recharge it, if it doesn't work you should replace it;
- if the petrol tank is empty, fill it up;
- if the spark plugs are dirty, clean them, and if the gap in a spark plug is too narrow or too wide, adjust it to the correct width;
- if your car still doesn't start, the petrol pump may be broken or the fuel pipe may be blocked;
- if there is a loud click when you turn the key, the starter motor may be jammed; if it is you can try to release it by pushing the car forwards and backwards;
- if the car still doesn't start, the starter should be repaired or replaced.

2) Instructions for checking spark plugs:

To check spark plugs you should the following things:

- remove the cover;

- place the spanner over the spark plug;
- rotate the plug anti-clockwise until it is loose;
- remove the plug from the socket;
- examine the gap and check that it is clean;
- insert a gauge in the gap;
- check that the gap is between 0.65 and 1.00 mm wide;
- replace the plug in the socket;
- rotate the plug clockwise until it is hand-tight;
- place the spanner over the plug and give a quarter turn clockwise;
- do not overtighten the plug;
- replace the cover.

3) Instructions for checking the tyres:

To check the tyre pressure place the gauge on valve to increase tyre pressure and pump the air in. You'd better use a foot pump to pump up the tyres.

4) Instructions for checking fuel level:

When the level of fuel in the fuel tank is low, fuel warning light switches on and the driver can see that he needs some petrol and he must fill it in the petrol tank.

Text 2. Breakages

Learn the new words.

- 1) according to – согласно
- 2) hiss – шипение
- 3) whistle – свист
- 4) vacuum hose – вакуумный шланг
- 5) idle – работать в холостую
- 6) clatter – звон, стук
- 7) valve lifters – подъемники клапана
- 8) squeal – пронзительный визг
- 9) accompanied by – сопровождаемый
- 10) jerky motion – отрывистое движение, движение с толчками
- 11) loose – плохо закрепленный
- 12) worn – изношенный
- 13) tighten the belt – потуже затянуть ремень
- 15) alternator – генератор переменного тока
- 16) water pump – водяной насос
- 17) acceleration – ускорение
- 18) rear-wheel-drive vehicles – автомобили с задним приводом
- 19) stick shift – ручное переключение
- 20) combustion – сгорание
- 21) prolonged ping-pong – продолжающийся свист

- 22) brake linings – тормозные накладки
- 23) a brake-wear sensor – датчик износа тормозных накладок
- 24) loose-fitting brake pads – болтающиеся тормозные накладки
- 25) flat spots – спустившиеся участки пневматической шины (о давлении в шинах)
- 26) joints – соединение, паз, шов, шарнир
- 27) a hole in a muffler or exhaust pipes – отверстие в глушителе или выхлопных трубах
- 28) escape into the passenger compartment – поступать в салон автомобиля

Read and translate the text 2 into the Russian language.

Every driver is worried when he or she can hear some noise coming from his or her car. The noise can be signaling the trouble to come. We'd like to describe 10 of the most common noises and the problems they are likely to represent. These noises may be divided into four groups according to the place they come from:

- ***noises from the engine***

Hiss or whistle. If it's noticeable when the car is stopped but the engine is running, it's probably a broken or missing vacuum hose. This can economy and cause your engine to race, shake or idle poorly. Hissing when the steering wheel is turned right or left as far as it will go is normal, however.

Clatter-clatter. A light tapping or clicking that occurs for a few minutes when the engine hasn't run for a while isn't a problem. It's valve lifters that need to refill with engine oil upon starting. Should the problem persist, you may need an oil and lifter change. Consult a mechanic.

Squeal. If it's evident only during low speeds, perhaps accompanied by a sharp, jerky motion of the steering wheel, the power steering belt is probably loose or worn. Tighten or replace the belt.

If the squeal happens all the time or for a few minutes after starting the engine, other belts (alternator, water pump, air-conditioner compressor) may be loose. Adjust or replace as needed.

Clunk. During quick acceleration and deceleration in rear-wheel-drive vehicles (often accompanied by movement of the console-mounted stick shift), this sound means an engine power train mount is badly worn or broken. Have it checked.

Ping. This noise, often like marbles in a can, is usually heard during heavy acceleration. It is caused by abnormal combustion known as detonation or spark knock.

Switching to higher-octane gas may cure it. Prolonged pinging could overheat key engine parts and lead to serious mechanical damage;

- ***noises from the brakes***

Grind or scrape. A metal-on-metal sound when braking signals worn brake linings. Have a mechanic check the system at once.

Squeak or squeal. This could be normal for some disc brakes on braking. But it could indicate greasy or worn brake linings. It might also come from a brake-wear sensor. Get your brakes checked.

Tweet or chirp. This sound during or moderate braking – often diminishing or stopping during heavy braking – could be from loose-fitting brake pads in the caliper assembly. It's usually just an annoyance, but have it checked;

- ***noises from the tyres***

Thump. If increasing and decreasing as vehicle speed changes, this sound could indicate flat spots on tyres or broken belts inside them. The problem isn't usually critical, but it should be checked.

- ***other noises***

Click. during sharp, low-speed turns in a front-wheel-drive vehicles, this sound usually signals worn constant velocity (CV) joints, which supply power to the front wheels. Have a mechanic check it out.

Roar. This sound when you accelerate, probably, comes from a hole in a muffler or exhaust pipes. Have the system repaired immediately. Not only is this a traffic violation in many states, but the hole allows poisonous carbon-monoxide gas to escape-possibly into the passenger compartment.

When you visit a mechanic, make sure your description is specific. Does the noise come from one location, or does it wander? Is it constant or periodic? Did it develop suddenly? Is it present at high speeds or low? When the engine is hot or cold? In a particular gear or while shifting? Try mimicking the noise. But don't say: «It must be coming from...». Your diagnosis may be an error, and it could send the mechanic in the wrong direction

ЛЕКСИКО-ГРАММАТИЧЕСКИЙ ТЕСТ

Choose the right variant.

1. I've got the puncture in the...
 - a) right wheel
 - b) left tyre
 - c) steering wheel
 - d) engine
2. ... check the fuel level, sir?
 - a) could
 - b) have
 - c) do
 - d) shall
3. Should I ... the alternator belt? It's worn already.
 - a) tighten
 - b) replace
 - c) fix
 - d) check

4. Where ... I pay for the service?
 - a) do
 - b) may
 - c) did
 - d) am
5. There is something ... with the ignition system.
 - a) noise
 - b) right
 - c) wrong
 - d) fault
6. Will you ... your breaking system fixed?
 - a) do
 - b) can
 - c) need
 - d) have
7. Turn the ... to the right follow the route.
 - a) steering wheel
 - b) windscreen
 - c) valve
 - d) key
8. Place the ... and measure the gap in the spark plug.
 - a) gauge
 - b) spanner
 - c) lining
 - d) starter
9. ... is that altogether?
 - a) what
 - b) how much
 - c) when
 - d) where.
10. Can you ... your car a little back, please?
 - a) start
 - b) park
 - c) push
 - d) stop
11. ... you fix the fuel pump, please?
 - a) can
 - b) could
 - c) must
 - d) may
12. The click may indicate a ... brake lining.
 - a) flat
 - b) worn
 - c) jammed
 - d) replaced

13. I can hear some ... It's like bird's singing.
- a) chirp
 - b) ping
 - c) clatter
 - d) squeal
14. The engine is out of
- a) petrol
 - b) order
 - c) belt
 - d) oil
15. Where is the filling station? –
- a) at the receptionist
 - b) in the car rental area
 - c) over there
 - d) no idea
16. Have you got any ... for the service?
- a) money
 - b) automobile
 - c) warranty
 - d) petrol tank
17. Excuse me, can I see ... ? I'd like my car filled in.
- a) a mechanic
 - b) a refueller
 - c) a manager
 - d) a car washer
18. Do you often check the braking system? –
- a) Yes, I don't
 - b) No, I don't. Very often
 - c) every year
 - d) Yes, I am
19. You ... turn left, the right and you can see the car wash just round the corner.
- a) must
 - b) should
 - c) can
 - d) may
20. I've got some fault and my left rear is
- a) in a good condition
 - b) loose
 - c) a little worn
 - d) a bit flat
21. There is some noise from the steering wheel when starting the
- a) brakes
 - b) engine
 - c) pushing up the tyres
 - d) filling in the petrol

22. Where can I ... for the mechanic's job?
a) say «thank you»
b) ask
c) pay
d) look
23. ... will you be needing for a rental car?
a) how much
b) how long
c) how old
d) how well.
24. I'd like to hire ...
a) a sedan
b) a lorry
c) a mechanic
d) a hatchback
25. When ... you ... your fuel pump last?
a) do ... check
b) can ... check
c) did ... check
d) have ... check
26. If the petrol tank is ... fill it up.
a) loose
b) worn
c) open
d) empty
27. My engine doesn't ... at low speed.
a) go
b) run
c) stop
d) start
28. Replace ... in the socket.
a) the plug
b) the gauge
c) the water pump
d) the oil
29. When the fuel level is low, fuel warning light ... on.
a) signals
b) switches
c) pushes
d) stops
30. I want my car ... polish.
a) saloon
b) engine
c) wheels
d) body

UNIT II. JOB HUNTING

Act out the conversations

1. A job interview at the personnel department



Mr Klimov: Good morning, sir.

Vice executive director: Good morning. Come in. Mr Klimov, isn't it? Please, take a seat and fill in the application form. Tell me, how long were you in your last job with Alpha?

Mr Klimov: Five years. I am only leaving because the firm is moving to another place outside the city.

Vice executive director: What do you know about our company?

Mr Klimov: I've heard this is a very promising company.

Vice executive director: Quite right. Next year we're planning to expand our activities with English-speaking countries, mainly England, to buy equipment and technologies from there and run training programs here. So we need a team of creative promoters to make our company's product competitive in the world automobile market.

Mr Klimov: What my responsibilities and obligations be if I were hired?

Vice executive director: Well, first of all to be responsible for our contacts with English partners. You will need to skillfully negotiate for promoting our cars in England. Your job will involve much traveling and meeting different people interested in our company. There is likely to be a great car show in London in May soon, which we hope you will be able to go to. By the way, what about you English? Are you good at speaking fluent English?

Mr Klimov: Certainly. I can speak perfect English and write well.

Vice executive director: I see. What are your three main strengths?

Mr Klimov: I think I am reliable, extroverted and ambitious. People say, I am a leader by nature.

Vice executive director: All right. Now I am quite prepared to offer you a job with us. You have excellent references from your previous job. You'll start on 450\$. The hours are from nine to five, with an hour for lunch and a two weeks' holiday. Does that suit you?

Mr Klimov: Great. When do you want me to start, sir?

Vice executive director: In a week, if possible.

2. Applying for a job. At the automobile saloon

Personnel manager: Please, have a seat, Mr. Sanders. I've received your resume a few weeks ago and I must say I'm very impressed.

Applicant: Thank you.

Personnel manager: We are a small automobile company trading mostly second-hand foreign cars. May I ask why you are interested in working for us?

Applicant: Your company has an impressive reputation. And I always wanted to work for a smaller automobile company.

Personnel manager: That's good to hear. Would you mind telling me a little bit about your present job?

Applicant: I am a head sales manager in a small automobile company. I deal with clients and daily bases, sales agreements and warranty agreements personally.

Personnel manager: Why do you think you're the right candidate for this position?

Applicant: I have a lot of experience in the automobile market and I enjoy working with customers.

Personnel manager: You might be just the person we've been looking for. Do you have any questions?

Applicant: Yes. If I were hired how many cars should I sell a month?

Personnel manager: You are to sign 4 or 5 sales agreements every month, otherwise you'll have no commission. In other words you'd be handling about third of our clients.

Applicant: And whom am I report to?

Personnel manager: Directly to the sales department head.

Applicant: I see. What kind of benefit package do you offer?

Personnel manager: 2 weeks of paid vacation in your first year of appointment. I believe you're also eligible for medical and dental insurance. Do you have any other questions?

Applicant: No, not at the moment.

Personnel manager: Well, I'll have to discuss your application with my colleagues. And we'll get back to you early next week.

Applicant: Ok, thanks. It was very nice to meet you.

Personnel manager: It was nice meeting you, too. And thanks for coming in today.

ЯЗЫКОВОЙ КОММЕНТАРИЙ

- 1) *fill in* – заполнить
Please, fill in the application form.
- 2) *promising* – перспективный, многообещающий, подающий надежды
This is a very promising company.
- 3) *expand activity* – расширить деятельность
Next year we're planning to expand our activities with English-speaking countries.
- 4) *negotiate* – вести переговоры
You will need to skillfully negotiate for promoting our cars.
- 5) *run training programs* – организовывать обучение специалистов
You are to run training programs abroad.
- 6) *strengths* – достоинства
What are your three strengths?
- 7) *competitive* – конкурентноспособный
Your job is to make our cars competitive in the world automobile market.
- 8) *by nature* – от природы, врожденный (о характере, особенностях поведения)
I am a leader by nature.
- 9) *responsibilities* – обязанности
What my responsibilities and obligations be if I were hired?
- 10) *references* – рекомендации, отзывы
You have excellent references from your previous job
- 11) *applying for a job* – устраиваться на работу
I'd like to apply for a job in a small automobile company selling foreign cars.
- 12) *second-hand* – подержанный
I always wanted to have a second-hand Mitshuibisi Lancer.
- 13) *a head sales manager* – ведущий (главный) менеджер по сбыту
He is a head sales manager in a large automobile leasing company.
- 14) *deal with clients* – работать с клиентами
I deal with our clients personally.

- 15) *sales agreements* – договор продажи
Sign the sales agreement, please.
- 16) *the right* – как раз тот, именно тот
Why do you think you're the right candidate for this position?
- 17) *experience* – опыт работы
I have a lot of experience in the automobile market.
- 18) *commission* – комиссионное вознаграждение
You'll have 30\$ commission for every sales agreement.
- 19) *handle* – обслуживать, вести дела
You'd be handling about third of our clients.
- 20) *benefit package* – социальный пакет
What kind of benefit package do you offer?
- 21) *paid vacation* – оплачиваемый отпуск
2 weeks of paid vacation in your first year of appointment.
- 22) *insurance* – страховой полюс
You're also allegeble for medical and dental insurance.
- 23) *application* – заявление
I'll have to discuss your application with my colleagues.
- 24) *report to* – отчитываться, находиться в подчинении
And whom am I report to?

ЛИНГВОСТРАНОВЕДЧЕСКИЙ КОММЕНТАРИЙ

(Ниже представлены выдержки из публикаций университета Стони Брук (США) о том, как вести себя в поисках работы)

DOs and DON'Ts for Job Seekers

(Что НАДО и что НЕ НАДО делать в поисках работы)

Do learn ahead of time about the company and its product. Do your homework.

Do stress your qualification for the job opening.

Do indicate you stability, attendance record and good safety experience.

Предварительно получите информацию о фирме и ее специализации. Это будет ваше домашнее задание.

Подчеркивайте, что вы имеете квалификацию, необходимую для данной работы.

Подчеркивайте вашу стабильность, исполнительность и умение хранить коммерческую тайну.

Do maintain your poise and self-control.

Do try to overcome nervousness and shortness of breath.

Do answer questions honestly.

Do have a good resume and covering letter.

Do recognize your limitations.

Do indicate your flexibility and readiness to learn.

Do be well-groomed and appropriately dressed.

Don't keep stressing your need for a job.

Don't be one of those who can do everything.

Don't hedge in answering questions.

Don't express your ideas on compensation, hours, etc. early in the interview.

Don't write incorrect information on your resume or CV to make it look better.

Проявляйте выдержку и контролируйте себя.

Не нервничайте и говорите спокойно.

Отвечайте на вопросы честно и прямо.

Имейте при себе хорошее резюме и сопроводительное письмо.

Признавайте свои недостатки.

Подчеркивайте вашу гибкость и готовность учиться.

Старайтесь произвести впечатление ухоженного человека и одевайтесь соответственно случаю.

Не подчеркивайте, что вы нуждаетесь в работе.

Не будьте одним из тех, кто может делать все.

Не уклоняйтесь от прямого ответа на вопросы.

Не затрагивайте вопросы относительно зарплаты, рабочего времени и т.д. в самом начале разговора.

Не включайте в свое резюме или жизнеописание ложные сведения, чтобы представить себя в лучшем свете.

ГРАММАТИЧЕСКИЙ КОММЕНТАРИЙ

Порядок слов в простом английском предложении (word order)

1. Порядок слов в повествовательных утвердительных предложениях

Обычно порядок следования членов предложения в утвердительном повествовательном предложении следующий:

- 1) подлежащее,
- 2) сказуемое,
- 3) дополнение,
- 4) обстоятельство.

You are to sign 4 or 5 sales agreements every month. – Вы должны подписывать по 4–5 договоров о продаже (автомобиля) каждый месяц.

Иногда на первом месте может стоять обстоятельство:

Next year we're planning to expand our activities with English-speaking countries, mainly England, to buy equipment and technologies from there and run training programs here. – В следующем году мы планируем расширить наше сотрудничество с англо-говорящими странами, особенно Англией, чтобы закупать оборудование и технологии там, и здесь организовывать обучение специалистов.

Несмотря на то, что порядок слов в простом повествовательном английском предложении четко фиксированный, существуют некоторые отступления от обычного порядка слов, среди которых можно выделить следующие:

1) Оборот *there is* указывает на наличие или пребывание в определенном месте предмета или лица, обозначенном именем существительным. Перевод таких предложений начинается с обстоятельства времени или места, которые находятся на последнем месте в предложении, причем сам оборот со значением *есть, находится, имеется* на русский язык не переводится:

There is likely to be a great car show in London in May soon. – Вероятно, скоро, в мае, в Лондоне состоится выставка автомобилей.

2) Бессоюзное условное предложение (если сказуемое придаточного предложения выражено глаголами *were, was, had* или если в состав сказуемого входят эти глаголы или глаголы *could, should*):

If you were hired, you would have the following responsibilities.... – Если бы Вас приняли на работу, у Вас были бы следующие обязанности...

If I were hired how many cars should I sell a month? – Если бы меня взяли на работу, сколько машин мне следовало бы продавать в месяц?

3) Предложения, начинающиеся наречиями *here, there* – «*вот*», если подлежащее выражено именем существительным:

Here is the application form to are to fill in. – Вот анкета, которую Вы должны заполнить.

4) Предложения с эмоциональным выделением второстепенного члена, который находится на первом месте, а дальше следуют подлежащие и сказуемое:

As for my professional experience, I've worked in the repair shop and hold the position of a mechanic. – Что касается моей профессиональной практики, то я уже работал в ремонтной мастерской и занимал должность автомеханика.

2. Порядок слов в повелительных предложениях

Предложения, которые выражают побуждение к действию с целью выполнения приказа, пожелания, просьбы, разрешения, совета говорящего, называются повелительными. В повелительных предложениях глагол-сказуемое употребляется в повелительном наклонении:

Take a seat and fill in the application form, please. – Садитесь и заполните анкету, пожалуйста.

В отрицательной форме повелительные предложения могут выражать запрет:

Don't write incorrect information on your resume or CV to make it look better. – Не включайте в свое резюме или жизнеописание ложные сведения, чтобы представить себя в лучшем свете.

С целью эмоционального воздействия на читателя или слушателя в утвердительных повелительных предложениях используется частица *Do* + глагол в повелительном наклонении в значении «пожалуйста», «я Вас очень прошу»:

Do have a good resume and covering letter. – Пожалуйста, имейте при себе хорошее резюме и сопроводительное письмо.

3. Порядок слов в восклицательных предложениях

Повествовательное, вопросительное или повелительное предложение может стать восклицательным, если произносится с интонацией, которая выражает сильное чувство – радость, гнев, удивление, негодование и тому подобное.

В английском языке есть восклицательные предложения, которые по своей структуре отличаются от названных типов предложений. Они начинаются восклицательными словами *what* и *how*, эмоционально выделенное слово ставится в них непосредственно после восклицательного слова, за исключением глагола-сказуемого, которое стоит на своем обычном месте после подлежащего.

