

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ  
РОССИЙСКОЙ ФЕДЕРАЦИИ  
«АЛТАЙСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»  
Исторический факультет  
Кафедра иностранных языков

Практический курс английского языка по темам  
“Getting a Job”, “Education”

*Учебное пособие*



Барнаул

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Издательство  
Алтайского государственного  
университета  
2018

УДК 811.111(075.8)

ББК 81.432.1я73

П 692

Составители:

И.В. Пьянзина, О.Ю. Сокова

П 692 Учебное пособие по практическому курсу английского языка по темам “Getting a Job”, “Education” для студентов IV курса, изучающих английский язык как второй. — Барнаул : Изд-во Алт. ун-та, 2018. — 84 с.

ISBN 978-5-7904-2266-9

Настоящее пособие включает словарь, тексты, диалоги, а также систему текстовых и лексико-грамматических упражнений по изучающей тематике.

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ISBN 978-5-7904-2266-9

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Алтайского государственного  
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# Getting A Job

## General Vocabulary

1. abilities (talent) – дарования, способности, особые данные
2. calling (for) – призвание
3. activity – деятельность, активность
4. appointment – свидание, установленная встреча  
make an appointment (with) – назначить встречу (с к-л.)  
e. g.: We **made an appointment** for Friday.
5. career – карьера  
make a career – делать карьеру
6. education – образование
7. job hunting – поиск работы
8. agency – агентство  
employment agency – агентство по трудоустройству  
private agency – частное агентство
9. advertisement – объявление, реклама (разг. ad)
10. receptionist – секретарь в приемной
11. contact (v) – связаться с..., обратиться к...
12. counsel (v) – давать совет, рекомендовать  
counselor (n) – (зд.) служащий агентства, который дает советы и рекомендации
13. resume – описание образования, работы и опыта, выполненное в специальной форме для поступления на работу
14. vacancy – вакансия, свободное место
15. job (employment, work) – работа, должность

job qualification – качества (образование + опыт работы, которыми должен обладать претендент)

technical job – работа в промышленности

high-salaried job – высокооплачиваемая работа

full-time job – работа на полный рабочий день

part-time job – работа на неполный рабочий день

well-paid job – хорошооплачиваемая работа

look for a job – искать работу

find a job – найти работу

get a job – получить работу

offer a job – предложить работу

e. g.: I've been **offered a job** in Paris.

16. position – положение, должность

nonskilled position – место, на которое не требуется особая квалификация и образование

find a position – найти место работы

17. occupation (trade) – занятие, род занятий, профессия

e. g.: What's his **occupation**?

He's a bookkeeper **by occupation**.

18. capacity – в качестве, положение

e. g.: He works **in the capacity of** an engineer.

19. business – профессия, занятие, дело

on business – по делу

business trip – командировка

e. g.: What's his **business**?

20. apply (to smb. for smth.) – обращаться за работой (помощью, разрешением)

e. g.: He **applied** to the Consul for a visa.

You may **apply in person** or by letter.

application – заявление, прошение

application form – анкета для поступающего на работу

an applicant – претендент, кандидат

21.post – должность, пост

e. g.: What **post** do you hold here?

22.employ (v) – предоставлять работу

employer – наниматель, работодатель

employee – служащий

unemployed – безработный

employment – занятость, постоянная работа

e. g.: The restaurant **employs** five waiters.

He is **employed** in a bank, but his brother is **unemployed** at the moment.

23.hire (v) – нанимать на работу

24.responsibilities (duties) – обязанности

be responsible for – быть ответственным за что-либо

25.salary – заработная плата служащего (обычно ежемесячная)

e. g.: You start working **at a salary** of \$ 20 per week.

wages (pl) – заработная плата рабочего

pay – выплата, жалование, заработная плата (в армии, ВМФ и пр.)

fee – плата за услуги, гонорар

pay a fee to smb. – платить за услуги к-л.

pay a fee for smth. – платить за ч-л.

26.insurance – страховка

27.leave (n) – отпуск

be on (sick) leave – быть в отпуске, «на больничном»

28.shift – смена

day/night shift – дневная/ночная смена

e. g.: I work **on the second shift**.

- 29.dismiss (v) (from) – уволить с работы  
 e. g.: “You **are fired!**”  
 e. g.: He **was dismissed from** his work.
- 30.staff/personnel – штат (сотрудников)
- 31.head – глава, руководитель  
 at the head of – во главе
- 32.chief, boss (coll.) – руководитель, начальник
- 33.colleague – коллега
- 34.be in charge of – заведовать, возглавлять
- 35.work under smb. – работать под руководством, быть в подчинении  
 e. g.: I’ll introduce you to Mr. Brown **under whom you will work.**
- 36.experienced – опытный, знающий
- 37.qualified – квалифицированный  
 skilled – квалифицированный, искусный
- 38.talented – талантливый, одаренный
- 39.department – отдел
- 40.factory, plant (works) – фабрика, завод
- 41.office (n) – учреждение, контора  
 e. g.: He works **in (at) an office.**
- 42.research institute – научно-исследовательский институт
- 43.shop (n) – магазин, цех
- 44.promote (v) – выдвигать, повышать в должности  
 e. g.: He’s been **promoted.**
- 45.profession (trade, occupations) – профессия, род занятий, ремесло
- 46.qualify (for) – готовиться, быть готовым к какой-либо должности  
 e. g.: He **is qualified for** the post.  
 He speaks a little French but he is not **qualified to** teach it.
- 47.reference – рекомендация, рекомендательное письмо
- 48.skills (such as language skill,

computer abilities) – умения, квалификация, искусство,  
мастерство

49. work hard – упорно работать, хорошо работать

work nine-to-five – работать с 9 до 5

work full time – работать полный рабочий день

work part time – работать неполный рабочий день

work for a firm – работать в фирме

50. living (n) – (зд.) жизнь

e. g.: What do you **do for a living**? – Чем вы занимаетесь?

## Proverbs and Sayings

1. To be busy as a bee. – Вертеться как белка в колесе.
2. It is never too late to learn. – Учиться никогда не поздно.
3. No pain, no gain. – Без труда не выловишь и рыбку из пруда.
4. Business before pleasure. – Делу время, потехе час.
5. Live and learn. – Живи и учись. Век живи, век учись.
6. Never put off till tomorrow what you can do today. – Никогда не откладывай на завтра, то, что можешь сделать сегодня.
7. To work with the left hand. – Работать спустя рукава.
8. Jack of all trades and master of none. – За все берущийся человек, но ничего не умеющий делать.

## Job Titles/Names of Occupations

teacher – учитель

professor – преподаватель в университете

lecturer – лектор  
doctor – врач, доктор  
physician – терапевт  
surgeon – хирург  
librarian – библиотекарь  
worker – рабочий  
turner – токарь  
carpenter – плотник  
dentist – стоматолог, зубной врач  
nurse – медсестра  
pharmacist (*Br.*) – фармацевт, аптекарь  
druggist (*Am.*) – фармацевт  
lawyer – юрист  
engineer – инженер  
computer programmer – программист  
journalist – журналист  
showman – шоумен  
commentator – комментатор  
sports ~ - спортивный ~  
editor – редактор  
diplomat – дипломат  
politician – политик  
scientist – ученый  
research worker – научный работник  
sociologist – социолог  
psychologist – психолог  
historian – историк  
painter – художник, маляр  
musician – музыкант



singer – певец  
(ballet) dancer – танцор (балета)  
actor/actress – актер/актриса  
vet – ветеринар  
builder – строитель  
electrician – электрик  
fire fighter – пожарник  
mechanic – механик  
plumber – водопроводчик  
cleaner – уборщик  
driver – водитель  
taxi/bus/tram/car/lorry/truck –  
водитель такси/автобуса/трамвая/машины/грузовика  
salesman/shop-assistant – продавец  
baker – пекарь  
clerk – служащий  
office/bank – служащий в офисе/банке  
secretary – секретарь  
receptionist – секретарь в приемной, администратор  
typist – машинистка  
postman – почтальон  
economist – экономист  
accountant/book-keeper – бухгалтер  
businessman – бизнесмен  
sportsman – спортсмен  
barber – мужской парикмахер  
hair-dresser – женский парикмахер  
tailor/dressmaker – портной  
watchmaker – часовщик

pilot – пилот  
air-hostess – стюардесса  
housewife – домохозяйка  
policeman – полицейский  
bartender – бармен  
farmer – фермер  
waiter – официант, waitress – официантка  
cook – повар  
chef – шеф-повар  
model – модель  
writer – писатель  
interpreter/translator – переводчик  
architect – архитектор  
manager – управляющий  
director – директор  
president – президент  
designer – дизайнер  
officer – чиновник, служащий  
    customs officer – офицер таможенной службы  
security guard – охранник  
tourist guide – гид  
social worker – работник социальной службы

## Vocabulary exercises

1. Study the list of Job Titles.

2. Form the nouns denoting people in business:

teach – teacher	business – businessman
drive -	police -
farm -	post -
design -	sale -
manage -	sport -

direct – director	economy – economist
instruct -	psychology -
inspect -	journal -
decorate -	biology -
sail -	science -

3. Give the derivatives to the following words. Mark the stress for each word.

employ    labour    examine    occupy    interpret    organize

4. Think of the corresponding verbs.

work – to work	promotion – to promote
trade -	application -
offer -	appointment -
pilot -	production -

pay -	organization -
nurse -	construction -
control -	advertisement -
design -	dismissal -

**5. Give the names of occupations related to:**

- |                 |                 |
|-----------------|-----------------|
| a) teaching;    | h) science;     |
| b) health care; | i) art;         |
| c) law;         | j) manual work; |
| d) industry;    | k) services;    |
| e) business;    | l) rare jobs    |
| g) mass media;  |                 |

**6. In small groups compile a list of jobs which can be described as:**

full-time, part-time, temporary, seasonal, prestigious,  
demanding, challenging, caring, influencing, managerial.

**7. Think of the jobs requiring:**

- a good qualification;
- a rich imagination;
- an attractive appearance;
- a refined taste;
- a fine sense of humour;
- a quick mind;
- self-discipline;
- great responsibility;

- tolerance;
- special skills (administrative, organizational, etc.).

**8. Give the names of jobs most suitable for men/women. Read your list and complete it by the jobs devised by other students in class.**

**9. Would you call the following *a trade, a profession or an unskilled job*?**

electrician	cleaner	dentist	designer
dressmaker	lawyer	chef	carpenter
receptionist	tailor	builder	janitor

**10. Fill in the correct word: *profession, job, career, occupation, work, trade.***

1. Her \_\_\_\_\_ as a dancer came to an end when she broke her leg.
2. My father has been unable to find a \_\_\_\_\_ for the past two years.
3. You must write your name, age and \_\_\_\_\_ on the application form.
4. John is a doctor by \_\_\_\_\_, and has his own practice in London.
5. What time do you get to your \_\_\_\_\_?
6. He lost his \_\_\_\_\_.
7. Shoemaking is a useful \_\_\_\_\_.
8. Knitting is a useful \_\_\_\_\_ for long winter evenings.
9. These days are more and more \_\_\_\_\_ opportunities for women.
10. It's difficult to find \_\_\_\_\_ during a depression.
11. The college teachers many useful \_\_\_\_\_.

**11. Translate the sentences from English into Russian, then back into English. Make proper use of the words.**

**employer-employee-unemployed-employment**

1. We were employed to do some seasonal job. 2. My employer wouldn't like me to be late. 3. Office employees are called white-collar workers. 4. Being a housewife is a full-time employment. 5. Unemployment is a major social problem in many countries. 6. We employed a new secretary from September 1. 7. People who have no work are unemployed/jobless. We can also say that they have no employment/jobs. 8. Being out of work means having no employment.

**12. How do you call a person who:**

prepares drinks in a bar	serves people in a restaurant
does the hair	repairs cars
teaches in a university	flies a plane
prepares medicines	is in charge of a whole company
does the painting	bakes bread
makes clothes	checks tickets on a train
makes up computer programmes	controls a business
looks after patients in hospitals	

**13. Choose the right word from those listed below.**

**At a Firm**

Mr. Dikson is the...of a firm. The people working in his office are his... . Mr. Dikson is their... . The lady who makes his appointments is his... . The girls who type his letters are... . The men who take care of the financial administration of the business are... . The business they all work for is called a ... . Sometimes you can find the letters Ltd. after the name of a company. This is short for *limited liability company*. A smaller office in a different place from the head – office is a ... . The boy who does all kinds of jobs is the... .

manager, employer (boss), company, branch, typists, employees, secretary, book-keepers, office-boy.

### At a Factory

Mr. McDonalds has a factory. He is a ... . People who work in the factory are... . They usually do manual work for... . Many of them have been trained to do their... . They have learned different...and become skilled workers.

A man who works very hard is an ...man. But when your work is very poor you are... . Other word for “dismissed” is... . When there is a vacancy you can apply for the... . Then you are an... . When they think you are the right man for the job you are appointed. So you get the... .

manufacturer, wages, jobs, industrious, fired job, factory workers (factory hands), trades, dismissed, applicant, appointment

#### 14. Make a table and write three examples of *job – place of work – duties*.

e.g.: a typist – office – types documents, letters

#### 15. Match the following verbs with nouns.

to apply for	work
to be at	job
to offer	position/post
to dismiss from	promotion
to hold	vacancy

to advertise for

visa

to make

overtime/shifts

to work

application

**16. Match the following nouns with the groups of adjectives.**

- |               |   |
|---------------|---|
| 1) job        | a) full-time, part-time, hard, monotonous, boring, manual, seasonal;  |
| 2) work       | b) big, small;  |
| 3) business   | c) well-paid, badly-paid, dirty, dangerous, interesting, challenging; |
| 4) employee   | d) interesting, modern, prestigious;                                  |
| 5) profession | e) promising, diplomatic, academic;                                   |
| 6) career     | f) skillful, qualified, industrious, responsible, self-disciplined    |

**17. Translate into Russian. Consult the dictionary if necessary.**

a neat company secretary

a popular singer

a hard-working social worker

a highly-qualified lecturer

a well-read teacher

a brave security guard

a wise realtor

**18. Say who is who.**

1. The head of

a. the school

2. The manager of

b. the firm



- |                                      |                    |
|--------------------------------------|--------------------|
| 3. The chairman of                   | c. the film        |
| 4. The headmistress of/headmaster of | d. the police      |
| 5. The director of                   | e. the college     |
| 6. The chief of                      | f. the corporation |
| 7. The principal of                  | g. the committee   |
| 8. The president of                  | h. the department  |
| 9. The Commander-in-Chief of         | i. the army        |

**19. Which qualities best describe people who want to succeed in work or study?**

- |              |                  |
|--------------|------------------|
| dependable   | enthusiastic     |
| independent  | reliable         |
| frank        | careful/careless |
| ambitions    | critical         |
| accurate     | responsible      |
| broad-minded | quiet            |
| reserved     | straightforward  |
| quick-minded | strong-willed    |

**20. Give as many word combinations of names of occupations with the following adjectives as possible.**

responsible, famous, talented, popular, sociable, experienced

## 21. Fill in prepositions where necessary.

1. Ruth is looking \_\_\_\_\_ a job \_\_\_\_\_ the moment.
2. Mr. Brown has been \_\_\_\_\_ charge of Marketing Department \_\_\_\_\_ five years.
3. She works \_\_\_\_\_ an engineering company.
4. I've read \_\_\_\_\_ today's newspapers that they need a secretary \_\_\_\_\_ a knowledge of English.
5. I work \_\_\_\_\_ a candy factory.
6. At present he works \_\_\_\_\_ a security guard \_\_\_\_\_ one of the firms.
7. He was offered \_\_\_\_\_ a well-paid job in Liverpool.
8. She is a lawyer \_\_\_\_\_ occupation.
9. She started working \_\_\_\_\_ a salary of \$80 per month.
10. He had to work \_\_\_\_\_ the second shift last month.

## 22. Translate into English.

1. В странах Азии много безработных.
2. Роджеру 50. Он проработал в одной компании более 25 лет.
3. Как и его отец, Александр выбрал профессию журналиста.
4. Ему предложили две разные должности.
5. Ей удалось найти хорошо оплачиваемую работу.
6. Мой брат работает с 8.00 до 17.00.
7. Ее муж уехал в командировку в Москву.
8. Он часто опаздывал на работу и поэтому был уволен.
9. Иногда ей приходится работать в ночную смену.
10. Она – опытный бухгалтер. Она работает бухгалтером в течение 15 лет.
11. Его старший брат работает в научно-исследовательском институте.

12.Профессия переводчика является престижной, высокооплачиваемой и интересной.

13.Ее сестра работает в сфере услуг.

## Speech Practice

### 1. Practice the dialogs using your substitutes.

**Model A:**

- What do you do for a living?
- Actually, I don't work yet. I go to **Manchester Business School** and study **management**.
- Why have you chosen **management** as your future profession?
- Because it's a **demanding** and **prestigious** job today.

**Model B:**

- What does your friend do?
- Oh, he wants to take up **computers**.
- Why does he want to study **computer programming**?
- Well, he lost his job last month and hasn't been able to find another one.

**Model C:**

- What's your present job, Sam?
- I work as a **personnel manager** at a big firm but I want to transfer to **the International Sales Division**.
- What for?
- Well, I don't really like to work **at the cabinet**. I just want **to travel**, to go to Africa or Latin America, for example.
- Hmm, that's exciting.

- Model D:**
- What would you like to be, Philip?
  - Actually I don't know yet. I think I'd rather be a **writer**.
  - Are there any special reasons for that?
  - I see only one: I like to **see my name in print**.

- Model E:**
- Are you pleased with your new job, Mary?
  - Yes, very much. It's just my cup of tea. I work as **a translator at the Research Institute**.
  - What sort of translation are you engaged in?
  - Well , I translate articles **on chemistry** from different American and English magazines.

- Model F:**
- Why do you want to change your job, Bill? It's **interesting and quite well-paid**.
  - The one I've found suits me better.
  - Really? Are you sure?
  - Absolutely, it offers **more opportunities** and also I'll do the work for which I'm more qualified.

**2. Point out the most important factors in choosing your job. Put them in order of importance and explain your choice.**

work which is useful to society;

good salary or wages;

opportunities to meet different people;

opportunities to travel;

flexible hours;

dealing with children;

responsibility;

the chance of promotion;

good working conditions;

friendly colleagues and considerate

interesting and not boring work;                          management;  
high security of employment;                          long holidays;  
good pension scheme;                          other factors – *what?*  
company car

### **3. Answer the questions.**

1. Is career an important part in your life?
2. What's your idea of an ideal job?
3. What are some good jobs to have and why?
4. What are the worst jobs and why?
5. What job would you like to get after you graduate from the University?  
(What career would you like to follow...?)
6. What business are your parents in?
7. How long has your father/mother been in his trade?
8. Does he/she hold any important post?
9. Is there a lot of stress connected with his/her work?
10. Do you think his/her present career is the right one for him/her?
11. Would he/she continue working at his/her present job even if he/she won  
or inherited a lot of money? And you?
12. Would you agree to get married and not to work?

## **Text 1.**

### **School teacher**

Teaching is a very specific and responsible job. Not everyone has enough courage to accept this responsibility. Most young people prefer to choose a

more rewarding and better paid job. However there are many young people who consider teaching as a career. For them the main attraction is not money, but job satisfaction and the belief that education is of vital importance for the success and progress of any society.

The success of educating and upbringing of children depends to a great degree on the personality of the teacher, his professional skills, moral principles, erudition and cultural background. This noble and challenging profession demands from a teacher constant creativity, enthusiasm, understanding of children and love for them, complete dedication to his cause.

The teacher must be a model of competence, so he is a person who is learning as well as teaching all his life. Most jobs can be done within the usual office hours, but teacher's work is never done and evenings are mostly spent marking exercise-books and preparing for the next lesson. It is also a stressful job because you have to encourage your pupils and keep them interested.

A good teacher treats his pupils with respect and values them as individuals. He understands that each child is unique and has special talents and capabilities. That's why he educates each pupil with special attention to his or her interests and encourages each one to be the best he or she can be. He helps children to develop their critical and creative thinking, to form their views and characters, their attitudes to life and to other people. He teaches them to work independently and cooperatively, to be helpful and useful.

A good teacher will do his best to bring up honest and considerate, patient and tactful, self-confident, objectively-minded and self-disciplined people, able to meet many challenges of adult life in a rapidly changing world.

## Comprehension

### 1. Find the English equivalents in the text.

Ответственная работа, удовлетворенность работой, воспитывать детей, личность учителя, профессиональные умения, эрудиция, трудоемкая профессия, требовать ч-л. от к-л., поощрять учеников, обучать, развивать творческое мышление, благородный, формировать ч-л. взгляды и отношения, соответствовать требованиям, моральные принципы, привлекательность, иметь особый талант и особенности, проверка тетрадей, любовь к детям, обучать учеников, быть готовым встретиться с трудностями взрослой жизни, быстроизменяющийся мир, терпеливый, честный, целеустремленный, самоуверенный, требовательный.

### 2. Answer the questions:

1. Teaching is considered to be a very demanding and challenging profession, isn't it?
2. What does this profession demand from a teacher?
3. What are the main advantages and disadvantages of this profession?
4. What makes many young people take up a teaching career? Does teaching attract you? Are there excellent career opportunities in teaching?
5. Do you think it's a great responsibility to be a teacher? What makes you think so?
6. What personal qualities and moral principles should a teacher have?

## Text 2

### Employment Agencies

In Britain there is a special service for school leavers, the Careers Advisory Service, which helps young people who are looking for their first job. Careers Officers give practical advice on interview techniques, application forms, letters, pay, National Insurance and Trade Unions.

One business organization that you may use when you are job-hunting<sup>1</sup> is an employment agency. There are the state employment services and nonprofit agencies that do not receive fees for finding jobs for people. There exist also some private employment agencies which receive a fee. Some employment agencies see applicants without an appointment. These include the state employment services and nonprofit agencies. Counselors there may spend a few minutes with each applicant.

But an agency that deals with technical and higher-salaried jobs, spends much more time with each applicant. Appointments are necessary in this type of agency, where a counselor may be able to see only a few applicants a day.