Местоимение *what* употребляется по отношению к существительным, наречие *how* к прилагательным, наречиям и глаголам. В восклицательных предложениях, которые начинаются словами *what* и *how*, порядок слов прямой.

What a nice car! – Какая красивая машина!

What a good driver you are! – Какой ты хороший водитель!

How cold it is! – Как холодно!

Значение и способы перевода на русский язык слов, имеющих окончание ing (ing-forms)

В английском языке выделяют слова, имеющие окончание ing. Часто такие слова называют ing-forms (слова с окончанием ing). Рассмотрим некоторые из них:

1. Герундий

Герундий – неличная форма глагола. Герундий совмещает свойства глагола и существительного и даёт отвлечённое понятие о действии, не указывая на число, лицо и наклонение.

Видовременные формы герундия

	Действительный залог (Active)	Страдательный залог (Passive)
Indefinite	одновременность V + ing	being + V ₃
Perfect	предшествование having + V ₃	having been + V ₃

Перевод герундия зависит от его функции в предложении: чаще всего герундий переводится отглагольным существительным или неопределённой формой глагола.

Driving – водить, вождение

Testing – испытывать, испытание

Сложные формы герундия чаще всего переводятся придаточным предложением.

*After **having looked** through your resume I decided to offer you a job with us.* – После того, как я просмотрел Ваше резюме, я решил предложить Вам работу в нашей компании.

2. Причастие I

Причастие – это неличная форма глагола, которая обладает свойствами глагола, прилагательного или наречия.

Формы причастия I

Participle I		
Indefinite	Active	Passive
	changing	being changed
Perfect	having changed	having been changed

Participle I выполняет в предложении две самостоятельные функции: определения и обстоятельства.

В функции Participle I может стоять как перед определяемым словом, так и после него и переводится на русский язык причастиями настоящего времени действительного залога.

*We are running **training** programs at our company.* – В нашей компании мы организуем **обучающие** программы.

Participle I в функции обстоятельства стоит чаще всего в начале предложения и отвечает на вопросы: как? когда? Переводится на русский язык деепричастием несовершенного вида, обстоятельственным придаточным предложением или существительным.

***Working** with Alpha I gained much useful experience.* – **Работая** в компании Альфа, я приобрел огромный полезный опыт работы.

3. Глагол в форме Continuous Active and Passive

Сказуемое с глаголом в форме **Continuous** имеет структуру to be + V4 (Continuous Active), to be + being + V4 (Continuous Passive) и указывает на действие, происходящее в процессе в настоящем, прошедшем или будущем или действие, совершаемое в момент речи. На русский язык глагол в форме : **Continuous Active and Passive** переводится глаголом несовершенного вида:

*In other words you'll **be handling** about third of our clients.* – Другими словами, Вы **будете обслуживать** одну треть всех наших клиентов.

*I **am only leaving** because the firm **is moving** to another place outside the city.* – Я **ухожу** с прежней работы только потому, что моя фирма **переезжает** на другое место за городом.

УСТНАЯ ПРАКТИКА

1. Вы являетесь начальником отдела кадров фирмы. Вам нужно заполнить вакансии механика, менеджера по продажам, торгового агента, промоутера и директора автомойки. Познакомьтесь с кандидатами.

Скажите свои реплики и ответы на них по-английски:

- Здравствуйте. Проходите, пожалуйста. Садитесь. Ваше имя?
- Где Вы работали раньше?
- На какой должности?
- Какие были Ваши обязанности на прежней работе?
- Есть ли у Вас отзывы с предыдущего места работы?
- Какие Ваши сильные стороны? Имеете ли Вы недостатки?
- Говорите ли Вы на каких-нибудь иностранных языках? Каких?
- Что Вы знаете о нашей компании? Почему Вы хотите работать у нас?
- Заполните, пожалуйста, анкету.
- Приходите послезавтра.

2. Соотнесите перечисленные должности и их виды деятельности.

POSITION	ACTIVITY
a) sales manager	1) deal with clients
b) mechanic	2) fill in the petrol
c) refueller	3) monitor cashflow, prepare regular financial reports
d) commercial director	4) answer inquires, welcome visitors
e) clerk	5) prepare invoices, write reports
f) receptionist	6) organize car shows, draw investments, promote company's product
g) promoter	7) check and fix faults

3. Ниже перечислены прилагательные, описывающие Вас как работника автомобильной сферы. Выберите из них слова, наиболее точно, по вашему мнению, характеризующие:

- а) Вас самих
- б) автомеханика
- в) промоутера крупного автомобильного салона
- г) директора магазина «Автозапчасти»
- д) автослесаря
- е) менеджера по продажам иностранных автомобилей
- ж) администратора автозаправочной станции

active.....constructive.....logical
 methodical.....willing to travel.....positive
 attentive.....reliable.....imaginative
 flexible.....objective.....discreet
 diplomatic.....extroverted.....respective
 disciplined.....practical.....loyal
 broad-minded.....enterprising.....personable
 enthusiastic.....pleasant.....realistic
 determined.....fair.....cooperative
 tactful.....talented.....independent
 creative.....efficient.....analytical
 ambitious.....economical.....energetic

4. Познакомьтесь с образцом анкеты о приеме на работу. Заполните анкету информацией о своих данных.

Sample Application Form

Name _____ Victor Klimenko
Address _____ 10 Lyadov St. Penza
Phone _____ 89024567231
Do you have a valid driver's licence _____ Yes No
Marital Status _____ married not married
Education _____ higher a student
Skills _____ driving, computer
Strong features _____ hardworking, optimistic
Experience _____ Yes No
Reference _____ Yes No

Application Form

Name _____
Address _____
Phone _____
Do you have a valid driver's licence Yes No
Marital Status married not married
Education higher a student

Skills _____

Strong features _____

Experience Yes No

Reference Yes No

5. Позвоните на заинтересовавшую Вас фирму. Не забудьте задать следующие вопросы:

- Have you received my resume?
- When is the deadline for the application (крайний срок заполнения анкеты)?
- Do you need a letter of recommendation or any other references?
- What benefit package do you offer?
- Who can I contact for further information?
- Is it necessary for applicants to have any working experience?
- When shall I start working if I were hired?

6. Заполните пропуски сопроводительного письма:

Covering Letter

Dear Mr. Mashbrow,

I am ...**1**...at the Automobile Road Institute in Samara.

I've heard that you ...**2**...the Car Repair shop in Glasgow and you might wish to have a Russian Student specializing in...**3**...work...**4**...this summer as a intern. I'm very interested in the...**5**...of such an internship during this summer.

My professional...**6**...has given me an in-depth knowledge of...**7**... I have, in particular, worked for Samara...**8**...and holding the...**9**...of a**10**...

My....**11**...included finding and fixing any...**12**...in a car. I hope the acquired knowledge will be quite ...**13**... for your career.

I have enclosed a copy of my...**14**... . If my...**15**...and qualifications are of interest to you, please telephone me on (215) 7483037.

Yours sincerely,
Mark Smirnov

are heading, automobiles, faults, beneficial, with your company, experience, a second-year student, responsibilities, automobiles repair shop, resume, possibility, background, position, car construction, head mechanic assistant

7. Напишите сопроводительное письмо в отдел кадров Автомобильного салона, претендуя на должность менеджера по продажам автомобилей. Опишите свои навыки и имеющийся опыт работы по данной спе-

циальности и причину, почему Вы хотите работать в данной компании. Используйте следующие клише и выражения сопроводительного письма:

– With reference to your advertisement in «Russia Today» of Friday, February 14, I would like to apply for the position of ... in your company. – *Ссылаясь на объявление в газете «Россия сегодня» от 14 февраля, пятница, я хотел бы претендовать на должность....в вашей фирме.*

– I recently heard from...that there is a vacancy in your sales department. – *Я недавно услышал от ... о вакансии в вашем торговом отделе.*

– Since my present position offers little prospect for advancement, I would prefer to be employed in an expanding organization such as yours. – *Так как моя настоящая должность не дает мне больших возможностей для продвижения, я хотел бы работать в такой перспективной организации, как ваша.*

– As for my professional experience I've worked in ... and hold the position of a – *Что касается моей профессиональной практики, то я уже работал в ... и занимал должность*

– I graduated from ... and got a diploma of a – *Я закончил (название вуза) и получил диплом (название специальности)*

– I studied different subjects specializing in – *Я изучал разные предметы, связанные с*

– I enclosed my resume and other supporting material. – *Я вкладываю свое резюме и другие необходимые материалы.*

– Thank you for your considering my application. – *Спасибо, что рассмотрели мое заявление.*

– I look forward to hearing from you. – *Надеюсь получить Ваш ответ.*

ТЕКСТЫ ДЛЯ ЧТЕНИЯ

Text 1. Director's Skills

Learn the new words.

- 1) skills – умения, навыки
- 2) conceptual – концептуальный
- 3) fit together – согласовываться
- 4) develop proper strategies – разрабатывать стратегию действий
- 5) decision making – принятие решения
- 6) goals – долгосрочная цель
- 7) objective – краткосрочная цель

- 8) implement – осуществлять
- 9) determine – определять
- 10) identify the causes – выяснить, узнать, определить причину
- 11) to share his ideas and opinions – знакомить со своими новыми идеями

и выражать свое мнение

- 12) decisive factor – решающий фактор
- 13) to hold meetings – проводить встречи
- 14) negotiations – переговоры
- 15) motives – стимулы
- 16) support – поддержка
- 17) provide technical guidance – обеспечивать техническое руководство
- 18) subordinates – подчиненные

Read and translate the text 1 into the Russian language.

Effectiveness of a director's activity depends on certain important skills. These skills can be divided into seven different categories: conceptual, decision making, analytic, administrative, communicational, interpersonal and technical.

1. *A conceptual skill* is the ability of a director to see the «general picture» of an organization. Directors must understand how their duties and the duties of other staff fit together to plan their activity in a proper way and get the required results. This skill is very important for directors because it helps them plan «super goals» and develop proper strategies for the whole organization.

2. *A decision making skill* is the ability to choose the best course of actions of two or more alternatives. A director must decide the following:

- 1) What objectives and goals must be reached?
- 2) What strategy must be implemented?
- 3) What resources must be used and how they must be distributed?
- 4) What kind of control is needed?

In short, directors are responsible for the most important decisions which are required to carry out any organizational activity.

3. *An analytic skill* is the ability to determine the most important problem of many other problems and identify the causes of each problem before implementing a proper action plan.

4. *An administrative skill* is the ability to keep to the organizational rules specified for the production process, within a limited budget, and coordinate the flow of information and paper work in his group and in other groups.

5. *A communicational skill* is the ability of a director to share his ideas and opinions with other people both orally and in writing. This skill is a decisive factor of a director's success. Thus, a communication skill enables directors to hold meetings and negotiations or present a new product.

6. *An interpersonal skill (psychological skill)* is the ability to deal effectively with other people both inside and outside the organization. It is the ability to

understand the needs and motives of other people. This skill is very important for a good psychological atmosphere for successful activity in the common work in future. If the interpersonal relations are good, a director will be successful in getting a support in the development and implementation of organizational plans.

7. *A technical skill* is a specific competence to provide technical guidance for the subordinates.

Text 2. Organization Structure

Learn the new words.

- 1) relationship – взаимосвязь
- 2) hold the position – занимать должность
- 3) line structure – линейная структура
- 4) marketing – сбыт
- 5) have direct authority over smb. – иметь прямую власть над кем-либо
- 6) take orders – принимать приказы
- 7) give orders – отдавать приказы
- 8) staff department – отдел кадров
- 9) accounting – ведение счетов
- 10) advertising – реклама

Read and translate the text 2 into the Russian language.

In business, organization structure means the relationship between positions and people who hold the positions. Organization structure is very important because it provides an efficient work system as well as a system of communication.

Historically, line structure is the oldest type of organization structure. The main idea of it is direct vertical relationships between the positions and tasks of each level, and the positions and tasks above and below each level. For example, a sales manager may be in a line position between a vice-president of marketing and a salesman. Thus a vice-president of marketing has direct authority over a sales manager. A sales manager in his turn has direct authority over a salesman. This chain of command simplifies the problems of giving and taking orders.

When a business grows in size and becomes more complex, there is a need for specialists. In such case administrators may organize staff departments and add staff specialists to do specific work. These people are usually busy with services; they are not tied in with the company product. The activities of the staff departments include an accounting, personnel, credit and advertising.

ЛЕКСИКО-ГРАММАТИЧЕСКИЙ ТЕСТ

Choose the right variant.

1. Have you got the ... ?
 - a) the telephone
 - b) the resume
 - c) the commission
 - d) problems
2. ... have you been working with Toyota Corporation?
 - a) how well
 - b) how often
 - c) how long
 - d) how much
3. What ... did you hold?
 - a) authority
 - b) business
 - c) reference
 - d) position
4. A police officer should have good ... skills.
 - a) administrative
 - b) accounting
 - c) advertising
 - d) decision making
5. We're planning to ... our activities in Europe next year.
 - a) train
 - b) run
 - c) determine
 - d) expand
6. My ... include testing road safety.
 - a) skills
 - b) responsibility
 - c) experience
 - d) job
7. There is a ... for the position of the traffic inspector.
 - a) possibility
 - b) vacancy
 - c) specialists
 - d) car washer
8. I've heard you're a very ... company assembling cars.
 - a) competitive
 - b) beneficial
 - c) good
 - d) promoting

9. What are your main ... ?
 - a) habits
 - b) life principles
 - c) driving licence
 - d) strengths
10. Her job ... technical maintenance of heavy vehicles.
 - a) identifies
 - b) involves
 - c) implements
 - d) provides
11. You have excellent ... from your previous job.
 - a) friends
 - b) car
 - c) references
 - d) resume
12. What kind of ... do you offer?
 - a) dental insurance
 - b) benefit package
 - c) paid vacation
 - d) hours
13. I'd like to hold the position of a sales manager. I like dealing with
 - a) mechanics
 - b) directors
 - c) personnel department
 - d) customers
14. Sign the ... , please.
 - a) warranty agreement
 - b) your commission
 - c) budget
 - d) advertisement
15. Thus a vice-president of marketing has direct authority over
 - a) a sales manager
 - b) a salesman
 - c) a director
 - d) the president
16. Line organization structure solves the problem of giving and taking ... more effective.
 - a) tasks
 - b) activities
 - c) orders
 - d) abilities

17. ... department is responsible for advertising, accounting and personnel.
- a) credit
 - b) staff
 - c) sales
 - d) marketing
18. All the causes must be ... to determine the problem.
- a) identify
 - b) to identify
 - c) being identified
 - d) identified
19. ... should be implemented for a short period of time.
- a) an objective
 - b) a goal
 - c) a strategy
 - d) a duty
20. Come in, please. I ... your support greatly.
- a) need
 - b) am needing
 - c) needing
 - d) needed
21. ... provide technical guidance to the subordinates.
- a) don't
 - b) do
 - c) please
 - d) you
22. ... the blank application form. Fill it, please.
- a) there is
 - b) here is
 - c) it is
 - d) this is
23. ... write down incorrect information from your biography in the covering letter.
- a) please
 - b) do
 - c) don't
 - d) there is
24. How do these goals ... together?
- a) support
 - b) fix
 - c) go
 - d) fit

25. We organize training programs with specialists ... from England in April.

- a) come
- b) came
- c) coming
- d) having came

26. After ... with my partners I'' make the right decision.

- a) being consulted
- b) consulted
- c) having been consulted
- d) having consulted

27. While ... the warranty agreement our sales manager will prepare the invoice.

- a) study
- b) being studied
- c) studying
- d) having been studied

28. My present position offers little prospect for

- a) advance
- b) being advanced
- c) me advancing
- d) advancement

29. What about your Are you married or single?

- a) family
- b) wife
- c) marital status
- d) main strength

30. There is a good possibility of ... during this summer.

- a) relationship
- b) internship
- c) friendship
- d) spaceship

UNIT III. CITY TRAFFIC

Act out the conversations

1. In the bus



Passenger: Excuse me, could you tell me where the Renault automobile plant is?

Conductor: Renault automobile plant? Let me think a little.

Passenger: Quite right.

Conductor: If I am not mistaken, it is at the corner of Green and Kirs Street.

Passenger: Is this bus going to the Green Street?

Conductor: No, you'd better get off, change to a 34 and go as far as the Market Square.

Passenger: Where should I get off then?

Conductor: The next stop.

Passenger: Should I cross the road or stay there?

Conductor: Certainly. The bus stop is across the road. ... All fares, please

Passenger: How much is to the next stop?

Conductor: 1 pound, sir.

Passenger: Here are 2 pounds.

Conductor: Take one pound change.

Passenger: Thank you much for your help.

Conductor: It's nothing.

2. A street talk



Tourist: Excuse me, madam, could you tell me the shortest way to the Historical Museum?

Passer-by: Sure. Go straight ahead as far as the Bank. Then across the bridge. Walk along the White Street and take the second turn to the left. You can see the Historical Museum in front of you on the right.

Tourist: Go straight ahead as far as the bank, then across the bridge and take the second left turning at the White Street... Am I right?

Passer-by: Quite right.

Tourist: Is it far from here?

Passer-by: No, not very far. It's fifteen minutes' walk. You'll have an excellent possibility to enjoy our city.

Tourist: Can I get there by bus?

Passer-by: Certainly. Take a 12 bus. It stops just the Historical Museum.

Tourist: Where is the bus stop?

Passer-by: It's over there at the crossroads.

Tourist: Thank you very much, madam.

Passer-by: Not at all. Have a good day.

Tourist: Thank you. The same to you.

3. Taking a taxi



Sir: Taxi, taxi ... (the taxi stops).

Taxi driver: Where to, sir?

Sir: Victoria Station, please.

Taxi driver: OK. We'll get there in ten or fifteen minutes, if there is not any traffic jam.

Sir: We'd better hurry up, otherwise I'll miss the train to Glasgow.

Taxi driver: When does the train leave?

Sir: In half an hour.

Taxi driver: I hope, you'll catch it. It's a peak hour now, that's why it's slower to get there by any public transport. Another time you would have to get to Victoria Station for ten minutes by bus. Any bus is going there from here.

Sir: I see...

Taxi driver: So, it's Victoria Station, sir. You have ten minutes left.

Sir: How much is that?

Taxi driver: \$ 10.

Sir: Here you are. Keep the change. Thank you.

Taxi driver: Not at all. Have a good trip.

4. At the parking



Andrea: You can't park here! You'll get a ticket!

Bernard: I've had it. Parking in this city is no picnic. Let's look for a parking lot.

Andrea: There's one right over there, and it's only two dollars an hour.

Attendant: Hi. Here's your ticket. Back up in that space next to the blue Honda.

Just leave the keys in the car, but remember that we're not responsible for any valuables left in your car.

Andrea: In that case, I'll take my bag with me. By the way, could you tell us how to get to the Town Hall?

Attendant: No problem. Walk two blocks east on Barrow Street, then make a right. You'll see a gas station on your left. Pass the gas station and make another left down Thompson Street. The Town Hall will be right in front of you.

Andrea: So. I take a left after the gas station, onto what street?

Attendant: Thompson Street.

Andrea: Thompson. Thanks.

ЯЗЫКОВОЙ КОММЕНТАРИЙ

1) *get off* – выходить (из автобуса)

Where should I get off?

2) *change* – сдача, делать пересадку

Keep the change. Change to a 12 bus.

3) *cross the road* – переходить улицу

Cross the road at the traffic lights.

4) *go straight ahead* – идти прямо

Go straight ahead as far as the bank.

5) *turn* – поворачивать, поворот

Turn to the left at the corner. Take a left turn.

6) *walk* – идти пешком, прогулка пешком

It's fifteen minutes' walk. Walk two blocks east on Barrow Street.

7) *get* – добираться

Could you tell me how to get to the Town Hall?