An interview for any kind of job, whether the interview is obtained through a friend, classified advertisement, or an agency, generally requires an appointment. It is important to be on time for your appointment. If you have made an appointment and cannot keep it, or if you will be more than ten minutes late, you should always call the interviewer. If you do not cancel the appointment or notify the interviewer that you are late, you will create a negative impression on your possible employer.

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<sup>1</sup> job-hunting – looking for work



To make efficient use of time, American business people schedule their days hour by hour. In most American business situations, appointments are a necessary courtesy.

## Comprehension

### 1. Find the English equivalents in the text.

Давать практический совет по (к-л. вопросу), назначить встречу, отменить встречу, приходить вовремя на встречу, произвести отрицательное впечатление на работодателя, собеседование, объявления в газете, расположенные по рубрикам, государственные агентства по трудоустройству, частные агентства, анкета для поступления на работу, проводящий собеседование, работник кадрового агентства, дающий советы и рекомендации, претендент, получать оплату за ч.л., предлагать ч.л. (советовать), час за часом.

### 2. Fill in prepositions where necessary.

1. After leaving school a young person faces...a very difficult problem – choosing an occupation. 2. One has to take special courses to qualify...the job. 3. There is a special advisory service which counsels...people who are looking...work. 4. This agency specializes...placing people...their qualifications. 5. The agency helped me find...the information I needed. 6. Counselors give practical advice...interview techniques, application forms, etc. 7. He made an appointment with the career officer...11 o'clock. 8. A counselor can see only a few applicants...a day. 9. He was...20 minutes late and created a negative impression...the employer. 10. American business people schedule their day hour...hour.

### **3. Translate into English.**

1. Когда я вошла в офис агентства, секретарь, встречающий посетителей, спросил меня, назначена ли у меня встреча. 2. Я проходил мимо вашего агентства и решил зайти и поговорить с одним из ваших сотрудников. 3. Он не пришел в назначенное время на встречу с Мистером Брауном, и это произвело отрицательное впечатление. 4. Анкета для поступления на работу заполняется печатными буквами. 5. Вы должны пойти на курсы, чтобы приобрести знания, необходимые для этой работы. 6. Агентство поможет вам подобрать работу согласно вашей квалификации. 7. Агентство “Manpower” специализируется именно в этой области. 8. Те, кто ищут работу, обращаются в агентства по трудоустройству. 9. Она чувствует, что работа с детьми – ее призвание. 10. У меня назначена встреча с мистером Брауном на 10:30. 11. Сначала ей пришлось заполнить анкету для поступления на работу. 12. Она отправила свое резюме в несколько фирм.

### **4. What should you do to find a job? Find the logical sequence of the steps you should take.**

- get an invitation for an interview
- make an appointment with an employment agency counselor
- read the classified ads
- think what kind of job you want
- analyse your skills, personality traits and accomplishments
- get ready for the interview
- find out what employment agency you can use
- find out as much as you can about the company

### **5. Speak on your future profession in as many details as possible.**

## Text 3

### Job Hunting

#### *Resume*

An excellent resume may help you get the job of your dreams and a poor resume may mean a lost opportunity.

Since this is the first piece of information a company will receive about you, it is critically important that your resume be well-written.

It should be presented at the beginning of any interview that you have with a company. Ideally, resume should not be longer than one page.

The contents of a resume can be roughly categorized as: 1) PERSONAL INFORMATION (address and telephone number), 2) JOB OBJECTIVE, 3) EDUCATION, 4) EXPERIENCE, 5) SKILLS, 6) EXTRACURRICULAR ACTIVITIES, 7) REFERENCES.

The resume begins with PERSONAL INFORMATION, name, address, telephone number centered at the top page.

After your address, a statement of intent or JOB OBJECTIVE should be written. This objective should be well thought out from the very beginning since it will influence how you will write the rest of the resume. It should not be too general, eg: "To obtain a managerial position in a Western company".

Think about your job search and career goals carefully, write them down in a way that shows you have given this much thought.

For example: "Objective: To obtain a position in telecommunication that will allow me to use my knowledge of engineering and take advantage of my desire to work in sales".

Notice that your desire to have a well-paid job is not included in this statement. A focus on money in your resume's first sentence will not make the best impression anywhere in the world, not just in Russia.

After the statement of intent, describe your EDUCATION.

List the universities, institutes and colleges you have attended in reverse chronological order.

Any studying you have done abroad should be included and courses that you have taken that are relevant.

If you graduated with honors, you should definitely include this. A "red diploma" can be called "graduated with high honors" in English. Do not include your high school.

Your working EXPERIENCE is the next section. List your experience starting with your most recent place of employment and work backwards.

Spell out the exact dates of employment, your position, and the name of the company you worked for.

Provide information about your responsibilities, emphasizing important activities by listing the most relevant to your objective. Do not use complete sentences! List your responsibilities in short statements that do not include the words "my" or "I".

Following experience, you should list your special SKILLS.

These include your language skills, computer abilities, and any other talent that relates to your statement of intent.

When describing your language abilities, it is best to be honest about assessing your level, "Fluent English," "native Russian," "intermediate German," and "beginning French" are all ways to describe your language abilities.

EXTRACURRICULAR ACTIVITIES should be included in the next section. Student or professional organizations you belong to, travel, sports and hobbies should be listed here.

Do not list “reading” or “writing” as an activity. It is assumed most people with a higher education do these things regularly.

The last section of your resume is the REFERENCE section. List at least two people, not related to you, who can describe your qualification for the job.

Their names, titles, places of work, and telephone numbers should be included.

The style and format of a resume are extremely important. Your resume must be typed, preferably on a computer in order to format it most effectively. A neat and well-written resume with no spelling mistakes will give an employer the impression that you are accurate and take care of details.

A resume will not get you a job. An interview with a company will get you a job. In order to have the opportunity of interviewing with a company you should send your resume with a cover letter.

*(abridged from “The St. Petersburg Press”)*

## **Comprehension**

### **1. Find English equivalents in the text.**

Потерянная возможность; машинописная страница; информация о себе; цель, которую вы ставите при поиске работы; занять должность; высокооплачиваемая работа; произвести благоприятное впечатление; заявление о намерениях; в обратном хронологическом порядке; пройти курс (закончить курс); закончить с отличием; начиная с; последнее место работы; следуйте в обратном (хронологическом) порядке; увлечения (занятия в нерабочее время); могут быть представлены при необходимости; быть вызванным на интервью; заявление (письмо к нанимателю); цель, умения, рекомендации.

## **2. Answer the questions.**

1. What is a resume?
2. Why is it necessary to write a resume?
3. What size should it have?
4. What is the contents of a resume?
5. What information should be included into each section of a resume?
6. What style and format should a resume have?
7. Can a resume get you a job?

## **3. Now you are ready to write your own resume. Study the example of a resume and try to write one for yourself.**

### **RESUME**

Anna Gromova

98, Chaikovskogo Street, apt. 85

St Petersburg, 191194, Russia

Phone: + 7 812 272 08 95

**OBJECTIVE:** Obtain employment in the field of public relations that will allow me to use my ability to work with people and take advantage of my knowledge of English

**EDUCATION:** St.Petersburg State University  
1989-1996 Diploma in English and French.  
Qualified as English interpreter.

**WORK**

Assistant, Interpreter of Director General

**EXPERIENCE**

Insurance Co.Rodina Ros.

April 1996-

Duties: schedules of meetings, appointments and

till now

recording of the personnel, interpreting and translation of documents.

January -

March 1993

Personal assistant and secretary to Mr.Ron Black at the office of Operation Carelift. Duties: interviewing and screening Russian organization which applied for humanitarian assistance, arranging and supervising of deliveries of children's shoes and boots in St.Petersburg, scheduling of the drivers and Russian personnel.

**LANGUAGES:**

**ENGLISH** Fluent reading, writing and speaking ability. Qualified as interpreter and translator.

**FRENCH** Good reading and translating ability.

**OTHER SKILLS:**

**COMPUTER** Microsoft Word and Excel. Typing, fax, Xerox.

**HOBBIES &**

Theatre, music, tourism, sports.

**ACTIVITIES**

**REFERENCES**

Mrs. Elena Petrova, Associate

Mr. Peter Bright, Manager

professor St.Petersburg,

Anglo-American School

State University 11,

US Consulat General

Universitetskaya Nab.

St.Petersburg

St.Petersburg

Phone: + 7 812 325 62 47

Phone: + 7 812 218 95 65

# Dialogs

**Listen to the dialogs and practice them.**

## 1. Making an Appointment

**A.**

A: Good morning, Personnel Corps.

B: Hello, my name is Neef, Walter Neef. I would like some information on your agency. Can you help me?

A: Yes, certainly. What would you like to know?

B: I'm looking for a non-profit agency. Is this a non-profit agency?

A: No, it is not; we're a private agency, dealing with technical and high-salaried jobs.

B: Thank you. I'm looking for a secretarial job or any nonskilled position. Can you give me the telephones of the agencies specializing in this field?

A: With pleasure, but the list is very long. You can find the information you need in our leaflet. Our working hours from 10 to 7 pm.

B: Thank you. Good-bye.

A: Good-bye. Have a good day.

B: You too.

**B.**

*Receptionist:* Personnel Service.

*Mr. Brown:* This is George Brown. I'd like to get an appointment with an employment counselor.

*Receptionist:* What time is convenient for you?



*Mr. Brown:* Could the counselor see me at 12 next Wednesday?

*Receptionist:* Yes, that will be very convenient.

*Mr. Brown:* Thank you. Good-bye.

*Receptionist:* Bye. Have a good day.

C.

R: Manpower. What can I do for you?

B: I'd like to talk to the employment counselor about a job. Will the counselor be able to see me today?

R: Hold the line, I'll consult the diary. (after a pause) Yes, Mr. Brown, are you there? Mr. Fraser can see you between 10 and 12. What time would be convenient for you?

B: Let's make it 10:30.

R: All right, Mr. Brown, 10:30 today.

B: Thank you. Good-bye.

R: Good-bye.

## 2. Canceling an appointment

A.

R: Manpower.

B: May I speak to Mr. Cartright, please?

R: Who is calling, please?

B: This is Ben Collins.

R: One moment, please.

C: Hello?

B: Hello, Mr. Cartright. This is Ben Collins. I'm very sorry, but I can't keep my appointment with you today.

C: What's wrong?

B: I'm not feeling well.

C: All right. How about next Friday at three?

B: Friday at three? That's fine. Thank you very much.

C: You're welcome. See you then.

**B.**

R: Rodger Agency

B: This is Don Kelvin. I have an appointment with Mr. Douglas at twelve today but my wife is sick. I would like to make an appointment for next week.

R: All right. Would Tuesday at three be convenient for you?

B: Tuesday at three? That's not a good time for me.

R: How about four o'clock on Wednesday?

B: That will be just fine. Thank you.

R: Fine. We'll expect you then.

**3. Make an appointment over the telephone with the following persons. Let another student act as that person or his secretary.**

**A.** Your doctor, Mr. Grey, for tomorrow afternoon (you have been feeling poorly lately);

**B.** A lawyer, Mr. Green, for any time next week (you want to consult him about a job);

**C.** The headmaster of a local school which you want to attend (you want an interview with him any time next week in order to clear up some points about the school);

**D.** Professor Chum, head of the English Department of your university, any time on Wednesday morning (you want to discuss the possibility of taking a postgraduate course);

E. Mr. Brown, employment counselor at “Kelvin Agency” (you are looking for a position in chemical engineering).

#### **4. Calling an Employment Agency**

*Receptionist:* Good morning, Pilot agency.

*Applicant:* Good morning, my name is Ivanov, Sergey Ivanov. I’m interested in finding a job in quality control. Is there someone with whom I can speak?

*R:* Yes, Just a minute, Mr. Robinson will be right with you.

*Mr. Robinson:* Good morning, Robinson speaking.

*App:* Good morning, my name is Ivanov. I’m interested in finding a job in quality control. May I come and discuss the possibilities?

*Mr. R:* What are your qualifications in this field?

*App:* I have a five year diploma from Baltic State Technical University in certification.

*Mr. R:* Do you have any work experience?

*App:* Not in this field, but I have worked as an electrician in St Petersburg Constructions.

*Mr. R:* O.K. come and see me at 3 o’clock tomorrow and bring your resume.

*App:* Thank you. Good bye.

*Mr. R:* Good bye. See you tomorrow then.

#### **5. Calling Directly the Possible Employer**

*Secretary:* Good morning, OSHA Partners

*Applicant:* May I speak with the personnel department?

*Secretary:* Are you looking for a job or are you already working with us?

*Applicant:* I’d like to apply for a job.

*Secretary:* One moment, please.

*Secretary:* (Personnel department): Hello, Personnel Department.

*Applicant:* I'm interested in a job in computer programming, with whom can I speak?

*Secretary:* I'm sorry, we are not hiring today in this field.

*Applicant:* All right, but can I come in and give you my application anyway?

*Secretary:* We receive applications every Wednesday between 1.00 and 3.00 pm.

*Applicant:* Shall I bring a resume?

*Secretary:* If you like.

*Applicant:* Thank you. Good bye.

*Secretary:* Good bye.

## **6. Translate the dialogs from Russian into English.**

### **A.**

- Доброе утро (добрый день). Попросите, пожалуйста, Тома Гаррисона.
- Слушаю вас.
- Это говорит Мэри Томас из компании Metro Data Control. Я секретарь господина Диллона. Ваши письмо и резюме его заинтересовали, и он хотел бы с вами встретиться.
- Очень хорошо. Я очень хотел бы поговорить с ним.
- Давайте договоримся о времени встречи.
- Хорошо.
- Как насчет завтрашнего дня в 10 часов утра?
- Меня это вполне устраивает.
- Наш адрес – 516 Пятая авеню, седьмой этаж. Вы знаете, как сюда добраться?
- Думаю, что знаю. Наверное, я могу доехать поездом «Ф». Где мне надо

выйти?

- Вам надо доехать до 42-й улицы. Оттуда пойдете пешком. За пять минут вы доберетесь до нашего офиса.
- Будьте добры, повторите, пожалуйста, адрес.
- 516 авеню. 7-й этаж. Спросите отдел кадров.
- Спасибо.
- Пожалуйста. До завтра.

**В.**

А: Здравствуйте, агентство «Континенталь».

В: Здравствуйте, я ищу работу секретаря. Занимается ли ваше агентство подбором работы в этой области?

А: Мы работаем только с иностранными компаниями. Вы хотите работать в российской или иностранной компании?

В: Я не знаю, подойдет ли моя квалификация для работы в иностранной компании.

А: Тогда вам надо поговорить с нашим консультантом. Вы не хотели бы записаться на прием к нашему консультанту?

В: Спасибо, конечно. Когда я могу с ним поговорить?

А: В пятницу, в 3 часа. Удобно ли для вас это время?

В: Минутку, я загляну в свой деловой блокнот. Да, спасибо. Я буду у вас в пятницу в 3. До свидания.

А: До свидания. Всего доброго.

**С.**

А: Здравствуйте, агентство «Алина».

В: Здравствуйте, я ищу работу няни. Мне сказали, что вы можете предложить подобную работу.

А: Да, но есть ли у вас необходимая квалификация и опыт работы?

В: Да, я прошла специальные подготовительные курсы и имею опыт работы.

А: Вы хотели бы работать в русской или иностранной семье?

В: Я хотела бы работать в иностранной семье, но я не знаю иностранного языка.

А: Тогда, к сожалению, мы можем предложить вам работу только в русской семье. Есть ли у вас рекомендации?

В: Да, у меня рекомендации из двух семей, где я работала раньше.

А: Прекрасно. Приходите завтра в 10 утра и захватите с собой сертификат курсов и рекомендации.

В: Спасибо. Я обязательно приду завтра в 10 утра. До свидания.

А: До свидания.

#### **D.**

А: Здравствуйте, агентство «Прогресс».

В: Здравствуйте, я прочел в газете ваше объявление, что требуется водопроводчик в гостиницу «Москва». Я хотел бы прийти и поговорить с кем-либо по поводу этой работы.

А: Наш консультант проводит интервью с претендентами в понедельник в 10 часов. Есть ли у вас соответствующий опыт работы?

В: Да, я работал несколько лет в госпитале. Я знаю свое дело хорошо, но я не знаю иностранный язык.

А: Для этой работы это не обязательно. Могли бы встретиться с нашим консультантом в указанное время?

В: Да, я приду обязательно. Нужно ли мне иметь какие-нибудь документы?

А: Для этой работы необходимо составить резюме.

В: Но я никогда не составлял резюме, я не знаю, как это делается.

А: Приходите к Андрею Петрову в понедельник в 10 утра, он поговорит с

вами и поможет вам составить резюме.

B: Спасибо. Я обязательно приду в понедельник в 10. До свидания.

A: До свидания.

### **7. Expand the situation introduced by the opening sentences.**

**A.**

A: Good morning, "Rubin" enterprise.

B: Good morning, may I speak with the personnel department?

A: .....

B:.....

**B.**

A: Good morning, I have an appointment with Mr.Swenson for 12 today made by the "Continent" agency. It's about sales agent job in the Sales department.

B: Have a seat, please. Mr.Swenson will be with you in a few minutes.

A: .....

**C.**

A: Good morning, "Dinas" Real Estate.

B: Good morning, I'm looking for a position as real estate agent, and I would like to work in your agency.

A: Hold the line, please, I'll connect you to our manager.

B: .....

**D.**

A: Good morning, National Public Library.

B: Good morning, I've read an ad about a librarian position in your library.

A: What ad exactly have you read? In what paper?

B: .....

**E.**

A: Good morning, "Triumph" department store.

B: Good morning, I'm looking for a position as shop assistant.

A: .....

B: .....

## Comprehension

**I. Study the list of Job Titles.**

**II. Listen to four situations and guess the jobs which the people in each conversation have.**

## Education

### Vocabulary

1. education – образование, обучение  
compulsory ~ - обязательное ~  
secondary ~ - среднее ~  
higher ~ - высшее ~  
vocational ~ - профессионально-техническое ~  
free ~ - бесплатное ~  
full-time ~ - дневное ~  
part-time ~ - вечернее ~  
correspondence ~ - заочное ~  
distance ~ - заочное ~



religious ~ - религиозное ~

all-round ~ - всестороннее ~

2. public school (Am.E), state school (Br.E) – государственная школа

public school (Br.E) – частная школа

private school (Am.E) – частная школа

kindergarten (Am.E) – детский сад

nursery school (Am.E), nursery (Br.E.) – детский сад

elementary school (Am.E), primary school (Br.E) – начальная школа (от  
5 до 11 лет)

high school (Am.E), secondary school (Br.E) – средняя школа (от 11 до  
18 лет)

comprehensive school (Br.E) – общеобразовательная школа

grammar school (Br.E) – классическая школа

3. college (institute) – техникум

4. higher educational institution – высшее учебное заведение (вуз)

5. university – университет

6. school specializing in English, mathematics etc. – специальная  
(английская, математическая и т.д.) школа

7. technical/vocational/professional school – профессионально-  
техническое училище

8. graduate school (Am.E), post-graduate school (Br.E) – аспирантура,  
магистратура

9. (post) graduate student – аспирант

e.g.: She is a **graduate student** at Berkley.

10. be in (at) school/college/university – учиться в  
школе/колледже/университете

study – изучать

study at – учиться в...

- study (n) – учеба
- go to school/university – учиться в школе/университете
11. leave school – окончить школу
- finish school – окончить школу
- graduate (from) high school/university – окончить среднюю школу/университет
12. high school student – студент (учащийся) средней школы
- college ~ - студент колледжа
- university ~ - студент университета
- first-year ~ - студент первокурсник
- undergraduate ~ - студент вуза
13. major (n) – основной, профилирующий предмет
- major in – специализироваться по к-л. предмету
- e.g.: His **major** is French.
- He **is majoring** in French.
- specialize in (syn.)
14. subject – предмет
- compulsory ~ - обязательный ~
- optional/elective ~ - предмет по выбору
15. class/year/form (Br.E) – класс, ступень обучения
- e.g.: He is **in the sixth form** now.
- grade (Am.E) – класс, ступень/отметка, оценка
- e.g.: He will be starting **the third grade** soon.
- His **high school grades** were excellent.
- mark (Br.E) – отметка, оценка
16. term/semester – семестр
17. school year/academic year – учебный год
- e.g.: In Russia **the school year** starts on September 1.
18. curriculum – программа, учебный план, курс обучения

19. extra-curricular work – внеклассная, общественная работа
20. class/lesson – урок
21. lecture (on) – лекция по к-л. предмету  
give a lecture on – читать лекцию по к-л. Предмету
22. seminar (on) – семинар по ...  
have a seminar on...  
e.g.: We had **a seminar on Ancient History** yesterday.
23. tutorial (Br.E) – индивидуальное занятие с преподавателем
24. school teacher – учитель в школе  
nursery school teacher – воспитатель в детском саду  
university ~ - преподаватель в вузе  
professor – преподаватель в вузе  
lecturer – лектор, преподаватель в вузе  
a teacher of English/an English teacher – преподаватель английского языка  
class/form teacher – классный руководитель  
tutor (Br.E) – преподаватель, куратор
25. principal (Am.E)/headteacher/headmaster (Br.E) – директор школы
26. (the) rector – ректор (вуза)
27. dean – декан
28. faculty/department – факультет
29. department – кафедра
30. test – контрольная работа, тест  
oral ~ - устный ~  
written ~ - письменный ~  
spelling ~ - диктант  
vocabulary ~ - словарный ~

grammar ~ - тест по грамматике

biology ~ - тест по биологии

a test in Literature – тест по литературе

have a test on smth. – писать тест по к-л. Теме

e.g.: They are having a test **on prepositions** now.

give smb a test – дать тест к-либо

pass a test – сдать тест

fail a test – не сдать тест

31. student's record book – зачетная книжка студента

32. examination/exam – экзамен

English/history exam – экзамен по английскому/истории

entrance exam – вступительный экзамен

school-leaving exams – выпускные экзамены (в школе)

graduate/final exam – выпускной экзамен в университете

take an exam – сдавать экзамен

pass an exam – сдать экзамен

fail an exam – провалить экзамен

e.g.: I **failed my French exam** two times.

study for an exam – готовиться к экзамену

examiner (n) – экзаменатор

examining board – экзаменационная комиссия

33. admit – принимать

be admitted to a college, university – быть принятым в колледж,  
университет

admission (n) to – принятие в ...

apply for admission to – сдать документы на поступление

e.g.: She **applied for admission to** Moscow University.