8) *crossroad* – перекресток

It's over there at the crossroads.

9) *traffic jam* – дорожная пробка, затор

There is a traffic jam on the High Street.

10) *miss* – опоздать

I'll miss the train to Glasgow.

11) *catch the train* – успеть на поезд

Hurry up to catch the train.

12) *trip* – кратковременная, недолгая поездка

Have a good trip!

13) *ticket* – квитанция на оплату парковочного места, квитанция об

уплате штрафа за нарушение правил парковки

You can't park here! You'll get a ticket!

14) *parking lot* – место для парковки автомобилей

Let's look for a parking lot.

15) *back up* – сдавать назад

Back up in that space next to the blue Honda.

16) *leave* – оставлять, покидать, уезжать, отправляться (о поезде)

Just leave the keys in the car. When does the train leave?

17) *valuables* – ценные вещи

We're not responsible for any valuables left in your car.

18) *pass* – проходить мимо

Pass the gas station and make another left down Thompson Street.

ЛИНГВОСТРАНОВЕДЧЕСКИЙ КОММЕНТАРИЙ

Отличные от России правила дорожного движения, наложение штрафов и ограничение скорости в Англии, США и Канаде могут вызвать затруднения передвижения на автомобиле по этим странам у российского автолюбителя. Поэтому мы предлагаем Вам познакомиться с некоторыми из автомобильными реалиями Англии, США и Канады.

В США взимается плата за проезд (toll) по некоторым автострадам. Существует два вида оплаты за проезд: фиксированная (fixed toll) – берется за проезд через тоннель или мост и нефиксированная (easy pass) – высчитывается в зависимости от того, сколько километров вы проехали по платной дороге. Оплатить проезд по платной дороге можно также двумя способами: при помощи электронной карты (если вы ограничены во времени и очень спешите, рекомендуется оплачивать посредством электронной карты) и через оператора.

Штрафы в США определяются в баллах. Например, за проезд на красный цвет светофора начисляется 3 балла (points), за поворот в неположенном месте – 5 баллов, за превышение скорости – от 3 до 11 баллов. Полицейские прикрепляют повестку в суд за нарушение правил дорожного движения (ticket) на ветровое стекло автомобиля. Если вы набрали 11 баллов за период в 18 месяцев, вы лишаетесь права управлять транспортным средством на 6 месяцев. Взятка автоинспектору рассматривается как уголовное преступление.

При передвижении по городу Нью Йорк необходимо помнить о том, что, если вы видите, как остановился желтый школьный автобус, то вы должны немедленно остановиться либо перед ним, либо за ним, в зависимости от вашего местонахождения.

В Англии, США и Канаде скорость автомобиля указывается в милях, поэтому российский автолюбитель должен иметь спидометр, показывающий скорость в милях или помнить о том, что миля составляет приблизительно 1,6 километров. Ограничение скорости:

а) в Англии – 112 км/час (на скоростных шоссе), 64, 80, 96 км/час (на обычных дорогах), 48 км/час (в населенных пунктах);

б) в США – 88–105 км/час (на шоссе), 40–48 км/час (в населенных пунктах);

в) в Канаде – 100 км/час (на скоростных шоссе), 80 км/час (на обычных дорогах), 50 км/час (в населенных пунктах).

В случае автомобильной аварии необходимо набирать номера вызова экстренной помощи. В Англии полицию, пожарных, скорую помощь вызывают по номеру – 999, в США – 911. На звонок отвечает оператор, который обычно задает вопрос: «Emergency. Which service, please?». После ответа (police, fire service, ambulance) он соединяет с соответствующей службой.

ГРАММАТИЧЕСКИЙ КОММЕНТАРИЙ

Конверсия. (Conversion)

Конверсия – это такой способ словообразования, при котором слова одной части речи, не меняя своей формы, переходят класс слов другой части речи. Часть речи нового образованного слова можно определить по функции в предложении, то есть по его синтаксической роли. Иногда конверсированные слова имеют разное ударение (существительные имеют первый ударный слог, а глаголы – второй: 'import – to im'port). Существует несколько способов конверсии:

1) переход слов из класса глаголов в класс существительных:

to turn – a turn (поворачивать, поворот);

to pass – a pass (проходить мимо, проход, пропуск);

to park – a park (парковать автомобиль, парковка);

2) переход слов из класса глаголов в класс прилагательных:

to back – a back lot (сдавать назад – крайнее место на парковке);

3) переход слов из класса существительных в класс прилагательных:

traffic – traffic jam (транспорт – транспортная пробка).

Функции предлогов в английском языке (Prepositions)

Предлоги в английском языке выражают значения направления, места, времени. Таким образом, выделяют:

– **предлоги направления:** *to, towards, from, out of, into, onto, as far as.*

Go to the Park Road and turn to the left. – Езжайте на Парк Роуд и сверните налево.

So. I take a left after the gas station, onto what street? – Итак, я поворачиваю налево после заправочной станции, на какую улицу?

Is it far from here? – Отсюда далеко?

Направление сторон света в английском языке выражают слова: *eastward(s)* – к востоку, на восток, *westward(s)* – к западу, на запад, *southward(s)* – к югу, на юг, *northward(s)* – к северу, на север.

Walk eastwards as far as the bank. – Идите на восток до банка.

– **предлоги места:** *at, on, in, next to, in front of, behind, at the back, at the front, opposite, near, close to above, below, over, across.*

If I am not mistaken, it is at the corner of Green and Kirs Street. – Если я не ошибаюсь, он (музей) находится на углу улиц Грин и Кирс.

The bus stop is across the road. – Автобусная остановка находится через дорогу.

You can see the Historical Museum in front of you on the right. – Вы увидите исторический музей прямо перед вами справа.

Back up in that space next to the blue Honda. – Сдайте назад здесь в сторону голубой Хонды.

You'll see a gas station on your left. – Вы увидите автозаправочную станцию слева от себя.

– **предлоги времени:** *at, in, for, from...to, till, on.*

We'll get there in ten or fifteen minutes. – Мы доберемся туда через десять или пятнадцать минут.

You can't parking here from ten am to five pm. – Парковка здесь запрещена с 10 утра до 5 вечера.

On weekdays peak hours are from 8 am to 10 am in the morning. – В будни часы пик длятся с 8 до 10 утра.

Driving at night and at day is different. – Условия управления автомобилем утром и днем различаются.

The road is closed for the period of loading. – Дорога закрыта на время загрузки.

Кроме значений места, времени и направления, предлоги в английском языке могут выражать значения падежей в русском языке:

– **for** (дательный падеж – кому?):

Here is a ticket for you. – Вот квитанция за нарушение правил дорожного движения для Вас.

– **of** (родительный и предложный падеж – кого? чего? о ком? о чем?):

It is the main square of the city. – Это главная площадь в городе.

– **by, with** (творительный падеж – кем? чем?):

It's a peak hour now, that's why it's slower to get there by any public transport. – Сейчас час пик, поэтому на общественном транспорте добраться туда намного медленнее.

I'll take my bag with me. – Я возьму свою сумку с собой.

Предлоги, употребляющиеся после глаголов, могут изменять их значение. Такие предлоги называют послелогоми. Приведем примеры некоторых из них.

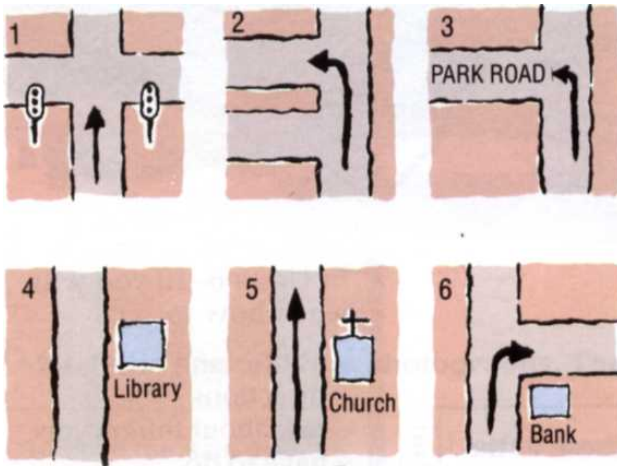
Where should I *get off* then? – Где мне выйти?

Let's *look for* a parking lot. – Давай поищем место для парковки.

Back up in that space next to the blue Honda. – Сдайте назад в сторону голубой Хонды.

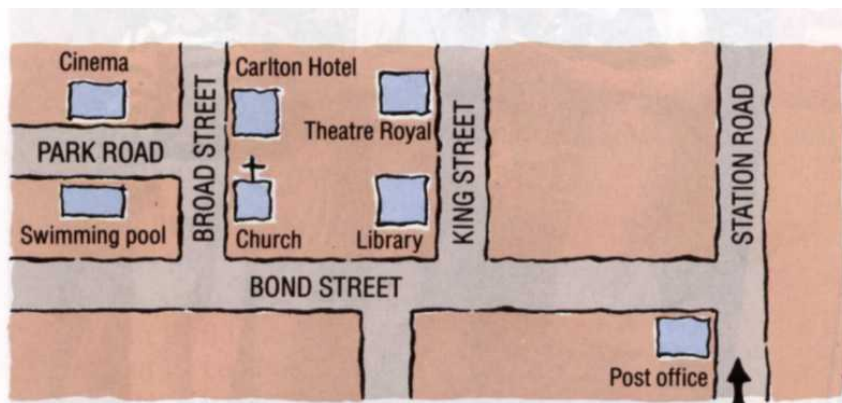
УСТНАЯ ПРАКТИКА

1. Вы составляете карту города, и вам необходимо подписать картинки.



Turn left into Park Road.
Turn right at the bank.
Take the second (turning on the) left.
Go past the church.
Go down/along this road as far as the traffic lights.
The library is on your right.

2. Заполните пропуски диалога, используя карту.



MAN: Excuse me, ... to the Carlton Hotel?

WOMAN: Yes, ... at the post office into Bond Street. Then take ... into Broad Street. Go Broad Street and the hotel is on ... just ... the church. You can't miss it.

MAN: Thanks.

WOMAN: You're welcome.

3. Вы не знаете как добраться до центра города и просите прохожего на улице объяснить вам самый кратчайший путь до центра.

Скажите свои реплики по-английски:

– Извините, пожалуйста. Вы не могли бы подсказать мне, как быстро добраться до центра города?

– Далеко ли отсюда до центра?

– Могу ли я добраться туда на автобусе?

- На какой автобус мне следует сесть?
- Где находится автобусная остановка?
- Сколько стоит проезд до центра города на автобусе?
- Где мне лучше выйти в центре города, чтобы быстро дойти до Исторического музея?
- Спасибо большое за помощь.

4. Отметьте предложения, в которых сообщается о правилах управления автомобилем в США:

1. A driver has to pay fixed toll to go through the tunnel.
2. One can be deprived of driving licence for half a year for breaking the speed limit.
3. Speed limit in the suburbs is 88–105 km per hour.
4. You must overtake a yellow school bus when there is one on front of you.
5. Policemen put a ticket on the car body.
6. For forbidden turning a driver is fined five points.
7. The speed is calculated in km per hours.
8. A mile amounts to 1.6 km.
9. When you have a accident you should call on 999.
10. There are three emergency services: the police, fire service and ambulance.

5. Выберите правильную реплику, если Вы хотите:

- а) оставить чаевые водителю такси;
- б) пожелать туристу приятной поездки;
- в) спросить, где вам выйти;
- г) спросить, идет ли автобус 22 до парка;
- д) спросить, есть ли поблизости автобусная остановка;
- е) узнать, где останавливается такси;
- ж) узнать, где вам лучше сделать пересадку на автобус 23;
- з) поблагодарить прохожего за помощь.

-
1. Is a twenty-two bus going to the park?
 2. Excuse me, can you tell me where the taxi stops?
 3. Have a good trip!
 4. Where should I get off?
 5. Thank you for your help!
 6. Could you tell me where to change to a twenty-three bus?
 7. Is there any bus stop near here?
 8. Keep the change.

6. Представьте, что Вы нарушили правила дорожного движения в Нью Йорке, и Вам приходится ответить на вопросы полицейского по-английски:



- Good morning, sir! Have you got the international driving licence?
- Are you the owner of the car?
- Do you know how fast you were driving?
- Do you know the speed limit within the city area?
- We have the evidence of your breaking the speed limit. Could you follow me to sign the ticket?
- Do not forget to pay the fine for two or three days, otherwise, you'll be deprived of the driving licence.

ТЕКСТЫ ДЛЯ ЧТЕНИЯ

Text 1. The Future of Public Transport

Learn the new words.

- 1) ownership – собственность, владение
- 2) affordable – доступный
- 3) public transport – общественный транспорт
- 4) do without – обходиться без чего-либо
- 5) journey – путешествие, поездка
- 6) widening – расширение дорожного полотна
- 7) facilities – благоприятные технические условия
- 8) overcrowding – затор, пробка на дороге

- 9) resent – отказываться
- 10) taxes – налоги
- 11) ease – облегчать
- 12) outskirts – пригород
- 13) drop – падение, снижение
- 14) retail outlets – розничные торговые точки
- 15) driving past – проезжать мимо
- 16) tolls – дорожная пошлина, сбор
- 17) ban – запрещать
- 18) encourage – поощрять, поддерживать
- 19) give up the habits – поменять привычки
- 20) constant delays – постоянные задержки транспорта
- 21) changes to the timetable – изменения в расписании транспорта
- 22) sudden cancellations – неожиданные отмены
- 23) sustain – поддерживать

Read and translate the text 1 into the Russian language.

Although the private ownership of cars has steadily increased as it has become more affordable, there is still a demand for public transport. The cost of a new car has fallen in real terms so that now it is cheaper than ever to own one. Nevertheless, a minority of the population will never be in a position to do without public transport for even the shortest journey.

Successive governments, under pressure from middle class car-owning voters, have poured money into the building of new roads and the widening of existing ones. Better facilities for drivers have tended to attract more drivers. The result is overcrowding on an overstretched and expensive road system. Now governments are faced with huge bills and dissatisfied voters who resent paying taxes for a poor service.

When people travel to other towns, the problem might be eased by getting them to park on the outskirts of town. Buses could be provided to take them into the centre. These park and ride schemes are very popular and early results from large scale studies seem positive. At Southerton, for example, a council-funded scheme led to a 15 % drop in city center traffic over five months.

What the council found, though, was that the measure proved somehow unpopular with shops and retail outlets in the area outside the center. Many of these places relied on passing traffic for some of their trade. As the number of people driving past dropped, so did incomes. It was discovered that visitors found it more difficult to get around without their cars and so they were not stopping on their way into the city center.

Making car driving expensive is another way of making sure that people use public transport more. Road taxes and tolls on roads to pay for repairs tend to

mean that people use their cars less. Fining drivers who are in areas where cars have been banned can also tend to encourage them to leave their car behind.

There is one point that has to be got right for any solution to succeed. If we expect people to give up the habits of a lifetime, we must give them an alternative they can depend on. Constant delays, unannounced changes to the timetable and sudden cancellations all discourage people from using public transport. People will only use it as real option if the buses and trains are on time.

Education about the treat posed to the environment by our driving culture will prove vital. As people realize that the rate of road building cannot be sustained and that driving is likely to become the right of a privileged, wealthy few, so they will start to take seriously the problem of getting from A to B on public transport.

Text 2. Parking in London and New York

Learn the new words.

- 1) illegally – незаконно
- 2) parking-meter – счетчик времени парковки
- 3) parking ticket – повестка в суд за нарушение правил парковки на улице
- 4) windscreen – ветровое стекло
- 5) fine – штраф
- 6) immobilized – сделать неподвижным, лишить возможности двигаться
- 7) wheel-clamp – скоба, зажим, хомут на колеса
- 8) vehicle – транспортное средство, автомобиль
- 9) offences – правонарушения
- 10) towed – отбуксированы
- 11) impounded – конфискованы
- 12) storage – хранение
- 13) parking signs – значки парковки
- 14) forbid – запрещать
- 15) let the passengers get off – высаживать пассажиров
- 16) under no circumstances – ни при каких обстоятельствах
- 17) unloading – разгрузка
- 18) street washing – уборка улицы
- 19) at the both sides – с обеих сторон
- 20) trucks – грузовики

Read and translate the text 2 into the Russian language.

If you have heard that driving in central London is difficult, just wait till you try to find somewhere to park. If you park illegally or run over time on your

parking-meter, you will get a parking ticket on your windscreen, demanding a 30 pound fine (or more). Even worse, your car may be immobilized by a wheel-clamp; follow the instructions to the Payment Center, where you must pay 38 pounds to get the clamp removed, plus a parking fine. You may have to wait several hours to recover your vehicle. For serious parking offences, vehicles may be towed away and impounded. To retrieve your vehicle you have to go to the Payment Centre and pay a 105 pound tow-away fee and 12 pound storage for each day your car has been kept in the pound.

In New York there the following parking signs.

No Parking Anytime means that parking here is forbidden.

No Standing denotes that you mustn't park and you can stop just to let the passengers get off.

No Stopping says that the driver must not stop under no circumstances.

No Stopping except Trucks, Loading and Unloading means that only trucks are permitted to stop for loading and unloading time.

No Parking 8 am – 9 am; 11 am 7 pm means that the driver should remember that there is street washing from 8 to 9 in the morning and from 11am to 7 pm there.

← – is no parking at the one side of the street.

←-----→ – is no parking at the both sides of the street.

ЛЕКСИКО-ГРАММАТИЧЕСКИЙ ТЕСТ

Choose the right variant.

1. Is this bus ... to the Green Street?
 - a) stopping
 - b) going
 - c) changing
 - d) taking
2. Could you tell me how to ... to the Town Hall?
 - a) turn
 - b) walk
 - c) come
 - d) get
3. One can't park here, otherwise, one get the
 - a) parking time
 - b) parking lot
 - c) parking ticket
 - d) parking space

4. Take the first ... to the left and you'll see it in front of you.
 - a) crossing
 - b) gas station
 - c) turning
 - d) street
5. ... you tell me the shortest way to the Piccadilly Circus.
 - a) Can
 - b) May
 - c) Should
 - d) Could
6. No parking means that parking is
 - a) permitted
 - b) forbidden
 - c) allowed
 - d) just for loading and unloading
7. How much is the ... , officer?
 - a) fine
 - b) sign
 - c) car
 - d) driving licence
8. For illegal parking your car will be
 - a) left in the street
 - b) towed
 - c) fined
 - d) unloaded
9. The private ... of cars has steadily increased
 - a) driving
 - b) parking
 - c) testing
 - d) ownership
10. Excuse me, could you tell me how to get ... the Charing Cross?
 - a) at
 - b) off
 - c) in
 - d) to
11. Can you ... up towards this parking lot, please?
 - a) stand
 - b) leave
 - c) back
 - d) stay
12. The car service is in the north of the centre, so we should go
 - a) northwest
 - b) to northward
 - c) northward
 - d) north

13. Is it far from here? Can I get there ... bus?
a) in
b) on
c) by
d) with
14. There is a crossroad ... your left. Be careful!
a) to
b) on
c) in
d) next to
15. Let's take ... to the right.
a) a turn
b) to turn
c) turn
d) turning
16. You have to turn to the ... and you can see the post-office on your right.
a) south
b) left
c) road
d) right
17. My car was ... by a policeman., because I didn't follow the speed limit.
a) immobilized
b) stopped
c) fined
d) cleaned
18. We're not responsible for any ... left in your car.
a) keys
b) pets
c) valuables
d) passengers
19. Go north as far as the street corner, then ... the bridge and down the road.
a) cross
b) across
c) through
d) up
20. Road agencies must ... the roads in the city center.
a) narrow
b) widen
c) quip
d) examine
21. ... are to cross the road at the traffic lights.
e) drivers
f) people
g) passengers
h) pedestrians
22. Constant ... discourage people from using public transport.