34. assessment (n) – оценка уровня знаний

assess smb. on smth – оценивать уровень знаний по к-л. предмету

- 35.receive a diploma – получить диплом  
high school diploma – диплом об окончании средней школы
- 36.school-leaving certificate – «аттестат зрелости»
- 37.credit (in) – балл, зачет (по)
- 38.course - курс  
one-year course – одногодичный курс  
two-year course – двухгодичный курс  
complete one-year course in – завершить одногодичный курс по  
к-л. предмету
- 39.last (for) – длиться, продолжаться  
e.g.: A class usually **lasts (for)** about 30 minutes to one hour.
- 40.skill – навык, умение  
train in a skill – обучать к-л. навыку  
train in a trade – обучать к-л. профессии
- 41.graduate work – дипломная работа  
defend one’s graduate work – защищать дипломную работу
- 42.tuition fee – плата за обучение
- 43.grant – субсидия, дотация  
award grants – предоставлять субсидии
- 44.scholarship - стипендия  
give a scholarship – дать стипендию
- 45.degree – степень, звание, ученая степень  
e.g.: He has a **degree in political science** from the University of  
Chicago.  
receive a degree in – получить степень по (в)...  
take one’s degree in – получить степень по (в)...  
award a degree to smb. – присуждать звание (ученую степень) к-л.  
bachelor’s degree – «степень бакалавра» (присуждается по окончании  
4-х годичного курса обучения в колледже или

университете)

B.A. – Bachelor of Arts – степень бакалавра гуманитарных наук

B.S. – Bachelor of Science – степень бакалавра естественных наук

master's degree – «степень магистра» (присуждается по окончании  
одно- или двухгодичного курса обучения после  
получения «степени бакалавра»)

M.A. – Master of Arts – степень магистра гуманитарных наук

M.S. – Master of Science – степень магистра естественных наук

doctor's degree – степень доктора наук (присуждается после защиты  
докторской диссертации)

Ph.D. – Doctor of Philosophy – степень доктора гуманитарных и  
естественных наук

e.g.: She has a **Ph.D. in** Chemistry.

To get this job, you need a **Bachelor's degree in** Electrical  
Engineering.

Grades in American Schools, Colleges and Universities:

A – “excellent”

B – “good”

C – “satisfactory”

D – “bad”

F – “failure” (very bad)

## **Text 1.**

### **American School System**

Education is not mentioned in the Constitution, nor is there any federal department of education, so the matter is left to individual States. Education in the USA is free and compulsory in all States, however, from the age of 6 till 16 or 18. So, most American children go to State schools. In the USA these are called public schools. There are also some private schools, which are usually supported by religious organizations.

At 6 years of age children begin the first year of elementary school, which is called "Grade 1" or "First Grade" (the second year is "Grade 2", etc.). At elementary school the basic skills are acquired speaking, reading, writing and arithmetic, though the general principle of the American school system is that children should be helped and encouraged to develop their own particular interests.

Children move on to high school in the seventh grade, where they continue until the twelfth grade. There are two basic types of high school: one with a more academic curriculum, preparing students for admission to college, and the other offering primarily vocational education (training in a skill or trade). The local school board decides which courses are compulsory. There is great freedom of choice, however, and an important figure in high schools is the guidance counselor, who advises the students on what courses to take according to their career choices.

There are no national exams, although some schools and States have their own exams. Generally examination is given by continuous assessment, which means that teachers assess children during the year on how well they do in tests, classroom discussions and written and oral work.

In order to receive the high school diploma which is necessary in most States to get into college, students must collect a minimum number of credits, which are awarded for the successful completion of each one- or half-year course. Students who want to be admitted to the more famous universities require far more than the minimum number of credits and must also have good grades (the mark given on the basis of a course work and a written examination). Some colleges and universities require the students to take the SAT (Scholastic Aptitude Test) <sup>2</sup>.

Extra-curricular activity (such as playing for one of the school's sports teams) is also very important in the American school system and is taken into consideration by colleges and employers.

## Comprehension

### 1. Find the English equivalents in the text.

Бесплатное образование, обязательное образование, средняя школа, посещать государственную школу, религиозная организация, в возрасте шести лет, первый год обучения в начальной школе, основные навыки, арифметика, основной принцип, Американская школьная система, развивать интересы в ч-л., готовить студентов для принятия их в колледж, предлагать профессиональное образование, свобода выбора, постоянная оценка уровня знаний, хорошо писать тесты, обсуждение во время занятий, получить диплом об окончании средней школы, минимальное количество баллов, принимать во внимание, устная/письменная работа, внеклассная работа, учебная программа, консультант по выбору профессии, успешно закончить одногодичный курс, курсовая работа.

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<sup>2</sup> SAT – проверка способности учащегося с целью определения целесообразности соответствующего курса обучения



## **2. Answer the questions.**

1. Who has the right to attend American schools?
2. When do American children start going to school?
3. What are State schools called?
4. Are there any private schools in the US?
5. What is the first school called?
6. For how many years do the children learn at the elementary school?
7. What skills are acquired at the elementary school?
8. When do the children move on to the high school?
9. How many basic types of high school are there in the US?
10. What is vocational education?
11. What is the role of the guidance counselor?
12. Do the children take exams after finishing high school?
13. Where can the children study after finishing high school?
14. What is necessary in most states to get into college?
15. What is the activity performed after classes called?

## **3. Topics for discussion.**

1. With your fellow-students, discuss the advantages (and disadvantages, if any) of American secondary education.
2. Compare Russian and American school systems. Point out similarities and differences.
3. Speak on Russian school system. Here are ten basic questions to answer:
  - a) Did you go to nursery school?
  - b) Do most children start elementary school at the age of six?
  - c) Is the secondary school system similar or different?

- d) How many subjects did you study at secondary school?
  - e) What was your favourite subject?
  - f) How many lessons did you have every day?
  - g) Was your school a state school or private school?
  - h) Did you go to some specializing school?
  - i) At what age can you leave school?
  - j) How many terms are there in a school year?
- 4. Dwell on extra-curricular activity and its role in Russian school system
  - 5. Speak on the assessment system in American school.

#### **4. Translate into English.**

1. Американские дети начинают посещать школу с 6-ти лет. 2. Большинство американских детей ходят в государственные школы. 3. В начальной школе детей обучают основным навыкам – родной речи, чтению, письму и арифметике. 4. Основной принцип американской школы – помочь детям в развитии их индивидуальных способностей. 5. Консультант по выбору профессии дает студентам рекомендации по выбору предметов, необходимых для их будущей профессии. 6. Учителя оценивают уровень знаний учеников в течение учебного года. 7. Для поступления в известные университеты выпускники школ должны иметь хорошие отметки. 8. По окончании средней школы дети могут поступать в колледж или университет. 9. В американских средних школах существуют обязательные для обучения предметы и предметы по выбору (elective subjects).

## Text 2.

### Higher Education

There are about 3,000 colleges and universities, both private and public, in the United States. Students have to pay to go to both private and State universities. Private universities are generally smaller but very expensive, which means that the tuition fees are extremely high. State colleges and universities are not that expensive, the tuition fees are usually lower, and if the students are State residents, they pay much less.

Every young person who enters a higher educational institution can get financial assistance. If a student is offered a loan, he should repay it (with interest) after he has left the college. Needy students are awarded grants which they do not have to repay. Scholarships are given when a student is doing exceptionally well at school.

American universities and colleges are usually as a separate complex, called “campus”, with teaching blocks, libraries, dormitories, and many other facilities grouped together on one site, often on the outskirts of the city. Some universities include many campuses. The University of California, for example, has 9 campuses, the biggest being Berkeley (founded in 1868), San Francisco (1873), Los Angeles (1919), Santa Barbara (1944), Santa Cruz (1965).

All the universities are independent and offer their own choice of studies. They set their own admission standards and decide which students meet those standards. The greater the prestige of the university, the higher the credits and grades required<sup>3</sup>.

The terms “college” and “university” are often interchangeable, as “college” is used to refer to all undergraduate education; and the four-year

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<sup>3</sup> Чем престижнее университет, тем выше требования к оценкам и зачетам.

undergraduate program, leading to a bachelor's degree, can be followed at either college or university. Universities tend to be larger than colleges and also have graduate schools where students can receive post-graduate education. Advanced or graduate university degrees include law and medicine.

Most college and university undergraduate courses last for four years. During the first two years students usually follow general courses in the arts or sciences and then choose a major – the subject or area of studies in which they concentrate. The other subjects are called minors. Credits (with grades) are awarded for the successful completion of each course. These credits are often transferable, so students who have not done well in high school can choose a junior college (or community college or a technical college, usually public, offering technical training or a basic academic program). Community colleges also offer two-year courses of a vocational nature, leading to technical and semi-professional occupations, such as journalism.

There are no final examinations at colleges and universities, and students receive a degree if they have collected enough credits in a particular subject. The traditional degree awarded for the successful completion of the undergraduate course is a bachelor's degree. This can be a B.A. (Bachelor of Arts) or a B.S. (Bachelor of Science). Those who go on to do a postgraduate course or degree can obtain a M.A. (Master of Arts) or a M.S. (Master of Science). And the upper level is the degree of Ph.D. (Doctor of Philosophy).

## Comprehension

### 1. Find the English equivalents in the text.

Государственный университет, частный университет, постоянный житель, поступать в вуз, предоставлять субсидии, стипендии, хорошо учиться в школе, плата за обучение, студенческий городок, учебный

корпус, общежитие, на окраине города, независимый, выбор учебных дисциплин, устанавливать собственные требования к приему, отвечать требованиям, престиж университета, программа четырехгодичного обучения, основной (общий курс), выбирать предмет специализации, основные предметы, успешное окончание курса, предлагать двухгодичный подготовительный курс, готовить студентов для вузов с получением степени (диплома), профессиональный, техническая специальность, журналистика, медицина, право, набрать достаточное количество зачетов по конкретному предмету, заканчивать курс, получить степень, гуманитарные науки, естественные науки.

## **2. Answer the questions.**

1. What institutions of higher education are there in the U.S.?
2. What is the difference between private and State universities?
3. Who can be awarded grants?
4. Who can receive scholarships?
5. What is a “campus”?
6. Are all the universities in the US independent?
7. How many years does an undergraduate course last?
8. How many years does a junior (or community college) course last?
9. What kind of courses do they offer?
10. What degrees do American colleges and universities award after four years of study?
11. Where can the students receive post-graduate education?
12. What degrees do graduate schools award?

### 3. Topics for discussion.

1. Enlarge upon different types of colleges and universities in the US.
2. Speak about the structure of American graduate school.
3. Compare American and Russian university Education.

Answer these questions:

- a) Do you need to pass examinations before you can go to university?
- b) Do some students get a grant to study at university?
- c) Is the tuition free if you go to university?
- d) Are there any private universities in Russia?
- e) Do most students go to university at the age of 18 or 19?
- f) Do most degree courses last four years?
- g) What are the equivalents of the B.A. and B.S.?
- i) Do you have similar postgraduate degrees in your country?

### 4. Translate into English.

1. Студентам необходимо платить за учебу в государственном или частном университете. 2. Плата за обучение в частном университете выше, чем в государственном университете или колледже. 3. Нуждающиеся студенты могут также получить субсидии. 4. Студент, который хорошо успевает по всем предметам, может получать стипендию. 5. «Кампус» - это отдельный комплекс, который включает учебные корпуса, библиотеки, общежития и другие сооружения. 6. Каждый университет предлагает свой учебный курс, устанавливает свои правила приема. 7. Высшее образование можно получить в колледже или университете. 8. Четырехгодичный курс обучения ведет к получению степени бакалавра. 9. По окончании университета или колледжа студенты могут продолжить обучение в

аспирантуре. 10. В американских колледжах и университетах не существует выпускных экзаменов. 11. Учебный год в большинстве колледжей и университетов США начинается в сентябре и заканчивается в мае или июне. 12. В Соединенных штатах местные, технические колледжи и двухгодичные колледжи предлагают обучение техническим профессиям и другие программы профессионального обучения. 13. Мне сообщили, что она успешно защитила свою дипломную работу на прошлой неделе.

### **Text 3.**

#### **School System in Britain**

Schooling for children is compulsory and free from the age of 5 to 16, though children from the age of 3 to 5 may attend nursery schools. Education within the maintained state school system usually includes two stages – primary and secondary education. At 5 years of age children start primary school. The majority of primary schools are mixed. These schools are often subdivided into *infant* schools (ages 5-7) and *junior* schools (ages 7-11 or 12).

Infant schools are largely informal. Children are encouraged to read, write and make use of numbers and to develop their creative abilities.

In junior schools, teaching is often more formal than it is in infant schools. In junior schools children study arithmetic, reading, composition, history, geography, nature study and other subjects.

At 11 years of age pupils go to a secondary school. This may be a comprehensive or a grammar school.

Comprehensive schools provide an all-round education and open to all children from the age of 11 till 16 or 18.

Grammar schools provide an academic course for selected pupils from the age of 11 to 18 or 19. Only those children who have the best results are admitted to these schools. They give pupils a much higher level of academic instruction, which can lead to a university.

There are three terms in a school year. At the age of 16 most children leave school and get a job, or go to a college for vocational training. This may be hotel management, secretarial courses, etc. Or they stay at school for two more years.

At 18 years of age pupils leave school and get a job or go to university or go to a college for further education. Before leaving secondary school between the ages 16 and 18, British schoolchildren take the General Certificate of Secondary Education (GCSE) exam. Students are admitted to British Universities largely on the basis of the results of their GCSE exams. It is held at two-levels: Ordinary level ("O" level) and Advanced level ("A" level). Three "A" levels in three different subjects are enough to get a place at University.

There are also public schools in Great Britain. In fact, these are private schools and parents pay to send their children there. Some are expensive. About 5% of population go to public schools.



## Comprehension

### 1. Find the English equivalents in the text.

Начальное образование, среднее образование, обязательное образование, развивать творческие способности, природоведение, сочинение, чтение, география, всестороннее образование, учебный курс, предоставлять (обеспечивать), быть доступным для всех детей, с 5 до 16 лет, быть принятым в школу, для избранных учеников, заканчивать школу, получить работу, профессионально-техническое обучение, для «последующего» образования, частная школа, учиться в школе (колледже), университете, свидетельство о среднем образовании.

### 2. Answer the questions.

1. At what age do children go to nursery school?
2. At what age do they start primary school?
3. What are the stages of primary school?
4. What do children study at infant schools and at junior schools?
5. When do they go to secondary school?
6. What is the main difference between a comprehensive school and a grammar school?
7. How many terms are there in a school year?
8. At what age can British children leave school?
9. What is the exam taken before leaving secondary school called?
10. What does the term “public school” mean in British School System?

## **Text 4.**

### **Higher Education in Great Britain**

There are about 96 Universities and 70 colleges of Higher Education in Great Britain.

Oxford and Cambridge, the oldest universities are world-known for their academic excellence. The University of London has the size and breadth to rank among the UK's top universities.

The higher education system consists of Universities, Colleges of Higher Education and a number of small specialized colleges in areas of study such as Fine Art, Music and Agriculture.

To go to university, one must first pass examinations that most students take at the age of 18 (called "A" levels). Most students take three "A" levels and they must do well in order to get a place at university because the places are limited.

If you get a place at university, the tuition is free, and some students also get a grant (that is money to pay for living expenses) as well. Students at universities are called undergraduates while they are studying for their first degree.

Most university courses last three years, some courses last four years, and one or two courses, such as medicine, may be even longer.

An undergraduate programme consists of a series of lectures, seminars, tutorials and laboratory classes. Students prepare work in advance for seminars and tutorials. And this can take the form of researching a topic for discussion by writing essays or by solving problems. Much emphasis is put on the private study nature of a UK degree. Each student has a tutor whom he can consult on any matter whether academic or personal.

The academic year consists of three terms. Universities teach in all major subject areas: arts, science, law, engineering, medicine, social sciences.

When students finish the course and pass their examinations, they receive a degree. This can be the Degree of Bachelor of Arts or Science.

Some students then go on to do a postgraduate course (one-year or two-year course leading to a Master's Degree).

Universities also offer research degrees (Doctor's Degrees). The research is undertaken over a period of at least three years. Students working for their Master's and Doctor's Degrees are called postgraduates.

## Comprehension

### 1. Answer the questions.

1. How many universities and colleges of higher education are there in Great Britain?
2. What are world-known universities?
3. Is it necessary to pass examinations before going to university?
4. Is the tuition free?
5. What do you call students studying for their first degree?
6. How long may a university course last?
7. What does an undergraduate programme consist of?
8. How long must one study to get the Degree of Bachelor (Master, Doctor)?

## Vocabulary exercises

### 1. Fill in the correct word.

1. I could get a job as a secondary school.....now, but I want to continue studying to become a university..... .  
**(teacher/lecturer)**
2. History is my favourite....., but today's .....wasn't very interesting. **(lesson/subject)**
3. My primary school only has 300.....but there are over 5,000.....at my brother's university. **(pupils/students)**
4. Frank got good.....in all of his school exams, so he was able to go to university to do a ..... **(grades/degree)**
5. There will be no lectures during the last.....of my history.....as we are expected to study for exams then.  
**(course/term)**
6. I got an extra.....for remembering the name of Napoleon's horse, so my final.....for the test was 19 out of 20! **(point/mark)**
7. The .....of the arts faculty used to be the.....of a primary school. **(dean/headmaster)**
8. When I went to a.....I only saw my parents during the holidays, but now that I go to a .....I see them every night. **(day school/boarding school)**
9. It is necessary to pay school fees in order to go to a .....whereas a .....is run by the state and is therefore free. **(public school/private school)**

**2. Fill in the gaps with the words in the box:**

specialize in	barding school	school uniform
primary school	pay	receive
subjects	secondary school	term

1. I went to..... I only saw my parents during the holidays.
2. In my country.....is only worn at private schools.
3. In my last years at school we had to.....three subjects and I chose physics, chemistry and mathematics.
4. She worked so hard this.....
5. I started school when I was five and went to the local.....
6. After completing 4 years of study students .....a Bachelor Degree.
7. The change from primary to.....was quite traumatic for him.
8. Besides English we have such .....as Maths, Literature, Russian, History, Nature Study etc.
9. It was quite hard for my parents in those years of my studying at the university as they had to.....my tuition fees.

**3. Put these subjects in the box under three headings: *primary school, secondary school, university.***

geography	law	music	typing
medicine	maths	writing	management
reading	chemistry	economics	computer studies
history	arithmetic	composition	
physical education		philosophy	

**4. Give the derivatives, compounds and word combinations with the following words: *education, school, teacher, student, examination, test, degree.***

**5. Fill in prepositions where necessary.**

1. Most American children go...school...the age...6.
2. I have a friend who has a BA....sociology, and another has a MA...law.
3. Teachers assess children...the year.
4. After graduating...secondary schools Americans can enter...a college or a university.
5. To get....college students must collect a minimum number...credits, which are awarded...the successful completion of each course.
6. In their last year of high school, students often apply...more than one college or university.
7. He specializes ...English Literature...the University...California.
8. He left...high school successfully.
9. He is ...Berkley now majoring...Ancient history.
10. Last term we had five seminars...history of art.
11. The tuition...a private college can be of 20,000-25,000 dollars...a year.
12. The academic year in British universities consists...three terms.
13. He failed his last exam...Chemistry.
14. To get this job, he needs a Bachelor's degree...Electrical Engineering.
15. She is studying...her final exams now.
16. They often have written tests...English Grammar.
17. They are having a test...on the use of articles now.
18. Who gives you lectures...Marketing?
19. My younger sister is...the seventh grade.

**6. Replace the underlined verbs with different verbs that have the same meaning in the context.**

1. She's **specializing** in history of art now.
2. Her younger brother **studies at** school.
3. The course **continues for** three years.
4. Did she **receive** a grant for her course?
5. He **didn't pass** his exam in maths.
6. She **finished** one-year course in hotel management last year.
7. She **finished** school and went to a college for further education.
8. At the age of 6 most children in the USA **go to** elementary school.
9. After successful completion of a baccalaureate program of studies he **got** a bachelor's degree.

**7. Supply full word combinations for the following abbreviations.**

B.A.	M.A.	Ph.D.	GCSE
B.S.	M.S.	SAT	

**8. Match the Russian terms of education given on the left and their English equivalents on the right.**

**A**

**B**

- |                              |                                   |
|------------------------------|-----------------------------------|
| 1. детский сад               | a) nursery school or kindergarten |
| 2. начальная школа           | b) technical university           |
| 3. средняя школа             | c) vocational (technical) school  |
| 4. специальная (английская), | d) boarding school                |

немецкая и т.д.) школа	e) higher educational institution
5. школа-интернат	f) a school which specializes in
6. высшее учебное заведение (ВУЗ)	English, German etc.
7. профессионально-техническое училище	g) primary school
8. институт	h) secondary school
9. техникум	i) college (institute)
10.школа №103	j) technical college
11.технический университет	k) school 103
12.директор школы	l) (the) rector
13.ректор (вуза)	m) faculty
14.зачетная книжка	n) headteacher or headmaster
15.факультет	o) department
16.кафедра	p) dean
17.деканат	q) professor
18.аттестат зрелости	r) to study in the English department
19.профессор	s) the dean's office
20.учиться на английском отделении	t) school leaving certificate
21.декан	u) student' record book

### 7. What do you call:

1. the money some students receive if they get a place at university?
2. the qualification you get at the end of university.
3. an obligatory subject?
4. a subject which may be chosen?
5. teachers at university?
6. students when they have completed their first degree?