- i) peak hours
 - j) delays
 - k) buses
 - l) fee
23. Car-owners resent paying ... for a poor service.
- a) taxes
 - b) tickets
 - c) tolls
 - d) fee
24. It is ... today to own a car.
- a) more dangerous
 - b) more expensive
 - c) more popular
 - d) cheaper
25. We have ten minutes left. We'll ... the train.
- a) miss
 - b) catch
 - c) take
 - d) get off
26. It is a short ... , just for two hours.
- a) trip
 - b) traveling
 - c) journey
 - d) driving
27. How ... does the bus stop here?
- a) far
 - b) much
 - c) often
 - d) quick
28. ... the Temple Street and you can see it on front of you.
- a) pass
 - b) go
 - c) turn
 - d) drive
29. ... a good trip!
- a) make
 - b) have
 - c) take
 - d) what about
30. I often use ... transport to get around London.
- a) affordable
 - b) passenger
 - c) heavy
 - d) public

ENGLISH IN ACTION

AT THE CAR SHOW. PRESENTING A NEW CAR

Role Play

The situation

A car show for automobile experts and the press is being organized and broadcast in London. The promoters and engineers from famous car producing companies are gathered there to present their new models. All participants are welcomed to ask different questions about new cars and buy any car just at the show. The car show will be broadcast in foreign countries and its official language is English.

Official program

- Registration of the participants
- Opening of the show
- Presentation of the new models
- Discussion of the new projects
- Closing of the show

The list of roles

1. The manager of the show
2. The reporters
3. The experts
4. The journalists
5. The manager assistant
6. The participants

The description of the roles

The manager assistant: you are to register all the participants (reporters, experts, press) and ask them to fill in the registration card.

Registration card

Name	
The company you present	
The country you are from	
The purpose of the participation (reporting / broadcasting /)	
Contact information	

The manager of the show: according to the official program of the show you are to open the car show, pointing out the importance of the event, its main goals, introducing the number and the names of all speakers. You should also conduct the show and close it.

Here are some phrases how to open the show:

LADIES AND GENTLEMEN! DEAR FRIENDS!

WE HAVE GATHERED HERE TO SHOW YOU THE LATEST MODELS OF CARS PRODUCED BY WORLD FAMOUS AUTOMOBILE COMPANIES FROM JAPAN, KOREA, CHINA, FRANCE, GERMANY, RUSSIA.

TODAY WE ARE GOING TO LISTEN TO SOME EXPERTS' REPORTS ON NEW CAR MODELS AND DISCUSS THEIR ADVANTAGES AND DISADVANTAGES.

WE ARE VERY PLEASED WITH THE FACT THAT JOURNALISTS AND AUTO EXPERTS FROM DIFFERENT COUNTRIES WILL TAKE PART IN OUR DISCUSSION.

NOW, LET ME MAKE A START. I'D LIKE TO INTRODUCE YOU OUR FIRST REPORTER.

HE/SHE IS ... FROM

The reporters: you are to make an impressive presentation of your company new model and be ready to answer all the questions asked by different experts or the press. Try to prove that your car is the best (*the reporters are to use the information on new models on page...*).

This is how you should make a presentation:

– **Signalling the start:** RIGHT. OK. LET'S GET STARTED. SO. SHALL WE BEGIN? CAN I HAVE YOUR ATTENTION, PLEASE?

– **greeting the audience:** GOOD MORNING/DAY/EVENING, LADIES AND GENTLEMEN/FRIENDS AND COLLEAGUES/EVERYONE.

– **Introducing oneself:** LET ME INTRODUCE MYSELF. MY NAME IS AS YOU ALREADY PROBABLY KNOW, I'M ... OF I REPRESENT ... / I WORK FOR ... AS A IT'S MY PRIVILEGE TODAY TO BE SPEAKING AT THIS CAR SHOW

– **-Starting the target:** MY GOAL TODAY IS TO RPRESENT ... / THE GOAL OF THIS PRESENTATION IS TO INFORM / TO REVIEW / TO CONSIDER / TO IDENTIFY / TO REPORT BESIDES, I'M GOING TO / I WOULD LIKE TO / I'M HERE TO

– **Providing overview:** I'VE DIVIDED MY REPORT INTO THREE PARTS AS FOLLOWS .../ I'LL BE DEVELOPING THE FOLLOWING PROBLEMS IN MY REPORT ... / MY REPORT WILL BE IN THREE PARTS. THEY ARE

– **Starting the rules:** THE REPORT WILL TAKE ABOUT / I AM GOING TO SPEAK ABOUT (10 MINUTES / A QUARTER OF AN HOUR / HALF AN HOUR).

IF YOU HAVR ANY QUESTIONS I WILL BE GLAD TO ANSWER THEM AT THE END OF MY REPORT. IF YOU DON'T UNDERSTAND PLEASE STOP ME.

– **Conclusion:** THANK YOU FOR YOUR ATTENTION / BEING ATTENTIVE / LISTENING TO ME ATTENTIVELY. YOU ARE WELCOME / FEEL FREE TO ASK QUESTIONS. IF THERE ARE ANY QUESTIONS I'LL BE HAPPY / PLEASED TO ANSWER THEM.

This is the information you should report on:

The All-NEW 1997 Mitsubishi Diamante
Built For Living. Lap of luxury. Seat of power



Introducing the Mitsubishi Diamante, a new luxury sedan that makes a compelling case for a test drive. With the biggest V6 in its class and an extraordinarily aerodynamic exterior design, the engineering is exquisite. Its new 3.5-liter powerplant generates instantaneous and uncommonly brisk acceleration. An intuitive new transmission learns your driving style and adjusts accordingly. And the sophisticated suspension polishes rough pavement, while the disc brakes with twin-piston front calipers and 16-inch performance tires enhance your relationship with the road. Inside is premium-grade leather trim, automatic climate control, CD sound and dramatic silence. All starting at \$ 29,990. the 1997 Diamante, first-class seating for a command performance. From Mitsubishi's new family of high-quality sedans.

New words

- 1) introduce – представлять
- 2) luxury – изысканный, роскошный
- 3) exterior – внешний

- 4) engineering – инженерное искусство, техника, машиностроение
- 5) exquisite – изысканный, совершенный, утонченный
- 6) powerplant – двигатель, силовая установка
- 7) generate – создает, вырабатывает
- 8) brisk acceleration – резкое, быстрое, максимальное ускорение
- 9) adjust – приспособливать, регулировать, устанавливать
- 10) sophisticated suspension – сложная подвеска
- 11) disc brakes – дисковые тормоза
- 12) piston – поршень, клапан
- 13) caliper – кронциркуль
- 14) tires – шины
- 15) enhance – увеличивать, усиливать
- 16) relationship with the road – взаимодействие с дорогой
- 17) leather trim – кожаная внутренняя отделка автомобиля
- 18) performance – эксплуатационные качества, характеристика

2007 Suzuki Grand Vitara

Small Suzuki SUV tries to perform well on- and off-road



The Grand Vitara, a small SUV that has attributes of both a truck and a car, attempts to bridge the chasm between off-road performance and on-road comfort. It has 185-horsepower V6 engine. It's just the right kind of power for off-road driving, but it's also quiet enough to feel at home in the city. The front and back seats are roomy and easy to climb in and out of, and the interior fit and finish is much more like a family sedan than an off-road vehicle. but the Grand

Vitara is an off-road vehicle, and that's why the driving feel isn't so impressive but rather heavy.

Other than the heavy driving feel, there aren't many downsides to the Grand Vitara. It starts under \$ 20,000 and comes with a great warranty and plenty of standard equipment, including air conditioning, power everything, cruise control and an MP3 CD stereo on the base model.

So Grand Vitara tries to find a good compromise between off-road capability and on-road comfort and it priced well.

New words

- 1) a truck – грузовик
- 2) off-road performance – эксплуатационные характеристики на бездорожье
- 3) on-road comfort – комфортное вождение на дороге
- 4) roomy – просторный
- 5) climb in (out) – садиться в автомобиль (выходить из автомобиля)
- 6) interior fit – салон автомобиля
- 7) finish – отделка
- 8) vehicle – транспортное средство, автомобиль
- 9) driving feel – ощущение, впечатление
- 10) warranty – гарантия
- 11) power – сила, мощность, энергия, производительность
- 12) priced well – иметь приемлемую стоимость
- 13) capability – способность

2007 Kia Sportage Compact Utility Vehicle

Small SUV a bargain shopper's dream



Today Sportage has almost nothing in common with the old, tiny, cruddy one. Now it is a roomy and solid-feeling vehicle that's based on a car platform, the same as the stunning Hyundai Tucson. As a result, the driving feel is smooth, quiet and composed, almost like a luxury car. Its 173-horsepower V6 engine provides enough grunt for spirited driving, and the suspension provides the kind of silky ride usually associated with more pricey cars and SUVs. But if you go with the base, four-cylinder engine it's sometime may seem underpowered.

It starts under \$ 16,000 for a stripped-down LX model, or around \$ 19,000 with air-conditioning and an automatic transmission. Besides it has perfect interior space and designed of quality materials.

Kia's reputation has risen dramatically recently, with better reliability ratings than many well-known American and European brands. And Kia offers a fantastic warranty for 10 years/100,000 miles on the drivetrain and 5 years/60,000 miles on everything else.

When you combine the low price with a long list of standard features, excellent build quality, solid driving feel and Kia's improving reputation, it's hard to ignore the Sportage.

New words

- 1) utility – польза, выгода, полезная, практичная вещь
- 2) bargain – выгодная покупка, дешево купленная вещь
- 3) tiny – очень маленький, крошечный
- 4) cruddy – недоделанный, сырой, непродуманный
- 5) solid – надежный, крепкий, твердый
- 6) smooth – гладкий
- 7) quiet – тихий
- 8) V6 engine – 6 цилиндровый V-образный двигатель
- 9) horsepower – лошадиная сила
- 10) silky ride – плавное управление
- 11) underpowered – не хватает мощности
- 12) stripped-down model – модель автомобиля в самом простом исполнении, без аксессуаров
- 13) automatic transmission – автоматическая коробка передач
- 14) reliability ratings – рейтинги надежности автомобиля
- 15) offer a warranty – предоставлять гарантию на автомобиль
- 16) drivetrain – пробег автомобиля
- 17) build quality – качество конструкции
- 18) features – характерные черты, особенности

2007 Hyundai Accent Compact Economy 3-Door Hatchback Coupe

Hyundai economy car is efficient, affordable



Korean brand Hyundai aimed to build a cheap car. As a result in 2007 appeared Hyundai Accent compact economy 3-door hatchback coupe. It doesn't have gobs of power. It doesn't have a giant cargo area that can hold sheets of plywood. It doesn't have squishy seats. It doesn't have soft leather. It doesn't have an air-conditioner glove box for keeping your drinks cool. And really, it doesn't need all that stuff. The Accent is a very basic car with a very basic mission – to save you money. It costs just \$ 10,415 in its cheapest form and gets a thrifty 37 miles per gallon on the highway.

The 3-door Accent comes with air-conditioning, power everything, keyless entry, a decent stereo and a leather-wrapped steering wheel.

The Accent drives as an economy car. It's not bad for commuting and basic trips around town. The build quality is far better than the Hyundai cars of just a few years ago, and you never feel deprived while behind the wheel.

Whether you want an affordable new car with a great warranty or something to save money at the gas pump, the Accent is worth a close look. It's basic, efficient transportation at a great price.

New words

- 1) hatchback coupe – купе хетчбэк
- 2) cargo area – багажник, место для перевозки груза
- 3) sheets of plywood – листы фанеры
- 4) squishy seats – мягкие сиденья

- 5) soft leather – мягкая кожа
- 6) air-conditioner glove box – холодильник
- 7) stuff – вещи
- 8) save money – сэкономить деньги
- 9) thrifty – экономный, бережливый
- 10) entry – вход, доступ, дверь
- 11) decent stereo – хорошая стерео система
- 12) leather-wrapped – кожаный
- 13) steering wheel – рулевое колесо, руль
- 14) feel deprived – чувствовать себя лишенным чего-либо
- 15) affordable – доступный по цене
- 16) gas pump – автозаправочная станция
- 17) is worth a close look – стоит присмотреться по внимательнее

2008 Mitsubishi Lancer Compact Sedan

All the style without the speed



2008 Mitsubishi Lancer is a family car designed to look and feel sporty. It has a rock-hard suspension, a huge rear wing and perfect styling. It has 2.0-liter four-banger engine that makes 152 horsepower. The engine is coupled to a continuously variable transmission, so you don't get the same sensation of speed as you would with a manual transmission or even a traditional automatic.

The Lancer also excels as a regular family car. It has comfortable front seats, a roomy back seat and lots of air bags to keep you safe in a wreck. So it's a stylish, fast-looking car with a super-firm, sporty feeling suspension.

New words

- 1) rock-hard suspension – жесткая подвеска
- 2) rear wing – заднее крыло
- 3) four-banger engine – четырехтактный двигатель
- 4) coupled – соединен
- 5) variable transmission – полуавтоматическая коробка передач
- 6) manual transmission – ручная коробка передач
- 7) air bags – подушки безопасности
- 8) in a wreck – при аварии
- 9) fast-looking car – гоночная машина
- 10) firm – твердый

Renault C5

French contender for the compact car market has three doors and space for four to five occupants



The Renault C5 is a completely new vehicle, powered by an engine with a swept volume of 956 cubic cm. the engine has a compression ratio of 8.3:1, and pistons of a new design offer several advantages including reduced wear and exhaust pollution. The maximum speed is 84 mile/hour. There are disc brakes at

the front and drum brakes at the rear with a pressure limiting valve that is sensitive to the load on the rear wheels.

Both the configuration and data of the suspension follow existing Renault practice.

The design of the monocoque body is one of the more interesting features of the vehicle. It is based on a rigid floor member to which the body panels with the exception of the detachable front wings are welded. A turbular hoop, which forms the frame of the rear door, compensates for the loss of rigidity that might have been caused by the incorporation of this feature.

Space for up to five occupants and 9.5 cubic ft of luggage can be achieved within the overall length of 350 cm. There are only two passenger doors in a saloon car with four seats. Instead of bumpers, shields formed from plastic reinforced with glass fibre are fitted at both front and rear, and these are capable of withstanding without distortion impacts at less, than 7 km/h.

New words

- 1) swept volume – объем двигателя
- 2) compression ratio – коэффициент сжатия
- 3) piston – плунжер, поршень
- 4) reduced wear – долговечность
- 5) exhaust pollution – снижение уровня загрязнения воздуха выхлопными газами
- 6) drum brakes – барабанные тормоза
- 7) at the rear – позади
- 8) sensitive to the load – чувствительный к нагрузкам
- 9) rear wheels – задние колеса
- 10) body – кузов
- 11) rigid floor member – жесткая рама
- 12) detachable front wings – съемные передние крылья
- 13) welded – приварены сварным швом
- 14) hoop – обойма, бугель, кольцо
- 15) frame of the door – дверь автомобиля
- 16) occupants – пассажиры
- 17) luggage – багаж
- 18) passenger doors – пассажирские двери
- 19) overall length – полная длина
- 20) reinforced with glass fibre – усиленный стекловолокном

These are some more cars for you to find information about and make a presentation:

1. Range Rover Evoque



2. Volkswagen Golf GTI Mk VI



3. Audi R8 V10 GT Spyder



4. BMW 3-Series,



5. A4 2.0 TDI



The experts: you are to take part in the discussion of the new model and ask professional questions on its vital performance characteristics (steering system / braking system / ignition system / type of the engine / wheels and tires / fuel consumption / the top speed / etc.

You are advised to ask the following questions:

What type of engine is used? Where is it placed/ What's its power?

What maximum speed does the car develop?

What is the fuel consumption (расход топлива) per one km / mile?

What are covering materials?

Is there spark or compression ignition (искровое, компрессионное зажигание)?

What is the power of the dim / distance lights (фары ближнего / дальнего света)?

Is window close mechanism electrically or vacuum operated?

Is there hydraulic steering booster (гидроусилитель руля)?

How many driving wheels (ведущие колеса) are there? are there any disk wheels?

Has the car independent suspension (независимая подвеска) / oleo-pneumatic (гидропневматическая подвеска) / low-rate (мягкая подвеска)

Is there any skidproofing (предохранение от скольжения, заносов, буксования)?

The participants and the press: you are to ask common questions about its price, the type of the car body, the number of the seats, what accessories are included, its color options, its service warranty, etc.

You are advised to ask the following questions:

How much is it?

What types of car body are available?

What is the car designed for?

How many front / rear seats are there?

What is the covering material of the saloon?

Is the saloon roomy (вместительный салон)?

Is the roof retractable (убирающаяся, сдвигающаяся крыша)?

What colors are available?

How long is the warranty?

Are there any service centres in (country)?

Has the new model any air-conditioner, electric door locks, fridge, spare wheel, heat booster (подогреватель), falling doors (откидная дверь, подвешенная на горизонтальных петлях)etc.?

How much is the fuel tank / the boot (багажник)?

APPLYING FOR A JOB

Role Play

The situation

Some days ago an advertisement for a job appeared in the web site "JOBS". Some of you have decided to apply for this job, while the others are going to be interviewers. The applicants will have to write application letters and CVs and later they will be called for an interview one at a time. Finally the successful applicant will be called back into the interview room and offered a job.

The list of jobs:

- business development manager
- mechanic
- personal driver
- road construction engineer

The list of roles:

1. the head of the personnel department
2. the personnel manager
3. applicants

These are the adverts you should use while writing a resume:

1. Business Development Manager

Posted date: 02 july 2012 | [Email this job](#) | | [Print this job](#)

Contract	:	Permanent
Market Sector	:	Sales
Duration	:	*Permanent
Location	:	London, Greater London
Salary	:	£30,000 – £35,000 per year
Contact	:	Tiku Shah, Major Players, United Kingdom

Description

Business Development Manager – Automobile Saloon – London – £30K – £35K + uncapped commission

We are looking for a dynamic and results driven Business Development Manager to drive revenue and to make the most of every sales opportunity.

As the Business Development Manager you will be responsible:

- For lead generation using the existing and extensive database
- Face to face presentations and demos
- Writing pitches and proposals
- Winning new business

As the Business Development Manager you will:

- Have solid business acumen and proven track record in sales
- Be a strong presenter and communicator

If you are Business Development Manager you who loves talking to brands about how to engage with their audience then my client would love to hear from you!

Please do not apply unless you have the relevant experience. Due to the high volume of applications only successful applicants will be contacted and if you have not heard from us in two weeks of your application please assume that on this occasion your application has been unsuccessful.

2. Mechanic

Posted date: 14 august 2012 | Email this job | | Print this job

<i>Contract</i>	:	Season
<i>Market Sector</i>	:	Service
<i>Duration</i>	:	*season
<i>Location</i>	:	Boston, 10, Dulton st.
<i>Salary</i>	:	\$10,000 – \$12,000 per year
<i>Contact</i>	:	Mr. Simons, Simons & Co. 24-hour Car Repair, United States

Description

Mechanic – Simons & Co. 24-hour Car Repair, United States – \$10,000 – \$12,000 per season.

We are seeking an experienced and responsible Mechanic to find out & check & fix faults particularly engine and alternator breakages.

If working for us you should:

- Have good knowledge of all aspects regarding on engines*
- ALWAYS be on time for work*
- Carry out daily record of all faults and repairs*
- Wear a uniform*
- Be tactful and polite with clients*

WORK EXPERIENCE IS COMPULSORY!

Send your CV and enclose your graduation certificate copy.

Be sure we'll contact you if your CV is successful.

3. Personal Driver

Posted date: 27 July 2012 | [Email this job](#) | | [Print this job](#)

Contract : Permanent
Market Sector : Service
Duration : *Permanent
Location : York, Scotland
Salary : £23,000 – £25,000 per year
Contact : Ms. Vanissa, City Trips, United Kingdom

Description

Personal Driver – City Trips, York, Scotland – £23,000 – £25,000 per year + two-weeks paid vacation

We are looking for an experienced and capable person to work 24 hours a week and on Saturdays and Sundays. This successful candidate will have excellent personal and driving skills, full clean driving licence (UK) and experience in city passenger transportation. Also have a proven ability to work under pressure and at late hours.