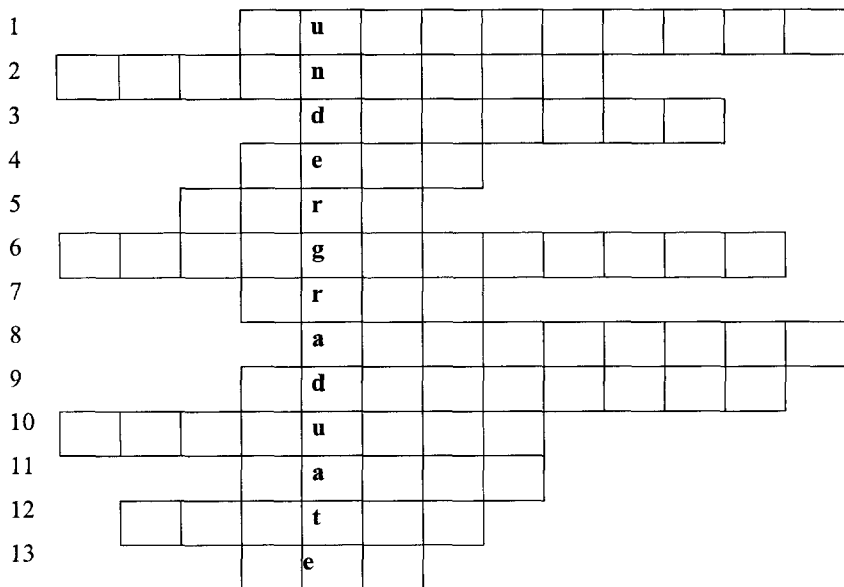
7. students studying for a second degree?
8. the name we give students during the period of studying at university?

### **8. Translate into English.**

1. Его младший брат учится в профессионально-техническом училище.
2. По окончании средней школы она собирается поступить в Алтайский Технический Университет.
3. Анна – студентка третьего курса экономического факультета. Она изучает экономику и финансы.
4. Мой брат успешно окончил английскую специализированную школу в прошлом году и теперь учится на факультете иностранных языков педагогического университета.
5. Некоторые студенты нашей группы получают стипендию.
6. Многие студенты живут в общежитии недалеко от университета.
7. Учебный год в высших учебных заведениях России делится на два семестра.
8. Его сестра учится в аспирантуре.
9. Профессор Стронг (Strong) читает лекции по американской литературе.
10. Он успешно защитил дипломную работу и скоро получит диплом о высшем образовании.
11. В нашем городе имеется несколько частных школ, где родители платят за обучение.
12. По окончании средней школы учащиеся сдают выпускные экзамены и получают аттестат зрелости.
13. Российские абитуриенты могут подать документы на поступление в несколько вузов сразу.
14. Она снова не сдала экзамен по философии.

15. Курс обучения в большинстве российских вузов длится 5 лет.
16. Учебный год в британских школах делится на три семестра.
17. Оксфордский и Кембриджский университеты являются самыми старыми и известными университетами в мире.
18. Учебная программа включает курс лекций, семинары, лабораторные занятия и индивидуальные занятия с преподавателями.

**9. Read through the sentences below and do the crossword puzzle.**



1. The program of study in a school, college or university.
2. The type of schooling system followed by elementary school.
3. The document given after successful completion of a higher educational institution in Russia.

4. The head of the faculty.
5. One of the periods into which the academic year is divided.
6. A student who goes on to study for a second degree.
7. A common word stands for such subjects as law, history, literature etc.
8. A person who applies for admission to a University.
9. Systematic training at school, college, university etc.
10. Someone who teaches at university or college.
11. A chief or special subject studied by a student at a university.
12. A degree higher than the Bachelor's degree.
13. The money paid for studying at a private school, college or university.

**10. Translate into Russian.**

### **The Academic Year**

For most colleges and universities in the USA, the academic year begins in late August or early September and ends in May or June. The semester system divides the academic year into two equal terms of approximately 16 weeks each. The quarter system divides the academic year into three equal terms of approximately 11 weeks each. Usually there is also a fourth "summer quarter". The trimester system has three equal terms of approximately 16 weeks each, including a summer term.

Most students take the summer off. Some students, however, choose to go to summer school and earn credits which may help them to complete their degree work in a shorter length of time than normally is required.

## Dialogs

### 1. Read the dialogs and them using your own substitutes.

#### A. Choosing a Major

A: By the way, Carol. What are you majoring in?

B: I'm majoring in **history**. **Art history**, I mean.

A: As far as I know it's connected with your future occupation. You're going to be a specialist in the sphere of art.

B: I hope so. And you? Have you made up your mind about your major?

A: Sure. It's **business**. And I'm taking now the classes on **marketing, management and finance**.

B: That's great. I hope you'll start your own business one day.

#### B. Taking classes

A: So, what class are you taking this semester?

B: I have a **business class** that sounds really interesting – it includes **marketing, management of international business operations**.

A: Yeah, I took that last semester. And I really liked it. It's worth taking, I think. Everyone takes this class.

B: That's good to know.

C: So what else are you taking?

B: **Modern politics** and **sociology**. And what about you?

A: As for me I'm taking a **psychology class** and **German** this semester.

### C. Talk on College Life

M: How are you doing?

P: I'm doing fine, thank you.

M: You're graduating this year, aren't you?

P: Yes, in **three months**. I've already finished the required courses and passed my exams. I only have to defend my graduate work.

M: How many exams did you have to take?

P: **Three: philosophy, economics and English.**

M: What about your grades? Did everything turn out O.K.?

P: Yes, **excellent (A)** in all the subjects.

M: Congratulations. I wish you the best of luck.

P: Thank you. Goodbye.

M: Bye.

Peter Ivanov, a Russian exchange student, is at Columbia University. He wants to know more about US public school education. Now he is having a talk with James Porges, an American student.

*Ivanov:* When do children start going to school in America?

*Porges:* At the age of six. There are eight years of elementary school and four years of high school.

I: Does high school admit all children? Is admission automatic?

P: Yes.

I: Is elementary or high schooling compulsory here?

P: Elementary schooling is. In most states students can leave school at the age of sixteen.

I: As for my country, high schooling is compulsory.

P: That's very good. I wish we had it too.

I: I came across the term “a tracking system”<sup>4</sup>. What does it mean?

P: It means that students are placed in groups according to their ability in a specific subject.

I: What subjects do students have during the four-year high school program?

P: They have to study four or five major subjects a year. They may major either in the humanities or in science. They have classes in major subjects every day.

I: Do they have any other subjects?

P: Yes, they usually have classes in physical education, music and art several times a week.

I: I’ve read that there are private elementary and high schools in this country.

P: Yes, there are. Moreover their number has greatly increased

I: Is there a difference between private and state supported schools?

P: There’s a great difference. Private schools have better teachers as the teachers’ salaries are higher there. Classes are not as numerous as in state supported schools.

### **Translate the dialogs.**

**A.**

*Профессор Лобов:* Здравствуйте, профессор Стронг (Strong). Рад снова встретиться с вами.

*Professor Strong:* Good morning, Professor Lobov. Glad to see you, too.  
How are you?

*Л:* Спасибо, я чувствую себя хорошо. А как вы себя чувствуете?

*S:* I’m doing fine, thank you. I’d like to ask you to answer my students’ questions. They’d like to know about Russian schools.

*Л:* С удовольствием отвечу на их вопросы.

---

<sup>4</sup> “a tracking system” – «направляющая система»

*John:* I wonder whether all the schools in your country are supported by the state.

*Л:* Да, в нашей стране большинство школ являются государственными, но есть и частные школы.

*Jess:* What types of school do you have?

*Л:* У нас несколько типов школ: начальная, средняя, специализированная средняя школа, профтехучилище и др.

*Jess:* What education is compulsory in your country: elementary or high?

*Л:* Среднее образование является обязательным. Однако это не означает, что учащиеся должны заканчивать среднюю школу.

*Roy:* Do you mean to say that students can get high schooling at some other schools?

*Л:* Да, они могут получить среднее образование в специализированных средних школах и в профтехучилищах.

*Professor Strong:* Thank you, Professor Lobov.

## **В.**

- Ты сдал уже все экзамены?

- Да. Я сдал четыре экзамена.

- По каким предметам?

- По английской грамматике, американской литературе XX века, философии и разговорному английскому языку (spoken English).

- Какие оценки ты получил?

- «А» (отлично) по английской грамматике, американской литературе и разговорному английскому языку. И «В» (хорошо) по философии.

- Поздравляю. Желаю успехов.

- Спасибо.

### C.

- В каком возрасте дети поступают в школу в России?
- Обычно в возрасте 7 лет. Но, в последнее время некоторые дети начинают ходить в школу в возрасте 6 лет.
- Сколько лет дети учатся в начальной школе и средней школе?
- 4 года – в начальной школе и 7 лет – в средней школе.
- Преподают ли физкультура (physical education), рисование (art) и музыка в начальной школе?
- Да. Эти предметы преподаются и в начальной и в средней школе.
- А есть ли в средней школе специализированные классы по каким-либо предметам?
- Конечно. В каждой школе имеются специализированные классы по русскому языку и литературе, истории, физике и математике, иностранному языку, химии и биологии и другие.

### D.

- Интересно, в каком возрасте большинство учащихся заканчивают школу в США?
- В 16, 17 или 18 лет. По окончании средней школы американцы могут продолжить обучение в колледже или университете.
- Есть ли в Соединенных штатах государственные колледжи и университеты?
- В США есть государственные и частные колледжи и университеты. Но, студентам необходимо оплачивать за учебу в государственном или частном университете.
- А какова плата за обучение?
- В частных университетах оплата за обучение выше чем в государственных.



#### 4. Role-play the following situations

1. You're a Russian exchange student at Columbia University. You want to know more about US university Education. You're having a talk with an American Student.
2. Two teachers are discussing Schooling systems in Russia and the USA.
3. You're discussing the system of university education in Great Britain with your fellow student who has just returned from England.
4. Two students are talking on their university life.
5. Two teachers are discussing schooling systems in Russia and Great Britain.

## Comprehension

### I

#### 1. Before you start listening complete the notes with words from the box:

assessment	boarding school	chess club
homework	library	rules
school trips	timetable	

**The school:** location, number of students, (1).....  
or day school

**Facilities:** gymnasium, (2)....., swimming pool

**Learning:** (3).....and subjects, (4).....,  
amount of (5)....., class size

**After-school activities:** choir, (6)....., drama club,  
(7).....

**Discipline:** (8)....., punishments, uniform

- 2. Listen to two people talking about the schools they went to – a traditional British public school and an alternative school in the USA. Complete the table.**

	<b>UK Boarding School</b>	<b>US Alternative School</b>
Location and size	city, 700 students	forest, 60 students
Facilities		
Learning		
After-school activities		
Discipline		

## **II**

- 1. Listen to a student phoning a language school to find out about summer courses for her friend. Find this information.**

- a) length of courses
- b) class size
- c) number of lessons

- d) facilities
- e) accommodation
- f) extra-curricular activities
- g) cost

**2. Listen to the dialog again. Complete the sentences with these words:**

*Could you send me, Could you tell me, How long, How much, I'd like, I'd also like to know, What about, What kind of.*

**Asking for information**

- (1).....some information about summer courses, please.
- (2).....are the courses?
- (3).....about the lessons?
- (4).....about the facilities?
- (5).....accommodation?
- (6).....extra-curricular activities are there?
- (7).....do the courses cost?
- (8).....a brochure and application form, please?

**Appendix**

**Exercise 1.**

*Write the plural form of the following.*

*A regular nouns*

story, play, glass, flag, photo, name, match, knife, bush, chief, page, radio, roof, prize, set, key, factory, wolf, piano, class, cup, city

*B irregular nouns*

child, goose, man, foot, mouse, woman, sheep, person, deer, tooth, ox

*C nouns of Greek or Latin origin*

criterion, datum, formula, crisis, stimulus, index, phenomenon, medium, oasis, nucleus, memorandum, basis, radius, analysis, symposium, hypothesis

*D compound nouns*

fellow-worker, merry-go-round, man-of-war, passer-by, sister-in-law, forget-me-not, room-mate, lily-of-the-valley, ticket-holder, commander-in-chief, governor-general

**Exercise 2.**

*Divide the following words into two columns: countable and uncountable nouns (you must get 25 uncountable nouns).*

furniture, coffee, leaf, food, computer, list, blood, job, work, language, country, advice, information, money, progress, permit, permission, baggage, luggage, beach, traffic, weather, window, knowledge, air, water, holiday, damage, accommodation, scenery, scene, pigeon, bread, mountain, kick, news, accident, laugh, flour, laughter

**Exercise 3.**

*Translate the following sentences into Russian paying attention to the words in bold type.*

1. The windows in his car are made of unbreakable glass. 2. He gave me a glass of water. 3. These are the works of Shakespeare. 4. He is not at home, he is at the works. He is installing new equipment. 5. His work is rather dull, he thinks. 6. Do you have scales? I want to weigh this fish. 7. Celsius or Fahrenheit scales are used in many countries. 8. I spilled the water; give me a cloth, please. 9. Have you bought cloth for draperies? 10. He's got his car insurance policy. 11. She always criticizes the government's policy. 12. I need an iron to press my dress. 13. These items are made of iron. 14. There is neither salt nor pepper on the table. 15. He planted several peppers in the hothouse. 16. Would you like

some chocolate? 17. She took chocolate out of the box. 18. He meets a lot of people every day. 19. A lot of different peoples live in Asia. 20. They run a very profitable business somewhere in South Africa. 21. Business is an essential part of American life.

**Exercise 4.**

*Match the word on the left with its partner on the right.*

*Example: a piece      music — a piece of music*

1) a lump	a) lightening
2) a bit	b) thunder
3) a flash	c) clothing
4) a stroke	d) air
5) a slice	e) salt
6) a clap	f) bread
7) a sum	g) rain
8) an article	h) milk
9) a loaf	i) soap
10) a bar	j) toothpaste
11) a spot	k) cloth
12) a carton	l) furniture
13) a tube	m) paper
14) a puff	n) cheese
15) an item	o) money
16) a sheet	p) luck
17) a strip	q) ice
18) a grain	r) sugar
19) a block	s) information
20) a breath	t) smoke

### **Exercise 5.**

*Change the uncountable nouns in bold type into countable ones in the sentences using the words from Exercise 4.*

Example: Buy some bread on your way home. — *Buy a loaf of bread on your way home.*

1. I had **luck** in the casino yesterday. 2. I saw **lightening** and then heard **thunder** in the west. 3. How much **luggage** have you got with you? 4. Would you like some more **cake**? 5. Daddy brought me milk **chocolate**! 6. He blew **smoke** out of his pipe into the open window. 7. How much **sugar** do you take with your tea? 8. We need to buy some **furniture** for our kitchen. 9. Give me please brown shoe **polish**. 10. He told us very interesting **information** last night.

### **Exercise 6.**

*Write out the nouns which are used only in the plural form (you must get 25 nouns).*

athletics, cattle, scissors, taxes, pyjamas, economics, police, news, means, goods, pants, subjects, billiards, darts, outskirts, premises, mechanics, spectacles, clothes, stairs, maths, shorts, tights, gymnastics, congratulations, crossroads, patience, scales, lodgings, foundations, equipment, research, authorities, soap, contents, looks, countryside, traffic-lights, tongs, toothpaste, headphones, delays, binoculars, electronics, eyes, trousers

**Exercise 7.**

Complete the following table and give the corresponding singular or plural form of the nouns, if any. If there is no the corresponding form, put **a v.** The first two words are given as examples.

Singular	Plural	Singular	Plural
means	means		
V	scissors		

means, scissors, pence, Frenchman, Roman, photo, physics, cloth, sheep, halves, news, sleeves, mice, species, contents, athletics, series, knowledge, feet, phenomena, clothes, bases, headquarters, Japanese

**Exercise 8.**

Find the odd word in the chain of the nouns.

Example: tea — butter — onions — meat

- 1) trousers — spectacles — scales — news
- 2) advice — knowledge — contents — progress
- 3) phonetics - vacation - goods – information
- 4) criteria — datum —

oases — radii 5) mice — men — goats — geese 6) police — work — weather — furniture 7) congress — team — government — equipment 8) water — potato — milk — bread 9) time — business — stone — bird 10) means — species — crossroads — wolves 11) thanks — barracks — congratulations — authorities  
12) diagnoses — roofs — cattle — accommodation 13) premises — mechanics — darts — laughter 14) success — research — applause — path 15) journey — voyage — travel — walk

### **Exercise 9.**

*Open the brackets and choose the proper form.*

1. I feel that the jury already (have/has) thought that you are innocent. 2. The government (was/were) not able to pursue the policy which had been promised before the elections. 3. The police (is/are) investigating the case now. 4. The crew of the plane (consist/consists) of four people. 5. His company (was/were) founded in 1996. 6. The party (was/were) in full swing. The music was playing, the company (was/were) eating and drinking. 7. My family (is/are) early risers, so at 11 o'clock p.m. the family (is/are) always in bed. 8. The cattle (is/are) in the field next to it. 9. The committee (is/are) full of enthusiasm. 10. Such an organization as the board of directors (is/are) elected by stockholders. 11. The ship turned out to be a good ship; the crew (was/were) skilled seamen. 12. The government usually (consist/consists) of the prime minister and several ministers. 13. The average American family (have/has) three children. 14. The jury (is/are) represented by twelve people. 15. The crops (is/are) good this summer.



**Exercise 10.**

Fill in the blanks with the appropriate form of the verb *to be*

A

1. The crew \_\_\_ rescued by our boat, 2. Her clothes \_\_\_ very fashionable. 3. Your advice \_\_\_ always welcome. 4. The information he gave us \_\_\_ very useful. 5. A little money \_\_\_ better than nothing. 6. That species of spiders \_\_\_ commonly seen in deserts of North Africa. 7. I think her hair \_\_\_ dyed. 8. No news, \_\_\_ good news. 9. I don't want to work here. The equipment \_\_\_ too complicated. 10.

There \_\_\_ a lot of sheep in the field. 11. I think this \_\_\_ detailed research. 12.

Where \_\_\_ my spectacles? 13. The phenomena \_\_\_ unusual. 14. Mathematics \_\_\_ difficult, but physics \_\_\_ more difficult to my mind. 15. The cattle \_\_\_ up the hill.

1. Look out! The stairs \_\_\_ very old. 2. In my opinion, looks \_\_\_ very important for an actor. 3. The police \_\_\_ responsible for these actions. 4.

Criteria \_\_\_ changing, you know. 5. The committee \_\_\_ set up several months ago.

6. The traffic \_\_\_ very heavy in this street. Be careful at the corner. When the traffic-lights \_\_\_ red, don't cross the street. 7. The working wages \_\_\_ up. 8. The knowledge she has got at college \_\_\_ very deep. 9. The carrots \_\_\_ delicious. 10.

The vacation \_\_\_ always fun. 11. The funeral \_\_\_ usually a sad occasion. 12. The evidence \_\_\_ against him. 13. The contents of the letter \_\_\_ made public. 14. The opera-glasses \_\_\_ out of focus.

15. The grapes \_\_\_ ripe.

**Exercise 11.**

*Match the words on the left (1-10) with the appropriate phrases on the right (a-j) to get 10 sentences.*

- |                     |   |
|---------------------|---|
| 1) Your advice      | a) are located outside London.                |
| 2) Our headquarters | b) she lent us was not enough.                |
| 3) The money        | c) are fit.                                   |
| 4) The premises     | d) is an important part of the Olympic Games. |

- 5) The information e) are often deceptive.  
 6) Best news f) is installed in our new shop.  
 7) New equipment g) against applying for that job was good.  
 8) Athletics h) was not reliable. It was published in tabloids.  
 9) The scales i) is always printed in morning newspapers.  
 10) Appearances j) where he worked were in the suburbs.

### **Exercise 12**

*Find the mistakes in the following sentences and correct them. Some sentences have more than one mistake.*

1. We had such a terrible weather that we left the hotel in the country (we did not have heatings there) and took an accommodation with a fire place in town instead.
2. Yesterday I got a permission to go there. What about you? Have you got your permits?
3. I love French impressionists but I would need an advice from a specialist before I bought any. My knowledges in that area are very poor.
4. Her works are definitely making great progresses these days. She has done a lot of researches lately.
5. Have you heard that Jack's lodging is in London, but in the outskirts of the city? These are interesting news, aren't they?
6. The police is looking for the criminals who escaped last night. The informations about them were sent to all the police stations of the district.
7. Political and economic crises is frequent for Africa.
8. How many luggages are you taking? Oh, I think you won't be able to cope with them. You'll have to hire a porter.
9. Last week was awful for her. She had two tooth pulled out, her child's got ill and finally her husband lost moneys.
10. The tights is too loose for her.

### **Exercise 13.**

*Translate the sentences into English.*

1. Его советы всегда бывают такими убедительными (convincing). Почему ты никогда им не следуешь?
2. Какая ненастная (nasty) погода! В такую

дождливую погоду лучше сидеть дома. 3. Она делает хорошие успехи в английском, 4. Я удивлен (be surprised), что она поверила этим странным новостям. Боюсь, они недостоверны. Кто их ей сообщил? 5. Мне кажется, эти весы сломаны. 6. Вчера я положил сюда деньги. Где они? Я не могу их найти. 7. Я считаю, что помещение для нашего магазина вполне подходящее. 8. Мне не нравятся эти джинсы. Мне кажется, та пара джинсов лучше. 9. Экипаж был готов выполнить (fulfil) приказ капитана. 10. Критерии часто меняются, 11. Ваши товары сделаны очень плохо. 12. Нику необходимо сшить (sew) новые брюки. У меня есть хорошая синяя материя. 13. Он купил буханку хлеба, пакет молока, кусок мыла и тюбик зубной пасты. 14. Информация о ценах очень интересна. 15. Здесь нет светофора, и перекресток очень опасное место. 16. Виды этих растений (plant) неизвестны. 17. Вдруг позади себя я услышал громкий смех, 18. Его знания по математике лучше моих. 19. Ты взял бинокль? — Нет, он нам не понадобится. Наши места во втором ряду (row). 20. Улики были важными, и он чувствовал, что суд присяжных был против него. 21. В Англии зарплата рабочим выплачивается каждую неделю. 22. Актеров встретили аплодисментами. 23. Мои часы отстают. 24. Морковь богата витаминами. 25. Она считает, что современная одежда красива и удобна (convenient).

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Подписано в печать 12.02.2018. Формат 60x90/16.

Бумага офсетная. Усл. печ. л. 4,9. Тираж 100 экз.

Заказ 47.

Типография Алтайского государственного университета:

656099, Барнаул, ул. Димитрова, 66