As the Personal Driver you should be single and non-smoker.

Telephone Linda at City Trips on 0278 547 3829 or e-mail your CV to linda@citytrips.co.uk

4. Road construction Engineer

Posted date: 5 May 2012 | [Email this job](#) | | [Print this job](#)

Contract : Permanent
Market Sector : Production
Duration : *Permanent
Location : London
Salary : €50,000 – €55,000 per year
Contact : Mr. Wakies, London Road Construction Company, United Kingdom

Description

Road construction engineer – London Road Construction Company – London – €50,000 – €55,000 + medical insurance package + two-weeks paid vacation

A well-established London Road Construction Company needs a qualified engineer having worked for road construction business to develop new production lines for advanced road bed materials.

As the Road construction engineer you will be responsible:

- For developing new production lines for advanced road bed materials*
- Testing manufactured road bed materials at the site*
- Introducing new engineer technologies into the production*
- Participating negotiations with major road construction companies on the matter of raw materials*

We are a promising company and we want the best road construction engineer! Please, apply if you have the relevant skills and write enclosing CV to Mr. Wakies.

We'll contact you as soon as your CV seems us to be the best and tell you the date of the interview.

The description of the roles

The head of the personnel department : *you are to analyze the results of the interviews, choose the most suitable applicant and announce your decision to the applicants.*

The personal manager: *you are to look through all CVs, application and covering letters before interviewing. Decide what questions to ask and prepare to explain the job advertised and to say what the person will have to do. You are supposed to take notes (name, appearance, general impression, speech, answers to questions – you could give each applicant points out of ten). Offer applicants to put questions to you.*

The interviewers are likely to ask an applicant the following:

- Name, surname*
- The family, marital status*
- His/her nationality*
- His/her education*
- The knowledge of foreign languages*
- His/her hobbies*
- His/her previous job, responsibilities, salary and the reason he/she want to change them*
- His/her interests and skills*
- If there is any driving license*
- What kind of business he/she plans to have*
- His/her strong points*
- His/her weak points*
- His/her personal qualities such as adaptability, flexibility, responsibility, ambition*
- His/her failures and experience of overcoming them*
- If there are any references from the previous job*

Applicants: you are to answer the questions of the personnel manager and the head of the personnel department using the information from your CV. If you like you can add some details and write an application letter. Be ready to ask your own questions about the advertised job.

The applicants are likely to ask the interviewers the following:

- Your future job: responsibilities, coworkers, salary, duties, possible difficulties (problems)
- Your future possibilities of promotion
- Your working hours and vacations
- Your uniform
- Your benefit package
- If there are any business trips
- If you have to work overtime, on weekends
- If there any commissions

How to write an Application letter:

1. Put your address, telephone numbers and date in the top right-hand corner and the name of the person you are applying to on the left, level with the date. Write the company name and address below. Leave a line between paragraphs.

2. First paragraph – a polite one-sentence opening explanation of why you are writing.

3. Tell them you know that they are busy people but stress that your CV proves you are worthy of their time too.

4. Describe yourself like a product on sale. List your skills and such personal qualities as high motivation, enthusiasm and adaptability.

5. If you have qualifications, list them briefly.

6. A positive attitude is important, so explain why it's the only firm you want to work for.

7. Ask for an interview. Say you are happy to come in for a chat at any time, even if there are no jobs available at the moment. Thank the readers for the time and remind them you are waiting for the reply. Use «Yours sincerely» if you are writing to a named person and «Faithfully» if you started «Dear Sir/Madam». Sign your letter at the bottom left and print your name clearly below.

Лингвострановедческий комментарий

Письмо-запрос о трудоустройстве (application letter)

Если вы уже определились с организацией, в которой хотите работать, то возможно, вы захотите встретиться с кем-то, кто занимает в ней должность, похожую на ту, на которую вы претендуете, или с начальником отдела в, в котором вы собрались работать. Это письмо похоже на письмо-

запрос о собеседовании. Вы не просите о приеме на работу – лишь хотите получить информацию о своей предполагаемой должности.

• Параграф 1. Начните письмо с представления себя, точно объясните, зачем вы пишете.

• Параграфы 2,3. В них укажите, что вы узнали о компании. Выделите свой необходимый для должности опыт. Уточните, почему считаете себя достаточно квалифицированным для этой работы.

• Параграф 4. Выразите свой интерес ко встрече с адресатом и получению от него информации. Укажите время звонка, для определения точного времени встречи.

Sample Job Application Letter

1) Person _____
Company name _____
Date _____

14 Wales St.
London
Tel. _____
15 June, 2012

Dear Sir/Madam

I'm writing to enquire about the possibility of employment with your company. I can offer a variety of skills from practical to clerical. I enclose my CV for your attention.

For the past two years I have been engaged in season work at Stadford Car Repair. This helped me to get a good experience of car fixing. A position at your company, however, would allow me to resume a working role.

I am adaptable, reliable and willing to retain.

If there is a position available at the moment, I can be contacted on (telephone No) in the afternoons and would be more than willing to come down for an interview. If not then would be please to keep my details to hand for the near future.

Yours faithfully

1) John...Donaldson
8.Sue.Circle
Smithtown,.CA.08067
909-555-5555
john.donaldson@gmail.com
Date

George.Gilhooley
XYZ.Company
87.Delaware.Road
Hatfield, CA 08065

Dear Mr. Gilhooley

I am writing to apply for the programmer position advertised in the *Times Union*. As requested, I am enclosing a completed job application, my certification, my resume and three references.

The opportunity presented in this listing is very interesting, and I believe that my strong technical experience and education will make me a very competitive candidate for this position. The key strengths that I possess for success in this position include:

- I have successfully designed, developed, and supported live use applications

- I strive for continued excellence

- I provide exceptional contributions to customer service for all customers

With a BS degree in Computer Programming, I have a full understanding of the full life cycle of a software development project. I also have experience in learning and excelling at new technologies as needed.

Please see my resume for additional information on my experience.

I can be reached anytime via email at john.donaldson@gmail.com or my cell phone, 909-555-5555.

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Sincerely,

John Donaldson

How to write a CV (Resume):

1. Always type it on unlined white paper, preferably a single sheet.
2. Write your name, address and tel. No. Put your health record, date of birth and marital status.
3. In the next section note down your education. Put any qualifications on the next page.
4. Next, detail your work history, starting with your most recent job. Give dates, employers and describe your duties.
5. List hobbies and interests and put extra information in a separate section.
6. End by saying that two referees are available on request – not naming them leaves you free to choose the best ones for particular jobs.
7. Remember the longer the CV, the less chance it has of being read.
8. Never send a photo-copied letter – it looks as though you don't care.

Лингвострановедческий комментарий Резюме (Жизнеописание – CV)

Резюме (от фр. *résumé* или лат. *curriculum vitae* — «течение жизни», жизнеописание, произносится кури́кулюм ви́тэ, часто сокращают до CV) –

документ, содержащий информацию о навыках, опыте работы, образовании и другой относящейся к делу информации, обычно требуемый при рассмотрении кандидатуры человека для найма на работу.

Жизнеописание, то есть CV, отличается от резюме объемом и, как правило, пишется кандидатами на высокие посты. В нём даётся более подробная, чем в резюме, информация о себе, своём образовании и квалификации.

Структура резюме

Резюме обычно состоит из нескольких разделов, информация в каждом из которых призвана в кратком виде ознакомить потенциального работодателя со всеми сведениями о кандидате, необходимыми для его приёма на работу. В резюме не следует включать информацию, не имеющую никакого отношения к предполагаемой работе.

Резюме должно содержать:

- *контактную информацию кандидата;*
- *краткое описание должности, на которую он претендует;*
- *краткое описание основных навыков;*
- *описание опыта работы по специальности в обратном хронологическом порядке;*
- *описание образования (дипломы, сертификаты и пр.).*

Иногда в резюме также включают информацию о членстве в профессиональных ассоциациях, научных публикациях и авторских патентах.

Не следует включать в резюме информацию о желаемом уровне заработной платы. Это лучше указать в сопроводительном письме к резюме (англ. *Cover Letter*). Здесь же можно дать любые дополнительные пояснения к резюме.

В разных странах структура резюме, или CV, может отличаться. В последнее время получили широкое распространение Интернет-резюме, заполняемые по определённому шаблону и размещаемые на специализированных сайтах рекрутинговых агентств. Существуют также профессиональные службы, предлагающие составление «грамотных» резюме.

Ещё одним, пока малораспространённым, типом резюме является видео-резюме, которое представляет собой короткий видеоролик, в котором кандидат рассказывает о себе, своих навыках и пр. И так же как и в случае с Интернет-резюме, для них существуют специализированные сайты, на которых можно их разместить, и компании, которые занимаются их записью и размещением

Sample Curriculum vitae (CV) – Resume

1.

<hr/> Tracey Smith <hr/>		
112-320 Fifth Ave North Baton Rouge, LA 12345		Home 555-555-5555 Email: tracey@heremail.com
<hr/>		
Profile A young professional with a unique combination of business experience and technical skills, bringing to the table the ability to combine business development with technical applications.		
Experienced in programming, administering network environments, installation of computer hardware and software applications, troubleshooting, developing and presenting complete business and financial plans, creating and implementing comprehensive business databases, designing, and creating and updating web pages.		
Professional Goals include continuing to grow in leadership and knowledge, excel in innovative technology application, interact and share with team members and colleagues, and develop world-class solutions to real world challenges.		
<hr/>		
Education		
Sep 1998 – Apr 2000	Programmer Analyst (4.00 GPA) <ul style="list-style-type: none">• College of the North Atlantic, Portland, ME• (4.00 GPA)	
Sep 1991 – May 1994	Diploma Business Management (Accounting) <ul style="list-style-type: none">• Kings College, Augusta, ME	
Sep 1990 – Apr 1991	Memorial University <ul style="list-style-type: none">• University of Boston, Boston, MA• General Studies	
<hr/>		
Technical Skills		
Programming Languages	<ul style="list-style-type: none">• C++• Visual C++• PowerBuilder	<ul style="list-style-type: none">• HTML• Visual Basic• Cobol
Operating Systems	<ul style="list-style-type: none">• Windows 3.1• Windows 95	<ul style="list-style-type: none">• Windows 98• Windows 2000
Network Systems	<ul style="list-style-type: none">• Novell NetWare 4.1	<ul style="list-style-type: none">• Networking Essentials
Database Systems	<ul style="list-style-type: none">• Oracle• Access	<ul style="list-style-type: none">• dBase IV
Applications	<ul style="list-style-type: none">• MS Word• MS Excel• MS PowerPoint• MS Access	<ul style="list-style-type: none">• Corel WordPerfect Suite 8• Lotus 123• AccPac Plus• AccPac Simply
Miscellaneous	<ul style="list-style-type: none">• PC Hardware• Visible Analyst	<ul style="list-style-type: none">• Systems Analysis and Design
<hr/>		
Experience		
Programmer Analyst/Information Technology		
<ul style="list-style-type: none">• Administering network systems and troubleshooting• Updating and maintaining web sites.• Trouble shooting technical problems, installation of hardware and software.• Internet Research.• Created a comprehensive database for campus textbook inventory using Access.		

2.

KIMBERLY I. BOOKER

R.D. #1
Mt. Pleasant, Pennsylvania 15666
(412) 423-5301

- OBJECTIVE:** To convey to children an enthusiasm for learning, especially in the areas of mathematics and computer programming
- EDUCATION:** *Pennsylvania State Certified, K-6*
Bachelor of Arts in Psychology
Seton Hill College, Greensburg, PA 15601
Graduation date: May 1984 *Q.P.A.:* 3.8/4.0
Areas of Related Studies: Mathematics, Computer Programming, English
- QUALIFICATIONS:**
- Special aptitude and skills for teaching *mathematics* and *programming*
 - Ability to apply psychology principles to classroom discipline and the learning process
 - Recognized for developing creative and useful learning centers
- ACADEMIC HONORS:**
- Dean's list: eight semesters
 - Alpha Lambda Delta Honor Society
 - Received Psychology Department Award for Outstanding Scholarship
 - Received Sullivan Class Award for Highest Q.P.A. for Senior Year
- TEACHING EXPERIENCES:**
- Student Teaching in Third Grade*
Rumbaugh Elementary, Mt. Pleasant, PA 15908
- Developed creative learning centers and games to teach phonics and mathematics
 - Recognized for outstanding skills in classroom control, management, and student rapport
 - Designed special learning formats for slow learners and challenging projects for gifted students
- Religious School Teacher*
Bridgeport United Methodist Church, Mt. Pleasant, PA 15908
- Utilized knowledge gained from experimental teaching situations and methods classes in teaching values to and encouraging positive communication in developing children
- LEADERSHIP ROLES:**
- Secretary/Treasurer*
Psi Chi Honor Society
- Assisted in the formation of the constitution and bylaws for Psi Chi Focused society's activities upon increasing membership
- Psychology Club*
- Participated in fund raisers and membership drives
- Church Secretary*
- Collect donations, verify monies received, and order supplies
- WORK EXPERIENCES:**
- | | |
|-------------------------------|-------------------------------|
| <i>Dormitory Receptionist</i> | Seton Hill College, 1980-1983 |
| <i>Sales Clerk</i> | Shop and Save, Summer 1983 |
| <i>Cashier</i> | Fisher Big Wheel, Summer 1982 |
| <i>Waitress</i> | Hill View Manor, Summer 1982 |
- REFERENCES:** Available upon request

3.

NAME	<u>Nick Smirnov</u>
AGE	<u>33</u>
MARITAL STATUS	<u>married</u>
ADDRESS	<u>12 Green St. Samara, Russia</u>
CONTACT TELEPHONE	<u>89605634832</u>
DATE AND PLACE OF BIRTH	<u>30 August 1981, Samara</u>
NATIONALITY	<u>Russian</u>
HEALTH	<u>good</u>
EDUCATION	<u>Samara Comprehensive School</u> <u>Samara Automobile College</u>
LANGUAGES	<u>good English</u>
WORK EXPERIENCE	<u>2003–2005 – mechanic assistant, Samara</u> <u>Automobile Plant</u> <u>2005–2012 – mechanic for car repair in</u> <u>Samara</u>
PREVIOUS EXPERIENCE	<u>12 years of a mechanic</u>
SALARY HISTORY	<u>\$ 500 per month</u>
INTERESTS	<u>cars, driving, engineering</u>
INTERPERSONAL QUALITIES	<u>energetic, well-organised, flexible, friendly,</u> <u>honest, responsible, intelligent</u>
REFERENCES	<u>Ivan Petrivich Novikov, Head of the Car</u> <u>Repair, Contact tel. No 567834</u>

How to write a Covering letter

(Как правильно написать сопроводительное письмо к резюме)

Лингвострановедческий комментарий

Сопроводительное письмо является неотъемлемой дополнительной частью резюме, при трудоустройстве в крупную зарубежную или отечественную организацию с западными устоями.

Если Вы претендуете на должность в зарубежной компании с мировым брендом, то необходимо подойти со всей ответственностью к написанию и составлению сопроводительного письма.

По общепринятым правилам сопроводительное письмо оформляется:

- на отдельном бланке, если резюме отправляется в распечатанном виде;
- в теле электронного письма, если резюме отправляется по электронной почте;

- реквизиты, заголовок, дата, наименование и адрес получателя должны быть оформлены в соответствии с правилами написания деловых писем.

Сопроводительное письмо к резюме обычно предоставляется на отдельном бланке с реквизитами соискателя или же в теле электронного письма (сообщения).

Приведём пример написания короткого сопроводительного письма.

В а р и а н т 1

*Уважаемый Александр,
в ответ на вашу вакансию «специалист по недвижимости», размещённую в газете «Кадры», высылаю своё резюме. Буду очень признателен, если Вы не оставите его без внимания.*

С уважением, Колесников Максим, телефон +7-985-23-56-89

В а р и а н т 2

*Добрый день, Александр.
В прикрепленном файле резюме. Претендую на вакансию юриста. Источник информации о вакансии www.kadry.ru. Готов предоставить любую дополнительную информацию, необходимую для рассмотрения моей кандидатуры.*

С уважением, Колесников Максим, телефон +7-985-23-56-89

В а р и а н т 3

*Уважаемые господа,
прошу рассмотреть мое резюме на вакансию специалист по недвижимости, риэлтор. Буду рад получить от Вас приглашение на собеседование.*

С уважением, Колесников Максим, телефон +7-985-23-56-89

Более подробное сопроводительное письмо пишется по аналогичной схеме.

Выделим основные пункты, которые необходимо отразить в расширенной форме сопроводительного письма:

1. Претендуемая должность (как показано в примере №3 возможно указание двух смежных должностей), для которой предоставляется резюме.
2. Ссылка на источник, откуда стало известно о предоставляемой вакансии.
3. Предложение работодателю рассмотреть Вашу кандидатуру.

Например:

Из рекламы на телевидение я узнал, что в Вашей компании имеются вакансии в сфере технического обслуживания и контроля оптоволоконных сетей. В связи с этим хочу предложить свою кандидатуру для рассмотрения на вакансию, связанную с осуществлением функции монтажа, прокладки и настройке периферийного оборудования для оптоволоконных сетей. Я предполагаю, что опыт моей работы может быть востребован в качестве бригадира монтажников или руководителя отдела технического обслуживания.

4. Кратко, но точно и содержательно сделать выдержку из резюме, для того чтобы обосновать соответствие ваших профессиональных и личностных качеств той должности, на которую вы претендуете.

5. Обязательно сказать о готовности к работе с отдачей и профессиональному росту, по указанному в вакансии направлению, именно в данной организации.

Например:

В течение последних лет я осуществляю успешную деятельность по выбранному направлению в составе государственных ветеринарных и таможенных контролирующих органов, имею наработанные связи и опыт сотрудничества как с крупнейшими российскими предприятиями пищевой отрасли, так и с ведущими зарубежными поставщиками. Прилагаемое резюме даст представление о моем профессиональном опыте, квалификации и потенциальных возможностях.

или

Весь опыт моей трудовой деятельности, профессиональные знания и навыки, а также ожидания дальнейшего продвижения лежат в области активных прямых продаж и работы с клиентами (как на исполнительском, так и на административном уровне). На данный момент в своем активе я имею более чем 5-летний опыт работы в продажах на рынке B2B в производственной области, а также опыт руководства в данном направлении в течении последнего года работы. На последнем месте работы я, в должности руководителя подразделения продаж, лично отвечал за деятельность и результаты службы продаж в сфере B2B (медицинское и косметологическое оборудование).

6. Готовность и желание пройти личное интервью или собеседование в компании, в процессе которого Вы сможете более полно и точно предоставить информацию о себе.

Например:

С удовольствием приму предложение встретиться и рассказать несколько больше о своем опыте работы и возможном потенциале. Вы можете связаться со мной по телефону ... либо электронной почте ...

С уважением,...

или

В случае Вашей заинтересованности, буду рад в рамках собеседования ответить на все интересующие Вас вопросы. Связаться со мной можно по тел. Заранее благодарю Вас за внимание и уделенное моей кандидатуре время.

С уважением,...

Sample Cover Letter

1000 Terrace View Apts.
Blacksburg, VA 24060
(540) 555-4523
stevemason@vt.edu

March 25, 2005

Mr. John Wilson
Personnel Director
Anderson Construction Company
3507 Rockville Pike
Rockville, MD 20895

Dear Mr. Wilson:

I read in the March 24th Washington Post classified section of your need for a Civil Engineer or Building Construction graduate for one of your Washington, DC, area sites. I will be returning to the Washington area after graduation in May and believe that I have the necessary credentials for the project.

I have worked at various levels in the construction industry every summer since the 8th grade. As you can see from my resume, I worked several summers as a general laborer, gradually moved up to a carpenter, and last summer I worked as assistant construction manager on a 100 million dollar job.

In addition to this practical experience, I will complete requirements for my Building Construction degree in May. As you may know, Virginia Tech is one of the few universities in the country that offers such a specialized degree for the construction industry. I am confident that my Building Construction degree, along with my years of construction industry experience, make me an excellent candidate for your job.

The Anderson Construction Company projects are familiar to me, and my aspiration is to work for a company that has your excellent reputation. I would welcome the opportunity to interview with you. I will be in the Washington area during the week of April 12th and would be available to speak with you at that time. In the next week to ten days I will contact you to answer any questions you may have.

Thank you for your consideration.

Sincerely,
(handwritten signature)
Steve Mason

Enclosure

ЗАКЛЮЧЕНИЕ

Данное пособие содержит информацию, необходимую студентам, обучающимся на Автодорожном факультете, и способствует формированию навыков основ делового общения на английском языке в устной и письменной форме с использованием специализированной лексики.

Рекомендуется для использования на практических занятиях по дисциплинам «Деловой английский язык», «Практикум по английскому языку» со студентами 2-го курса специальностей «Технология транспортных процессов» и «Эксплуатация транспортных машин и комплексов» при подготовке к сдаче итогового экзамена.

Настоящее пособие может быть использовано как при аудиторной, так и самостоятельной работе студентов, при дистанционном обучении, на дневном и заочном отделениях, магистрами и аспирантами, всеми, кто в максимально короткий срок стремится овладеть основами делового профессионального общения на английском языке.

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ПРИЛОЖЕНИЯ

Приложение 1

Составление делового письма на английском языке

Составление делового письма на английском языке подчиняется общим правилам:

- Весь текст разделяется на абзацы без использования красной строки.
- В верхнем левом углу письма указывается полное имя отправителя или/и название компании с адресом.
- Далее указывается имя адресата и название компании, которой письмо предназначено, а также ее адрес (с новой строки).
 - Ниже указывается дата отправления письма.
 - Основной текст должен быть помещен в центральной части письма.
 - Главная мысль письма может начинаться с причины обращения: «I am writing to you to ...».
 - Обычно письмо заканчивается высказыванием благодарности («Thank you for your prompt help...») и заключительной фразы «Yours sincerely» – если автор знает имя адресата и «Yours faithfully» – если имя неизвестно.
- Четырьмя строками ниже ставится полное имя автора и должность.

Образец делового письма на английском языке:

Mr.Nikolay.Roshin
ABC-company
Office2002, Entrance.1B
20 June 2004

Tverskaya.Street
Moscow
RUSSIA

Dear Nikolay,

I'm writing to you in regard of your enquiry. Please find enclosed our information pack which contains our brochures and general details on our schools and summer centers.

In England we have two schools, Brighton and Bath, both beautiful locations which I am sure you and your students will like. Brighton is a clean and safe town with a beautiful bay and countryside nearby. Bath is one of the most famous historic cities in England, famous for its Georgian architecture and Roman Baths.

Accommodation is provided in host families chosen for the ability to provide comfortable homes, a friendly welcome and a suitable environment, in which students can practice English and enjoy their stay. We have full-time Activities Organizers responsible for sports, cultural activities and weekly excursions.

Please complete the enclosed registration form in order to receive more brochures and other promotional materials.

I look forward to hearing from you and later hope to welcome your students to our schools and summer centers.

Yours sincerely,
Tomas Green
Managing Director

Существуют стандартные выражения, часто употребляемые в деловой переписке на английском языке, использование которых придаст вежливый и официальный тон вашему посланию.

1. Обращение

Dear Sirs, Dear Sir/Madam

Если вам не известно имя адресата

Dear Mr.,
Dear Mrs.,
Dear Miss., or
Dear Ms...

В обращении к мужчине – Mr.,
к незамужней женщине – Mrs,
к замужней женщине – Miss,
в том случае, когда вы не знаете семейное положение женщины следует писать Ms, грубой ошибкой является использование фразы «Mrs or Miss»

Dear Frank,

В обращении к знакомому человеку

2. Вступление, предыдущее общение

Thank you for your e-mail of (date)...

Спасибо за ваше письмо от (числа)...

I apologize for not getting in contact with you before now...

Я прошу прощения, что до сих пор не написал вам...

Thank you for your letter of the 5th of March.

Спасибо за ваше письмо от 5 Марта.

With reference to your letter of 23rd March...

Относительно вашего письма от 23 Марта...

With reference to your advertisement in «The Times»

Относительно вашей рекламы в «Таймс»

3. Указание причин написания письма

I am writing to enquire about...

Я пишу вам, чтобы узнать...

I am writing to apologize for...

Я пишу вам, чтобы извиниться за...

I am writing to confirm...

Я пишу вам, что бы подтвердить...

I am writing in connection with...

Я пишу вам в связи с ...

We would like to point out that...

Мы хотели бы обратить ваше внимание на ...

4. Просьба

Could you...

Не могли бы вы...

I would be grateful if you could...

Я был бы признателен вам, если бы вы ...

I would like to receive..

Я бы хотел получить.....

Please could you send me...

Не могли бы вы выслать мне...

5. Соглашение с условиями.

I would be delighted to...

Я был бы рад...

I would be happy to...

Я был бы счастлив...

I would be glad to...

Я был бы рад...

6. Сообщение плохих новостей

Unfortunately ...

К сожалению...

I am afraid that ...

Боюсь, что...

I am sorry to inform you that...

Мне тяжело сообщать вам, но ...

We regret to inform you that...

К сожалению, мы вынуждены сообщить вам, что...

We are pleased to enclose ...

Мы с удовольствием вкладываем...

Продолжение прил. 1

Attached you will find ...

В прикрепленном файле вы найдете...

We enclose ...

Мы прилагаем...

Please find attached
(for e-mails)...

Вы найдете прикрепленный
файл...

8. Высказывание благодарности за проявленный интерес

Thank you for your letter of
(дата)...

Спасибо за ваше письмо от ...

Thank you for enquiring...

Спасибо за проявленный ин-
терес...

We would like to thank you for
your letter of ...

Мы хотели бы поблагодарить
вас за...

9. Переход к другой теме

We would also like to inform
you ...

Мы так же хотели бы сообщить
вам о...

Regarding your question about ...

Относительно вашего вопроса о...

In answer to your question
(enquiry) about ...

В ответ на ваш вопрос о...

I also wonder if...

Меня также интересует...

10. Дополнительные вопросы

I am a little unsure about...

Я немного не уверен в ...

I do not fully understand
what...

Я не до конца понял...

Could you possibly explain...

Не могли бы вы объяснить...

11. Передача информации

I'm writing to let you know
that...

Я пишу, чтобы сообщить о ...

We are able to confirm to
you...

Мы можем подтвердить ...

I am delighted to tell you
that...

Мы с удовольствием сообщаем о ...

We regret to inform you that...

К сожалению, мы вынуждены
сообщить вам о...

12. Предложение своей помощи

Would you like me to...?	Могу ли я (сделать)...?
If you wish, I would be happy to...	Если хотите, я с радостью...
Let me know whether you would like me to...	Сообщите, если вам понадобится моя помощь.

13. Напоминание о намеченной встрече или ожидание ответа

I look forward to ...	Я с нетерпением жду...
– hearing from you soon	– когда смогу снова услышать вас
– meeting you next Tuesday	– встречи с вами в следующий вторник
– seeing you next Thursday	– встречи с вами в следующий четверг

14. Заключительная фраза

Kind regards,	С уважением...
Yours faithfully,	Искренне Ваш, (если имя человека Вам не известно)
Yours sincerely,	Искренне Ваш (если имя Вам известно)

- Если вы пишете начальнику – будьте предельно вежливы, особенно, если вы не уверены, что он(а) знает ваше имя:

I would be grateful if...

- Если вы пишете коллеге и он(а) не является вашим другом, выберите нейтральный стиль – средний между формальным и неформальным:

Could you..?

- Если вы пишете малознакомому человеку – будьте вежливы:

I wonder if you could..?

- Если вы пишете работнику другой компании – стиль должен зависеть оттого, знакомы ли вы с ним/ней или обращаетесь впервые:

I would be grateful if... (к незнакомому)

Could you..? (к знакомому)

Как написать поздравление бизнес-партнеру или клиенту:

Поздравление – это только поздравление, повод для хороших пожеланий и выражения добрых чувств. Бизнес-вопросы здесь не должны упоминаться. Однако, решая, с каким именно праздником поздравить, лучше справиться в списке национальных и религиозных праздников на текущий год. Если вы сомневаетесь в том, что именно празднует ваш партнер по бизнесу, напишите просто MERRY HOLIDAYS.

Поздравление в английском языке строится иначе, чем в русском. Ниже приведены несколько образцов поздравлений, которые можно модифицировать в зависимости от ситуации.

At this joyous time of year, we are grateful for our work with you. We wish you abundance, happiness, and peace in a new year filled with hope. Happy holidays!

I hope you and all your coworkers, family, and friends have a lovely holiday season filled with joy and meaning. Best wishes for a prosperous new year.

It has been a pleasure to work with you this year. We wish you the best of holidays and a happy new year!

As the year ends, we think about all we are grateful for. Our relationship with you is one thing we treasure. Thank you for the opportunity to serve you. We wish you a merry Christmas and much success in the New Year.

As gifts are given and received this holiday season, I think of the gift of knowing you. Thank you for the pleasure of working with you. Happy holidays!

Thank you for giving me the opportunity to work with you this year. It has been an honor and a valuable experience for me. I wish you a happy Hanukkah and a new year filled with all good things.

Merry Christmas! I hope you have a holiday that fills your heart with joy!

Электронная почта стала основной формой общения между представителями различных организаций по самым разным вопросам. Следуйте следующим правилам при общении по электронной почте:

1. Хорошо представьте себе адресата. Оттого, кому вы пишете, будет зависеть стиль письма. Чем ближе отношения – тем меньше формальностей.

2. Составляйте послание по возможности кратким и четким. Это правило распространяется на все виды делового общения, но для электронной почты становится наиболее актуальным, поскольку воспринимать информацию с монитора сложнее, чем с листа. Дайте возможность вашему адресату ответить также коротко. Например, вместо того, чтобы писать: «Let me know what you think», лучше поставить вопрос так: «Is 3 PM or 5 PM best for you?»

3. Поле «тема» должно быть заполнено так, чтобы четко отражать основную идею письма.

4. Приветствие (Dear Sir/Madam) не обязательно для стандартной переписки, однако в деловых письмах не будут лишним.

5. В первых словах надо сформулировать, в связи с чем вы пишете письмо: вы отвечаете, назначаете встречу или высказываете свои соображения в связи с чем-то. Например: I am replying to your letter dated 15 January 2007 wherein you asked for information concerning our Spring courses on Business Writing.

6. Если в электронном письме вы начинаете слово с заглавной буквы, это означает, что вы хотите выделить его, как наиболее важную мысль.

7. Длина каждой строки не должна превышать 65 знаков, в противном случае текст может исказиться при прочтении письма на другом компьютере.

8. Письмо должно быть хорошо структурировано – вступление, основная часть (факты) и вывод.

9. KISS (Keep it short and simple). Помните, что вероятно ваш адресат получает десяток писем в день – стоит экономить его время.

10. Использование стандартных сокращений, характерных для повседневной переписки, такие как «ИМНО» (In My Honest Opinion) также не приветствуются.

11. Тщательно проверьте письмо, изменить или удалить его после отправки уже нельзя.

12. Обратный электронный адрес и имя отправителя лучше написать в конце письма, на случай если письмо будет выведено на печать.

13. Общение по электронной почте предполагает активное взаимодействие поэтому, получив электронное письмо, на которое вы не можете ответить немедленно, следует отправить сообщение о получении письма и предполагаемом времени отправки полного ответа.

Тест итогового контроля для студентов АДИ
по дисциплине «Деловой иностранный язык»

В а р и а н т I

1. Лексика

Заполните пропуск:

1. I've got the puncture in the
 - a) right wheel
 - b) left tire
 - c) steering wheel
 - d) engine

2. Should I ... the alternator belt? It's worn already.
 - a) tighten
 - b) replace
 - c) fix
 - d) check

3. Can you ... your car a little back, please?
 - e) start
 - f) park
 - g) push
 - h) stop

4. The engine is out of
 - a) petrol
 - b) order
 - c) belt
 - d) oil

5. If the petrol tank is ..., fill it up.
 - a) loose
 - b) worn
 - c) open
 - d) empty

2. Грамматика

Заполните пропуск:

6. ... I check the fuel level, sir?
a) could
b) have
c) do
d) should
7. The click may indicate a ... brake lining.
a) wearing
b) worn
c) wore
d) weared
8. Have you got ... warranty for the service?
a) some
b) no
c) –
d) any
9. ... will you be needing for a rental car?
a) how much
b) how long
c) how old
d) how well
10. When ... you ... your fuel pump last?
a) do ... check
b) can ... check
c) did ... check
d) have ... check

3. Речевой этикет

Выберите реплику, наиболее подходящую ситуации общения:

11. **A driver:** Excuse me, can I see a refueller? I'd like my car filled in.
A receptionist: a) – Certainly, sir. I'll just ask him.
b) – Over there.
c) – Sorry, he is busy.
d) – Yes, you can.

12. **A driver:** a) – Excuse me, madam, where is the nearest filling station here?
b) – Sorry, could you tell me where to fill my car?
c) – Excuse me, could you tell me where the nearest filling station is?
d) – Hey, guy, where can I get some petrol?

A passer-by: Sure. Go as far as the traffic lights and turn left. The filling station will be just on your right.

13. **A mechanic:** – Shall I check the tires?

A driver: a) – Yes, sure. I'm afraid, I've got the puncture and my left rear is a bit flat.
b) – No, thank you. I am short of money.
c) – Thank you, sometime later.
d) – What a question to ask!

14. **A car rental manager:** I'll be with you in a minute ... yes, sir. What can I do for you?

A driver: a) – I want to hire a car.
b) – Show me your hiring agreement.
c) – Just a moment.
d) – What about getting a good car for me?

15. **A policemen:** – Morning! May I see your driving license, sir?

A driver: a) – Yes. Here it is
b) – Anything else?
c) – Why? Have I made anything wrong?
d) – No problems.

4. Культура и традиции стран изучаемого языка

Заполните пропуск:

16. In Britain and the USA only people ... can hire a car.
a) over 21 years old
b) under 21 years old
c) over 18 years old
d) under 18 years old

17. Petrol is measured in
a) liters
b) pints
c) gallons
d) grams
18. What do we call a special pay to go along the USA highway?
a) a fine
b) a toll
c) a pass
d) a ticket
19. The speed limit in Britain in cities is
a) 40 km/h
b) 45 km/h
c) 48 km/h
d) 50 km/h
20. In case of an accident in Britain you should call
a) 999
b) 911
c) 903
d) 901

5. Чтение

Прочитайте текст и выполните задания.

The Future of Public Transport

1. Although the private ownership of cars has steadily increased as it has become more affordable, there is still a demand for public transport. The cost of a new car has fallen in real terms so that now it is cheaper than ever to own one. Nevertheless, a minority of the population will never be in a position to do without public transport for even the shortest journey. Successive governments, under pressure from middle class car-owning voters, have poured money into the building of new roads and the widening of existing ones. Better facilities for drivers have tended to attract more drivers. The result is overcrowding on an overstretched and expensive road system. Now governments are faced with huge bills and dissatisfied voters who resent paying taxes for a poor service.

2. When people travel to other towns, the problem might be eased by getting them to park on the outskirts of town. Buses could be provided to take them into the centre. These park and ride schemes are very popular and early results from large scale studies seem positive. At Southerton, for example, a council-funded scheme led to a 15 % drop in city center traffic over five months. What the council found, though, was that the measure proved somehow unpopular with shops and retail outlets in the area outside the center. Many of these places relied on passing traffic for some of their trade. As the number of people driving past dropped, so did incomes. It was discovered that visitors found it more difficult to get around without their cars and so they were not stopping on their way into the city center.

3. Making car driving expensive is another way of making sure that people use public transport more. Road taxes and tolls on roads to pay for repairs tend to mean that people use their cars less. Fining drivers who are in areas where cars have been banned can also tend to encourage them to leave their car behind.

4. There is one point that has to be got right for any solution to succeed. If we expect people to give up the habits of a lifetime, we must give them an alternative they can depend on. Constant delays, unannounced changes to the timetable and sudden cancellations all discourage people from using public transport. People will only use it as a real option if the buses and trains are on time. Education about the threat posed to the environment by our driving culture will prove vital. As people realize that the rate of road building cannot be sustained and that driving is likely to become the right of a privileged, wealthy few, so they will start to take seriously the problem of getting from A to B on public transport.

Пояснения к тексту

- 1) ownership – собственность, владение
- 2) affordable – доступный
- 3) widening – расширение дорожного полотна
- 4) facilities – благоприятные технические условия
- 5) ease – облегчать
- 6) outskirts – пригород
- 7) retail outlets – розничные торговые точки
- 8) ban – запрещать
- 9) encourage – поощрять, поддерживать
- 10) constant delays – постоянные задержки транспорта
- 11) sudden cancellations – неожиданные отмены

21. People tend to use public transport
- a) to go shopping
 - b) to make a short journey
 - c) to get to the centre of the city
 - d) to get to work
22. Why do people still prefer having private cars?
- a) Buses are not often on time.
 - b) They are a cheap means of transport.
 - c) It is rather difficult to get round the city by private cars.
 - d) Expensive private cars are a sign of high social position.
23. How do governments solve the problem of overcrowding on city center?
- a) They build new retail outlets.
 - b) Existing roads are widened and stretched.
 - c) Road taxes and tolls on roads make drivers use public transport.
 - d) Drivers are fined for driving in the city center.
24. *Укажите, какое предложение передает основную идею текста.*
- a) It is quite expensive to repair a private car.
 - b) Parking is a great problem to be solved.
 - c) Drivers don't want to pay taxes for a good service.
 - d) Expensive driving causes people to use public transport more.
25. *Укажите, в каком абзаце текста говорится о том, как можно решить проблему с парковкой личного транспорта в другом городе.*
- a) 1
 - b) 3
 - c) 4
 - d) 2

6. Письмо

26. *Соотнесите информацию под определенным номером с тем, что она обозначает.*

- (1) Sales manager
- (2) BMW Company
- (3) 63 Oxford St. Toronto Canada
- (4) 78 DRT 89

- (a) Postcode
- (b) The name of the company
- (c) Position
- (d) The address of the company

27. Выберите полную форму сокращения *Inc.*

- b) Insurance company
- c) Investing
- d) Incorporated
- e) Income

28. Укажите правильный порядок расположения элементов делового письма.

- 1) Yours sincerely,
- 2) Dear Mr. Smith
- 3) Jack Wilson
- 4) Thank you for inviting me to London. I look forward to visiting your car show and participating in test driving of a new Triumph Toledo on Tuesday 12th November.

- a) 1,2,4,3.
- b) 4,3,2,1.
- c) 2,4,1,3.
- d) 3,2,4,1.

29. Определите тематическую принадлежность данного письма.

Dear Mr. Mashbrow

I am a second-year student at the Automobile Road Institute in Samara.

I've heard that you are heading the Car Repair shop in Glasgow and you might wish to have a Russian Student specializing in automobiles and work at the automobiles repair shop this summer as a intern. I'm very interested in the possibility of such an internship during this summer.

My professional experience has given me an in-depth knowledge of car construction. I have, in particular, worked for Samara repair shop and held the position of a head mechanic assistant.

My responsibilities included finding and fixing any faults in a car. I hope the acquired knowledge will be quite beneficial for my career.

I have enclosed a copy of my resume. If my background and qualifications are of interest to you, please telephone me on (215) 7483037.

Yours sincerely,
Mark Smirnov

- a) an application letter
- b) a simple commercial letter
- c) a contract
- d) a covering letter

30. Выберите наиболее подходящую для делового письма заключительную форму вежливости.

- a) Good-bye!
- b) Say hello to Mr. Brathen.
- c) Let me know when you get my letter.
- d) Truly yours.

Тест итогового контроля для студентов АДИ
по дисциплине «Деловой иностранный язык»

В а р и а н т II

1. Лексика

Заполните пропуск:

1. Turn the ... to the right to follow the route.
 - a) steering wheel
 - b) windscreen
 - c) valve
 - d) key
2. I'm out of petrol. I need
 - a) a mechanic
 - b) a refueller
 - c) a manager
 - d) a car washer
3. There is some noise from the steering wheel when starting the
 - a) brakes
 - b) engine
 - c) tires
 - d) fuel pump
4. I want my car ... to be polished.
 - a) saloon
 - b) engine
 - c) wheels
 - d) body

5. I've got some fault and my left rear is
- a) in a good condition
 - b) loose
 - c) a little worn
 - d) a bit flat

2. Грамматика

Заполните пропуск:

- 6 . Where ... I pay for the service?
- a) do
 - b) may
 - c) did
 - d) am
7. Do you often check the braking system? –
- a) Yes, I don't
 - b) No, I don't. Very often
 - c) Every year
 - d) Yes, I am
8. I'd like ... a hatchback.
- a) hiring
 - b) to hire
 - c) hire
 - d) hires
9. When the fuel level is low, fuel warning light ... on.
- a) switch
 - b) switches
 - c) to switch
 - d) don't switch
10. ... the braking system, the mechanic started checking the ignition system.
- a) fixing
 - b) fixed
 - c) having fixed
 - d) to fix

3. Речевой этикет

Выберите реплику, наиболее подходящую ситуации общения:

11. **A driver:** – Excuse me, can I see a car washer? I'd like my car body polished.
A receptionist: a) – Sure.
b) – You should ask in the car wash.
c) – No problems.
d) – Sorry, he is ill.
12. **A driver:** a) – Hey, guy, where can I get some cool Japanese car?
b) – Sorry, what about the way to the «Toyota saloon»?
c) – Excuse me, could you tell me where the nearest «Toyota saloon» is?
d) – Can you tell me the way to the «Toyota saloon», please?
A passer-by: – Sure. It's just the second turning to the right round the corner.
13. **A mechanic:** – Will you need your braking system checked?
A driver: a) – No, thank you. You needn't .
b) – I disagree.
c) – That's a good idea.
d) – Certainly. I'm afraid, there's some noise when stopping the car.
14. **A car service manager:** – Morning, sir! Can I help you?
A driver: a) – No, thank you. I don't need your help.
b) – Sure. I'd like to buy a car for my wife.
c) – Hi! What car would you recommend for a crazy guy fond of speedy drive?
d) – Morning!
15. **A policemen:** – You'll be fined for speeding.
A driver: a) – Sorry, there must be a mistake.
b) – I won't pay. There's something wrong with your speedometer.
c) – Ok. How much is it?
d) – I'm so sorry. Perhaps, I haven't seen the sign.

4. Культура и традиции стран изучаемого языка

Заполните пропуск:

16. In London you can travel by ... to get to the British museum.
a) underground
b) subway
c) metro
d) tube
17. If you have ... you should pay on your way back.
a) a one-way ticket
b) a one-day ticket
c) a travel card
d) a pass
18. What do we call «бензин» in Britain?
a) oil
b) petrol
c) gas
d) fuel
19. How long is 1 mile?
a) 1.2 km
b) 1.4 km
c) 1.5 km
d) 1.6 km
20. In the USA highways drivers are allowed to run up to
a) 100 km/h
b) 95 km/h
c) 110 km/h
d) 105 km/h

5. Чтение

Прочитайте текст и выполните задания:

Transportation in Washington, DC

1. Washington developed as a river port city at a time when ships were the principal means of transportation. The Potomac River empties into Chesapeake Bay, which flows to the Atlantic Ocean; this allowed oceangoing vessels to sail into the ports of Alexandria and Georgetown.

2. Railroads came to Washington in 1835. Horse-drawn streetcars were first used between Georgetown and the Navy Yard in 1860. By the 1880s electric streetcar lines had been laid throughout the city and into the outlying new «streetcar suburbs» of Maryland (Chevy Chase, Garret Park, Forest Glen, Glen Echo, and Tacoma Park). The streetcars remained in use until 1962, when buses replace them on the cross-city routes.

3. The main highway in the region is the Capital Beltway, a 64-mile (103-km) interstate roadway encircling Washington and running through Maryland and Virginia. It is one of the country's best-known highways and made famous the phrase «Inside the Beltway», which refers, physically, to the city of Washington and its nearest suburbs and, metaphorically, to the political culture of the capital. The Beltway and other highways, parkways, and toll roads were built to help alleviate traffic congestion but have not been able to keep up with the area's rapid population growth.

4. Public transportation combines a network of buses, both city and regional, with a rail transit system (the Metro) that opened its first stations in 1976. The Metro system is maintained by the Washington Metropolitan Area Transit Authority. Metro trains run on more than 100 miles (160 km) of track, above and below ground, and connect the nearby suburbs of Maryland and Virginia to Washington. The railroad network in and out of Washington links the city to other major cities throughout the United States as well as to the neighboring bedroom communities for commuters. Washington's historic Union Station, built in 1907 and renovated in 1987, is the primary arrival and departure point for all passengers on commuter, Express, and long-distance trains. Three major airports serve Washington. Ronald Reagan Washington National Airport lies about 4 miles (6,4 km) south of the city in Arlington, Va. Dulles International Airport is 26 miles (42 km) west of the city in Loudoun county, Va. Both Virginia airports were acquired in 1987 by the Metropolitan Washington Airports Authority. Baltimore-Washington International Thurgood Marshall Airport is about 30 miles (48 km) north of Washington, near Baltimore.

Пояснения к тексту

1. vessel – судно, корабль
2. horse-drawn – управляемые лошадьми
3. suburb – пригород, окрестности города
4. encircle – окружать, опоясывать
5. congestion – перегруженность, затор уличного движения, пробка
6. bedroom communities – спальные районы, пригород
7. departure point – пункт, место отправления, отъезда
8. commuter – пассажир, станция пригородного сообщения

21. The first means of transportation in Washington were
a) horse-drawn streetcars
b) railroads
c) buses
d) ships
22. What do we call the highway that surrounds Washington?
a) Chevy Chase
b) the Capital Beltway
c) the Washington Metropolitan Area Transit Authority
d) Maryland and Virginia
23. The public transport in Washington includes
a) a rail transit system, airports, city and regional buses
b) the Metro and buses
c) horse-drawn streetcars and vessels
d) a rail transit system, a network of buses
24. *Укажите, какое предложение не соответствует содержанию текста.*
a) All commuters from bedroom communities depart and arrive at Washington's historic Union Station.
b) The nearest to Washington is the Ronald Reagan Washington National Airport.
c) The Beltway and other highways, parkways, and toll roads solve the problem of traffic congestion the area's rapid population growth.
d) Washington stands on the Potomac River.
25. *Укажите, в каком абзаце текста говорится о преимуществах автобусного сообщения перед другим видом уличного транспорта.*
a) 1
b) 2
c) 3
d) 4

6. Письмо

26. *Соотнесите информацию под определенным номером с тем, что она обозначает.*
- 1) 54 HGR 11
 - 2) Boston Car Service
 - 3) 12 George Washington St. Boston US
 - 4) The head mechanic

- a) Postcode
- b) The name of the company
- c) Position
- d) The address of the company

27. Выберите полную форму сокращения *Apt.*

- a) apartment
- b) appointment
- c) application
- d) April

28. Укажите правильный порядок расположения элементов делового письма.

- 1) Dear Mr. Brown
- 2) Yours sincerely,
- 3) Ben Cook
- 4) We do apologize for the late delivery of brake linings and tires you've ordered with us and offer you a 10 % discount.

- a) 1,2,4,3
- b) 4,3,2,1
- c) 1,4,2,3
- d) 3,2,4,1

29. Определите тематическую принадлежность данного письма.

Dear Mr. Dream

I'm writing to inform you that your agreement has been approved and signed by the Board of Directors. We're very glad to greet you as our new business partner in the East Branch. We'd like you to come and discuss the next points of our cooperation.

Yours sincerely,
Mill Shanon

- a) a contract
- b) a simple commercial letter
- c) a job application letter
- d) a CV

30. Выберите наиболее подходящую для делового письма форму обращения.

- a) Hello!
- b) Good morning, Mr. Ferrell!
- c) Hi, haven't seen you for ages!
- d) Dear Sir

Тесты для реферативного перевода и составления аннотации

ТЕКСТ 1

British Roads

British Roads are considered some of the best in the world, although, unless you specifically looked, they share a lot of similarities with the roads of any other industrial nation.

Probably the biggest difference between British Roads and those in the rest of the world (except for Japan, Indonesia, Ireland and a few Commonwealth nations, such as India, Australia and South Africa) is that we drive on the left almost everywhere – the only exception is the short road outside the Savoy Hotel. This is probably said to be a hangover from the days of highwaymen, as riding on the left makes it easier for a right-handed person to draw a sword or fire a pistol if some ruffian in the middle of the road tries to waylay them. Interestingly as most people are right-eye dominant it lets modern motorcar users see oncoming traffic better, resulting in very slightly lower head on collisions than right-hand drive nations.

Every public road in the UK is paved, including the majority in the countryside. Road signs are also very common, and the heavily standardized design means that they are recognizable instantly – the only exceptions are the finger posts sometimes seen in traditional villages. These may require that drivers slow down or even stop to fully take in the directions. In addition to universal paving, expect to see cats-eyes (spring retractable self-cleaning reflective lane separation indicators) on all but the smallest roads and street lights in even quite small villages.

Motorways in Britain are similar to freeways or autobahns – other, less busy, roads that Americans would describe as «highways» are generally called A-roads – less major roads are then B-roads. C and D roads technically exist as well, but nobody labels them (they are usually just referred to as «unclassified»). Particularly major A roads are referred to as «Trunk Roads», and are under national control rather than local. Many of the Trunk Roads follow the routes of former Roman Roads (see below). Other than Motorways which have their own sets of rules, there is very little standardization between the types of roads, for example in terms of width, lighting, kerbing etc, other than that outside of urban areas, most dual carriageways are A roads (although not all A roads or even trunk roads are dual carriageway).

Speed limits in the UK are generally 30 mph in built up areas, 60 mph on single carriageways and 70 mph on dual carriageways (roads with a central reservation) and motorways, but lorries and buses have lower limits than this, and driving slower is often wise on tight country lanes. British roads are some of the safest in the world, this having been achieved by means of policing, road engineering and driver education. These measures resulted in a steady fall in the accident rate year on year, until the desire to save money led to the replacement of traffic police with automated enforcement of very restrictive speeding regulations; a great many country and city roads will have speed cameras, which can issue both a fine and add penalty points to a license. Associated propaganda led to a belief that you were a safe driver as long as you kept below the limit, no matter how incompetent you were at other aspects of driving, while the reduction in actual policing led to incompetent and dangerous driving going largely unchecked, and the accident rate ceased to fall. Recently the backlash among motorists against automated speeding enforcement has led to the removal of speed cameras in some areas, and these areas are now again seeing a reduction in accident rates. Light up signs telling you to slow down if you approach them at more than the speed limit are becoming popular commonplace as well, and Average Speed Monitoring coupled with CCTV and license plate-recognition technology is being rolled out across the major motorways. Likewise, expect no sympathy if a Traffic Warden catches you parked on yellow lines, or stopped on red ones, which in central London may as well be a hanging offence as far as some are concerned.

There's an ongoing argument about whether the motorway speed limit should be raised to 80 or 90 mph. Argument for: some people drive that fast anyway, and the 70 mph limit was introduced when ordinary cars couldn't manoeuvre safely above that speed. Argument against: it might encourage speeding. A significant number of senior police officers favor an increase to 80mph on motorways.

With the rise in eco-friendly transport, many roads now have divided areas for other traffic – most large towns have bus lanes, taxi lanes or tram lanes, and cycle lanes are common in suburban and semi-rural areas. These are marked with heavy lines and usually filled with red tarmac. There are also lots of speed bumps and chicanes in the suburbs. Modern traffic calmers generally consist of a small beveled square in the road – positioning your car over the middle usually reduces the bump, especially if you have a wide car. The idea behind this is that ambulances and fire engines pass over the bump without noticing it; they're also reckoned to be safer for cyclists, who can skirt round them.

The British road network, thematically appropriate for a country that enjoys living in the past, is essentially based on what was laid down by the Romans nearly two thousand years ago. The A1, the main north/south artery, almost entirely follows the path of Ermine Street, the main Roman road. As Dave Gorman noted, this means that it's very easy to go up and down in Britain but much harder to go from side to side (only about two motorways run east/west in any meaningful way), although in Wales it is easier to go side to side, meaning that if you want to get from Cardiff to Bangor it's probably faster to take the M4 into England, head north on the English motorways, and head west at the level of Liverpool. And quite major cities may not be connected to the most developed part of the network, because they were only villages in 120 AD.

You have to pay an annual tax to own a car (unless you get an certificate stating it's being stored off-road), which is now based on CO2 emissions. If your car is older than three years, it has to have an annual inspection, called an MOT (Ministry of Transport) test, to allow you to drive it. The Government, in a further attempt to reduce carbon emissions keep the British Far Eastern car industry in business, has recently introduced a scheme where they'll pay you £2,000 to scrap your car if it's over 10 years old.

All vehicles (with a few exceptions) allowed to run on British roads must also have an annual MOT test once they reach 3 years old. This is often falsely viewed as a redundant acronym, as people assume «T» stands for test. It does not, MOT stands for Ministry Of Transport, the organization that first introduced the tests (this week known as the Department for Transport). The test basically ensures that the vehicle is in a fit state to be on the roads, although has since introduced become much stricter and now includes such as emissions. One interesting point about the MOT is that a vehicle only has to comply to the standards of the time it was first registered, not of the present day, meaning that sufficiently old card do not need modern frippery like seat belts or indicators.

Like other European roads, British roads tend to be narrower and smaller than American ones.

ТЕКСТ 2

Traffic signs

Traffic signs can be grouped into several types. For example, Annexe 1 of the Vienna Convention on Road Signs and Signals (1968), which at 30 June 2004 had 52 signatory countries, defines eight categories of signs:

- Danger warning signs
- Priority signs
- Prohibitory or restrictive signs
- Mandatory signs

- Special regulation signs
- Information, facilities, or service signs
- Direction, position, or indication signs
- Additional panels

In the United States, Canada and Australia signs are categorised as follows:

- Regulatory signs
- Warning signs
- Guide signs
 - Street signs
 - Route marker signs
 - Expressway signs
 - Freeway signs
 - Welcome Signs
 - Informational signs
 - Recreation and cultural interest signs
- Emergency management (civil defense) signs
- Temporary traffic control (construction or work zone) signs
- School signs
- Railroad and light rail signs
- Bicycle signs

In the United States, the categories, placement, and graphic standards for traffic signs and pavement markings are legally defined in the Federal Highway Administration's Manual on Uniform Traffic Control Devices as the standard.

A rather informal distinction among the directional signs is the one between advance directional signs, interchange directional signs, and reassurance signs. Advance directional signs appear at a certain distance from the interchange, giving information for each direction. A number of countries do not give information for the road ahead (so-called «pull-through» signs), and only for the directions left and right. Advance directional signs enable drivers to take precautions for the exit (e.g., switch lanes, double check whether this is the correct exit, slow down). They often do not appear on lesser roads, but are normally posted on expressways and motorways, as drivers would be missing exits without them. While each nation has its own system, the first approach sign for a motorway exit is mostly placed at least 1000 m from the actual interchange. After that sign, one or two additional advance directional signs typically follow before the actual interchange itself.

History

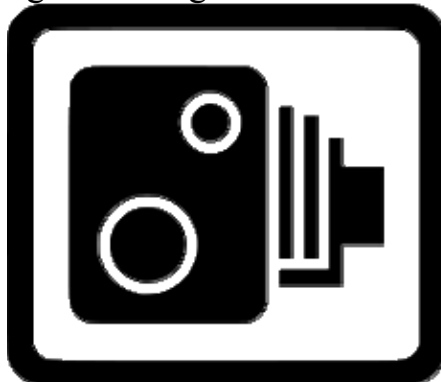
Roman milestone



17th century traffic sign in Salvador street, Alfama, Lisboa, stating which traffic should back up to give way: Year of 1686. His Majesty commands all coaches, seges and litters coming from Salvador's entrance to back up to the same part



Rural municipality weight limit sign on a Canadian dirt road.



Speed camera sign used in Canada, Cyprus, the Czech Republic, Estonia, Finland, Georgia, Hong Kong, Iceland, Iran, Ireland, Latvia, Malta, Ukraine, United Kingdom and the United Arab Emirates

The earliest road signs were milestones, giving distance or direction; for example, the Romans erected stone columns throughout their empire giving the distance to Rome. In the Middle Ages, multidirectional signs at intersections became common, giving directions to cities and towns.

The first modern roads signs erected on a wide scale were designed for riders of high or 'ordinary' bicycles in the late 1870s and early 1880s. These machines were fast, silent and their nature made them difficult to control, moreover their riders travelled considerable distances and often preferred to tour on unfamiliar roads. For such riders, cycling organisations began to erect signs that warned of potential hazards ahead (particularly steep hills), rather than merely giving distance or directions to places, thereby contributing the sign type that defines 'modern' traffic signs.

The development of automobiles encouraged more complex signage systems using more than just text based notices. One of the first modern-day road sign systems was devised by the Italian Touring Club in 1895. By 1900, a Congress of the International League of Touring Organizations in Paris was considering proposals for standardization of road signage. In 1903 the British government introduced four 'national' signs based on shape, but the basic patterns of most traffic signs were set at the 1908 International Road Congress in Rome. In 1909, nine European governments agreed on the use of four pictorial symbols, indicating «bump», «curve», «intersection», and «grade-level railroad crossing». The intensive work on international road signs that took place between 1926 and 1949 eventually led to the development of the European road sign system. Both Britain and the United States developed their own road signage systems, both of which were adopted or modified by many other nations in their respective spheres of influence. The UK adopted a version of the European road signs in 1964 and, over past decades, North American signage began using some symbols and graphics mixed in with English.

Over the years, change was gradual. Pre-industrial signs were stone or wood, but with the development of Darby's method of smelting iron using coke, painted cast iron became favoured in the late eighteenth and nineteenth centuries. Cast iron continued to be used until the mid twentieth century, but it was gradually displaced by aluminium or other materials and processes, such as vitreous enamelled and/or pressed malleable iron, or (later) steel. Since 1945 most signs have been made from sheet aluminium with adhesive plastic coatings, these are normally retroreflective for nighttime and low-light visibility. Before the development of reflective plastics, reflectivity was provided by glass reflectors set into the lettering and symbols.

New generations of traffic signs based on electronic displays can also change their text (or, in some countries, symbols) to provide for «intelligent control» linked to automated traffic sensors or remote manual input. In over 20 countries, real-time Traffic Message Channel incident warnings are conveyed directly to vehicle navigation systems using inaudible signals carried via FM radio, 3G cellular data and satellite broadcasts. Finally, cars can pay tolls and trucks pass safety screening checks using video numberplate scanning, or RFID transponders in windshields linked to antennae over the road, in support on-board signalling, toll collection and travel time monitoring.

Yet another «medium» for transferring information ordinarily associated with visible signs is RIAS (Remote Infrared Audible Signage), e.g., «talking signs» for print-handicapped (including blind/low-vision/illiterate) people. These are infra-red transmitters serving the same purpose as the usual graphic signs when received by an appropriate device such as a hand-held receiver or one built into a cell phone.

North America, Australia and New Zealand.

ТЕКСТ 3

Road signs in the United States



Handicap sign



One of Catskill Park's distinctive brown town signs with yellow text, showing the hamlet of Pine Hill



Yellow and black warning signs for kangaroos are common in Australia.

Color schemes

The North American, Australian and New Zealand colours normally have these meanings:

- red with white for stop signs, yield, and forbidden actions (such as No Parking);
- green with white letters for informational signs, such as directions, distances, and places;
- brown with white for signs to parks, historic sites, ski areas, forests, and campgrounds;
- blue with white for rest areas, food, gasoline, hospitals, lodging, and other services;
- white with black (or red) letters for regulatory signs, such as speed limits (or parking);
- yellow with black letters and symbols for warning signs, such as curves and school zones;
- orange with black letters for temporary traffic control zones and detours associated with road construction;
- purple for «lanes restricted to use only by vehicles with registered electronic toll collection (ETC) accounts», such as EZPass.

The U.S. Manual on Uniform Traffic Control Devices prescribes four other colors:

- fluorescent yellow-green for school zone, school bus stop, pedestrian, playground, and bicycle warning signs;
- fluorescent pink for incident management signs;
- coral and light blue, which are unassigned.

Regulatory signs are also sometimes seen with white letters on red or black signs. In Quebec, blue is often used for to public services such as rest areas; many black-on-yellow signs are red-on-white instead.

Many U.S. states and Canadian provinces now use fluorescent orange for construction signs.

ТЕКСТ 4

Highway symbols and markers

Rural highway sign, Saskatchewan

Every state and province has different markers for its own highways, but use standard ones for all federal highways. Many special highways— such as the Queen Elizabeth Way, Trans-Canada Highway, and various auto trails in the U.S. – have used unique signs. Counties in the U.S. sometimes use a pentagonal blue sign with yellow letters for numbered county roads, though the use is inconsistent even within states.



Units

Distances on traffic signs generally follow the measurement system in use by the country. Most U.S. road signs use miles or feet, although the federal Department of Transportation has developed metric standards for all signs. United Kingdom signs also display distances in miles. Elsewhere, metric distances are in very wide use, though not universal.

Languages



Multilingual road signs in Mistissini, Quebec in Cree, English and French.

Where signs use a language, the recognized language/s of the area is normally used. Signs in most of the U.S., Canada, Australia, and New Zealand are in English. Quebec uses French, while New Brunswick and the Jacques-Cartier and Champlain bridges, in Montreal (as well as some parts in the West Island), use both English and French, and a number of other provinces and states, such as Ontario, Manitoba, and Vermont use bilingual French–English signs in certain localities. Puerto Rico, a territory of the US, Mexico, and Spain use Spanish. Signs in Belgium are in French, Dutch and German depending on region. In the Brussels Capital Region, road signs are in French and Dutch. Signs in Finland are in Finnish and Swedish. Signs in Germany and Austria are in German. Signs in Luxembourg are in French and German. Signs in Switzerland are in French, German, and Italian. Within a few miles of the U.S.-Mexico border, road signs are often in English and Spanish in places like San Diego, Yuma, and El Paso. Indigenous languages, mainly Nahuatl as well as some Mayan languages, have been used as well.

ТЕКСТ 5**Typefaces**

The typefaces predominantly used on signs in the U.S. and Canada are the FHWA alphabet series (Series B through Series F and Series E Modified). Details of letter shape and spacing for these alphabet series are given in «Standard Alphabets for Traffic Control Devices», first published by the Bureau of Public Roads (BPR) in 1945 and subsequently updated by the Federal Highway Administration (FHWA). It is now part of Standard Highway Signs (SHS), the companion volume to the MUTCD which gives full design details for signfaces.

Initially, all of the alphabet series consisted of uppercase letters and digits only, although lowercase extensions were provided for each alphabet series in a 2002 revision of SHS. Series B through Series F evolved from identically named alphabet series which were introduced in 1927.

Straight-stroke letters in the 1927 series were substantially similar to their modern equivalents, but unrounded glyphs were used for letters such as B, C, D, etc., to permit more uniform fabrication of signs by illiterate painters. Various state highway departments and the federal BPR experimented with rounded versions of these letters in the following two decades.

The modern, rounded alphabet series were finally standardized in 1945 after rounded versions of some letters (with widths loosely appropriate for Series C or D) were specified as an option in the 1935 MUTCD and draft versions of the new typefaces had been used in 1942 for guide signs on the newly constructed Pentagon road network.

The mixed-case alphabet now called Series E Modified, which is the standard for destination legend on freeway guide signs, originally existed in two parts: an all-uppercase Series E Modified, which was essentially similar to Series E, except for a larger stroke width, and a lowercase-only alphabet. Both parts were developed by the California Division of Highways (now Caltrans) for use on freeways in 1948–1950.

Initially, the Division used all-uppercase Series E Modified for button-reflectORIZED letters on ground-mounted signs and mixed-case legend (lowercase letters with Series D capitals) for externally illuminated overhead guide signs. Several Eastern turnpike authorities blended all-uppercase Series E Modified with the lowercase alphabet for destination legends on their guide signs.

Eventually, this combination was accepted for destination legend in the first manual for signing Interstate highways, which was published in 1958 by the American Association of State Highway Officials and adopted as the national standard by the BPR.

Uses of non-FHWA typefaces

Some traffic signs, such as the left-turn prohibition sign hanging from this gantry, are lit for better visibility, particularly at night or in inclement weather.



The U.S. National Park Service uses NPS Rawlinson Roadway, a serif typeface, for guide signage; it typically appears on a brown background. Rawlinson has replaced Clarendon as the official NPS typeface, but some states still use Clarendon for recreational signage.

Georgia, in the past, used uppercase Series D with a custom lowercase alphabet on its freeway guide signs; the most distinctive feature of this typeface is the lack of a dot on lowercase I and j. More recent installations appear to include the dots.

The Clearview typeface, developed by U.S. researchers to provide improved legibility, is permitted for light legend on dark backgrounds under FHWA interim approval. Clearview has seen widespread use by state departments of transportation in Arkansas, Illinois, Maryland, Michigan, Ohio, Pennsylvania, Texas, and Virginia. In Canada, the Ministry of Transportation for the Province of British Columbia specifies Clearview for use on its highway guide signs, and its usage has shown up in Ontario on the Don Valley Parkway and Gardiner Expressway in Toronto and on new 400-series highway installations in Hamilton, Halton and Niagara, as well as street signs in various parts of the province. The font is also being used on newer signs in Alberta, Manitoba, and Quebec.



A new Clearview typeface sign beside an old FHWA typeface, Quebec

It is common for local governments, airport authorities, and contractors to fabricate traffic signs using typefaces other than the FHWA series; Helvetica and Arial are common choices

ТЕКСТ 6

Traffic signing in the UK

Traffic signing in the UK conforms broadly to European norms, though a number of signs are unique to Britain and direction signs omit European route numbers. The current sign system, introduced on 1 January 1965, was developed in the late 1950s and early 1960s by the Anderson Committee, which established the motorway signing system, and by the Worboys Committee, which reformed signing for existing all-purpose roads. (For illustrations of most British road signs, see the Highway Code website.)

The UK remains the only European Union member nation and the only Commonwealth country to use non-metric (Imperial) measurements for distance and speed, although «authorised-weight» signs have been in metric tonnes since 1981 and there is currently a dual-unit (metric first) option for height and width restriction signage, intended for use on safety grounds where foreign drivers are likely to be using the routes so that they may better understand the restriction and/or advice about a hazard ahead.

Three colour schemes exist for direction signs. A road may be a motorway (white on blue), a primary route (white on dark green with yellow route numbers), or a non-primary route (black on white). A fourth colour scheme, black on yellow, is seen on temporary signs, for example marking a diversionary route avoiding a road closure.

Two typefaces are specified for British road signs. Transport *Medium* or Transport *Heavy* are used for all text on fixed permanent signs and most temporary signage, depending on the colour of the sign and associated text colour; dark text on a white background is normally set in *Heavy* so that it stands out better. This is except for route numbers on motorway signs, for which a taller limited character set typeface called Motorway is used.

Signs are generally bilingual in all parts of Wales (English/Welsh or Welsh/English), and are beginning to be seen in parts of the Scottish Highlands (English/Scottish Gaelic).

One-way road sign in Wales, with the Welsh preceding the English.

All signs and their associated regulations can be found in the Traffic Signs Regulations and General Directions, as updated by the TSRGD 2008 and TSRGD 2011 and complemented by the various chapters of the «Traffic Signs Manual».



ТЕКСТ 7

Internal combustion engines

The engines of practically all mechanically propelled road vehicles, motorcycles, airplanes, farm tractors, motor boats, and mobile industrial units belong to that class of prime movers known as heat engines, and to the subdivision thereof which has been generally referred to as «internal combustion» engines.

Combustion engines may be divided into types according to the duration of the cycle on which they operate, in terms of piston strokes. By a cycle is meant a succession of operations in the engine cylinder which constantly repeats itself. The great majority of modern automotive engines operate on the four-stroke cycle, usually referred to as Otto cycle, which is completed in four strokes of the piston, or during two revolutions of the crankshaft. Engines are also being built to operate on a cycle which is completed in two piston strokes. In this cycle a combustion gaseous mixture is compressed in the cylinder during the outward stroke of the piston, and burned and allowed to expand during the following inward stroke. Evacuation of the products of combustion and admission of a new-charge take place during the latter part of the expansion, and the early part of the compression stroke. Since there is no separate exhaust stroke, the burnt gases cannot be expelled from the cylinder by a pumping action of the piston therein; they must be blown out, by either fresh air or combustible mixture, under pressure, a process known as scavenging. Two-stroke engines with scavenging by combustible mixture are used only in small units (outboard engines, for example), and generally only in applications where operation is quite intermittent. Their chief advantage is low first cost; their disadvantages are low fuel economy and lack of flexibility. A few engines have been built to operate on a six-stroke cycle, which has certain advantages where fuel of low volatility is to be used. Four of the six strokes of this cycle are used for the same operations as in the four-stroke cycle; during the remaining two strokes the combustible mixture is retained in the cylinder without being ignited, to give the fuel a better chance to vaporize and to diffuse uniformly throughout the air charge. Six-cycle engines have never reached a practical stage, and all of the high-speed combustion engines in use today that operate on volatile fuels, more than 99 per cent. of the total horse power undoubtedly work on the four-stroke cycle.

The four-stroke cycle comprises the following four phases or operations, which succeed one another on the order in which they are given:

Admission of the charge to the cylinder.

Compression of the charge.

Combustion of the charge (which includes its ignition and expansion).

Expulsion of the products of combustion.

ТЕКСТ 8

Gasoline engines Fundamentals of the automobile

Basically, the automobile consists of four components. These are:

1. the engine,
2. the framework, or the support for the engine and wheels.,
3. The power train, or mechanism that transmits the power from the engine to the wheels,
4. The body.

To these may be added a fifth component, the car-body accessories: the heater, lights, radio, and the other devices that contribute to the convenience and comfort of the driver.

The engine. – the engine is the source of power that makes the wheels go around and the car move. It is usually referred to as an internal-combustion engine because gasoline is burned within its cylinders or combustion chambers. This burning, or combustion, takes place at such high speed as to be termed as «explosion»; the high pressure thus created causes a shaft to turn or rotate. This rotary motion is transmitted to the car wheels by the power train so that the wheels rotate and the car moves.

Most automobiles engines have six or eight cylinders, although some four-, twelve- or sixteen-cylinder engines are in use.

Engine operation. – the activities that take place in the engine cylinder can be divided into four stages, or strokes. «stroke» refers to the piston movement/ the upper limit of piston movement is called top dead center. The lower limit of the piston movement is called bottom dead center. A stroke constitutes piston movement from TDC to BDC, or from BDC to TDC. In other words, the piston completes a stroke each time it changes direction of motion. Where the entire cycle of events in the cylinder requires four strokes, the engine is called a four-stroke-cycle engines. The four strokes are: intake, compression, power and exhaust.

a) Intake – on the intake stroke the intake valve is opened. The piston is moving down, and the mixture of air and vaporizes gasoline is being drawn into the cylinder through the valve opening. The mixture of gasoline and air is delivered to the cylinder by the fuel system.

b) Compression – after the piston reaches BDC or the lower limit of its travel, it begins to move upward and at this instant the intake valve closes. The other valve is also closed so that the cylinder is sealed. The piston moves upward, compressing the mixture to as little as one sixth of its original volume or less. This creates a fairly high pressure within the cylinder.

c) Power – as the piston reaches TDC or the upper limit of its travel, an electric spark is generated at the cylinder spark plug. The spark plug consists of two wire electrodes, which are electrically insulated from each other. At the proper instant the ignition system delivers a high-voltage surge of electricity to the spark plug. This causes an electric spark to jump across the gap between the spark plug electrodes. The spark ignites or sets fire to the highly explosive mixture of gasoline vapor and air. Rapid combustion takes place, and the already high pressure within the cylinder increases to as much as 400 pounds per square inch. At this instant a piston 3 inches in diameter would have a pressure of nearly 1 and a half tons pushing against it. This terrific pressure against the top of the piston forces it downward, and a power impulse is transmitted to the engine crankshaft through the connecting rod and crank. As the piston moves downward on the power stroke, it continues to transmit turning effort to the shaft.

d) Exhaust – as the piston reaches the lower limit of its travel again, the exhaust valve opens. The piston moves upward on the exhaust stroke, forcing the burned gases out of the cylinder through the exhaust-valve opening. At the instant that the piston once more reaches top dead center, the exhaust valve closes and the intake valve opens so that, when the piston begins to move downward on the intake stroke, a fresh charge of gasoline vapor and the air can be drawn into the cylinder. The above four strokes are continually repeated during the operation of the cylinder.

ТЕКСТ 9

Fuel system

The fuel system is designed to store liquid gasoline and to deliver it to the engine cylinders on the intake strokes in the form of vapor mixed with air. The fuel system must vary the proportions of air and gasoline vapor to meet the requirements of the various operating conditions.

The fuel system consists of a tank in which the liquid gasoline is stored, a fuel line, or tube, through which the gasoline can be brought from the tank to the engine, a pump which pulls the gasoline through the fuel line, and a carburetor, which mixes the gasoline with air. The carburetor is designed to mix each pound of gasoline with 9 to 15 pounds of air under various operating conditions. The richer mixtures of about 9 pounds of air per pound of gasoline are for starting, initial warm-up, and acceleration, while the leaner mixtures of about 15 pounds of air per pound of gasoline are for normal over-the-road operation.

Fuel pump – the fuel pump consists of a rocker arm, a flexible diaphragm, and two valves. The rocker arm rests against a cam on the camshaft so that rotation of the shaft makes the arm rock. This rocking motion causes the diaphragm to fluctuate up and down, alternately creating pressure and vacuum in the pump chamber. When vacuum is created, the inlet valve is lifted off seat, allowing gasoline to be drawn from the fuel tank, through the fuel line, and into the pump chamber. On the return stroke, the diaphragm creates pressure in the pump chamber. This causes the inlet valve to close and the outlet valve to open, forcing gasoline from the pump chamber through a fuel line to the carburetor.

Fuel tank – the fuel tank, normally located at the rear of the vehicle and attached to the frame, is merely a storage tank made of sheet metal. It often contains a number of baffles or metal plates, which are attached to the inner surface of the tank parallel to the ends. These have openings through which the gasoline can pass, and their main purpose is to prevent sudden surging of the gasoline from one to the other end of the tank, when the car rounds a corner. The filler opening of the tank is closed by a cap, and the tank end of the fuel line is attached at or near the bottom of the tank. Usually, this line enters the tank at the same point slightly above the bottom so that dirt or water that has settled to the bottom of the tank will not enter the fuel line.

Engine fuels – the automobile engine uses gasoline as fuel. Other types of engine, for example, those used in tractors, trucks, and buses, may use kerosene, distillate alcohol, or fuel oil. Some European countries require that a certain percentage of alcohol be used in gasoline for automobile engines.

Composition of gasoline – gasoline is a hydrocarbon, since it is made up of hydrogen and carbon compounds. Petroleum, or crude oil, is put through a refining process by which the gasoline is distilled out. Various oil fields produce petroleum that will give gasoline of different characteristics. The procedures of refining are also responsible for variations in gasoline. The gasoline that is used in automobiles is a blend of various types of gasoline. As the proportions of these various types are changed, fuels of different operating characteristics are obtained. Volatility, antiknock value, and freedom from harmful chemicals and gum formations are considered to be the best characteristics of gasoline.

ТЕКСТ 10**Power train. Clutch. Transmission. Gears**

The power that the engine develops must be transmitted to the car wheels, so that the wheels will rotate and cause the car to move. The power train perform this job, providing in the process different gear ratios between the engine crankshaft and wheels, so that the engine crankshaft may rotate once. The power train consists of series of gears and shafts, which mechanically connect the engine shaft with the car wheels, and contains a clutch, a transmission or change gears, a propeller shaft, and the final drive.

a) Clutch – the clutch permits the driver to connect the crankshaft to or disconnect it from the power train. A clutch is necessary since the automobile engine must be started without load, that is without being required to deliver any power. In order for the engine to deliver power, the crankshaft must be rotating at a reasonable speed of several hundred revolutions per minute or more. The engine will start at speeds below 100 r.p.m. (revolutions per minute), but it would not continue to operate at this low speed if a load were immediately thrown on it. Consequently, a clutch is placed in the power train between the crankshaft and transmission. The clutch permits the engine to run freely without delivering power to the power train. It also permits operation of the transmission so that the various gear ratios between the engine crankshaft and wheels may be obtained.

The clutch consists essentially of a double-faced friction disk about a foot in a diameter, which is splined to the clutch shaft, and a spring arrangement for forcing this disk tightly against the smooth face hub and external teeth on the clutch shaft that permit relative axial movement but cause the disk and the shaft to rotate together. The flywheel is attached to the end of the engine crankshaft, and when the clutch is engaged, the friction disk is held against the flywheel so that it revolves with the flywheel. This rotary motion is transmitted through the clutch and the clutch shaft to the transmission and from there to the car wheels.

When the clutch foot pedal is depressed, the clutch fork lever moves against the clutch throw out bearing, forcing the bearing inward. This operates release levers that take up the spring pressure so that pressure against the friction disk is revealed and it can move away from the flywheel face. When it happens, the friction disk and shaft stop revolving. When the foot pressure on the clutch pedal is removed, the springs again force the friction disk against the flywheel face, so that it once more rotates with the flywheel.

b) Transmission – the transmission or change gears provide a means of varying the gear ratios of the engine crankshaft and the wheels. Thus the engine crankshaft may turn four, eight, or twelve times for each wheel revolution. In addition, a reverse gear is provided that permits backing the car.

The varying gear ratios are necessary since the gasoline engine does not develop much power at low engine speeds: it must be turning at a fairly high speed in order to deliver enough power to start the car moving. Thus, on first starting, the gears are placed in low-speed so that the engine crankshaft will turn approximately 12 times for each wheel revolution. The clutch is then engaged, so that power is applied to the wheels. Car speed increases with engine speed until the car is moving 5 or 10 miles per hour, at which time the engine crankshaft may be turning as many as 2,000 r.p.m. the clutch is then disengaged and the engine crankshaft speed reduced to permit gear changing; the gears are shifted into second, and the clutch is again engaged. Since the ratio is now 8:1, a higher car speed is obtained as engine speed is again increased. The gears are then shifted into high, the clutch being disengaged and engaged for this operation, so that the ratio between the engine and wheels will be approximately 4:1. In other words, the engine crankshaft will turn four times to cause the wheels to turn once.

c) Gears – the relative rotation between two meshing gears (or the gear ratio) is determined by the number of teeth in the gears. When two meshing gears have the same number of teeth, they will both turn at the same speed. When one gear has more teeth than the other, however, the smaller gear will turn more rapidly than the larger one. Thus a gear with 24 teeth will turn half as fast as a gear with only 12 teeth, and the gear ratio between the two gears is 2:1. If the two 12-tooth gear were meshed with a 36-tooth gear, the 12-tooth gear would turn three times for every revolution of the larger gear. The gear ratio between these gears would be 3:1.

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