

**МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ  
РОССИЙСКОЙ ФЕДЕРАЦИИ**

**ПЕНЗЕНСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ**

**Институт международного сотрудничества  
Отдел языковой подготовки и международного сотрудничества**

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**ДОПОЛНИТЕЛЬНАЯ ОБЩЕОБРАЗОВАТЕЛЬНАЯ  
(ОБЩЕРАЗВИВАЮЩАЯ) ПРОГРАММА:  
языковой курс  
«Обучение английскому языку» (Уровень Beginner)**

Пенза, 2018

**1. Цели освоения языкового курса «Обучение английскому языку» (Уровень Beginner):**

содействие формированию и развитию у слушателей комплекса специальных компетенций, предполагающих владение различными видами иноязычной речевой деятельности, лексическим и грамматическим материалом, а также готовность использовать английский язык для получения, оценивания и применения иноязычной информации для решения профессиональных задач на уровне Beginner с углублением в области «Бизнес-курс английского языка».

**2. Компетенции слушателя, формируемые в результате освоения языкового курса «Обучение английскому языку» (Уровень Beginner):**

СК-1	владеет навыками восприятия и понимания устной и письменной речи на изучаемом иностранном языке	<p>Знать:</p> <ul style="list-style-type: none"><li>- систему лингвистических знаний, включающих в себя знание основных фонетических, лексических, грамматических, словообразовательных явлений и закономерностей функционирования английского языка</li></ul> <p>Уметь:</p> <ul style="list-style-type: none"><li>- понимать на слух английский аудиотекст (в целом и выборочно), отражающий различные сферы общения в пределах программного материала;</li><li>- читать английские тексты, понимая их основное содержание;</li><li>- продуцировать высказывания по тематике программы;</li><li>- писать орфографически и пунктуационно правильно в пределах лексического минимума</li></ul> <p>Владеть:</p> <ul style="list-style-type: none"><li>- лексико-грамматическим материалом, определенным программой на уровне Beginner;</li><li>- навыками восприятия и понимания устной и письменной речи на английском языке на уровне Beginner, в том числе в области «Бизнес-курс английского языка».</li></ul>
СК-2	способен использовать языковые средства для достижения коммуникативных целей в конкретной ситуации устного и письменного общения на изучаемом иностранном языке	<p>Знать:</p> <ul style="list-style-type: none"><li>- значение и возможность употребления новых лексических единиц, определенных программой;</li><li>- значения изученных грамматических явлений.</li></ul> <p>Уметь:</p> <ul style="list-style-type: none"><li>- выражать коммуникативные намерения (запрос и сообщение информации, выражение мнения на английском языке на уровне Beginner;</li><li>- выражать свои мысли в письменной форме на английском языке на уровне Beginner</li></ul> <p>Владеть:</p> <ul style="list-style-type: none"><li>- способностью употреблять необходимый для целей коммуникации материал адекватно ситуации делового общения.</li></ul>
СК-3	способен самостоятельно осуществлять переработку иноязычной информации для решения деловых задач	<p>Знать:</p> <ul style="list-style-type: none"><li>- способы раскрытия значения английского слова, определения грамматической формы</li></ul> <p>Уметь:</p> <ul style="list-style-type: none"><li>- снимать языковые трудности, влияющие на понимание содержания текста;</li><li>- пользоваться языковой и контекстуальной догадкой;</li><li>- ориентироваться в учебной литературе на английском языке</li></ul> <p>Владеть:</p> <ul style="list-style-type: none"><li>- навыками работы с одноязычными и двуязычными словарями.</li></ul>

### 3. Структура и содержание языкового курса «Обучение английскому языку» (Уровень Beginner):

#### 3.1. Структура языкового курса

Общая трудоемкость курсов составляет 102 часа

№ п/п	Наименование разделов и тем языкового курса	Недели	Количество часов	Формы текущего контроля усвоения (по неделям)			
				активная работа на занятиях (монологические + диалогические высказывания)	письменные домашние задания	тест	Мини-проект
1	Hello! Where are you from? Practical English: The alphabet. People in the street: What's your name? How do you spell it? Where are you from? Revise & Check: What do you remember? What can you do? Test 1	1-4	16	+	+	+	
2	Family and friends. Practical English: Personal information. People in the street: Do you have brothers and sisters? How old are they? Revise & Check: What do you remember? What can you do? Test 2	5-8	12	+	+	+	
3	Знакомство, представление предприятия, сферы деятельности (презентация).	9-11	12	+	+	+	
4	Переговоры. Ведение переговоров.	12-14	12	+	+	+	
5	Претензии и их урегулирование. Переговоры по телефону.		12	+	+	+	
6	Деловая переписка. Коммерческое предложение. Коммерческое письмо. Запросы. Ответы на запросы.		12	+	+	+	
7	Проведение совещания. Обсуждение положительных результатов. Обсуждение отрицательных результатов. Обсуждение проблемной ситуации.		12	+	+	+	
8	Нормативные документы МАГАТЭ. Презентации. Представление. Обсуждение.		12	+	+	+	
	End-of-course test		2	+	+	+	
	Общая трудоемкость, в часах		102	Итоговая аттестация			
				Форма	тестирование		

**4. Учебно-методическое обеспечение самостоятельной работы слушателей.  
Оценочные средства для текущего контроля овладения содержанием,  
итоговой аттестации.**

Программой предусмотрены следующие виды текущего контроля: монологические/ диалогические высказывания, выполнение тестов.

Итоговая аттестация проводится в форме итогового тестирования (End-of-course test).

**5. Материалы для проведения текущего,  
итогового контроля знаний**

№ п/п	Вид контроля	Контролируемые разделы (темы) программы	Компетенции, компоненты которых контролируются
	Контрольные тесты	Раздел 1-8	СК-1, СК-2
	Итоговое тестирование	Раздел 10	СК-1, СК-2, СК-3

## Материалы для текущего контроля знаний

### Тест к разделу №1

#### GRAMMAR

1 Put the words in the correct order.

Example: Italian you do like food

*Do you like Italian food?*

1 did Ben yesterday where go

\_\_\_\_\_?

2 are listening you to what

\_\_\_\_\_?

3 many people at party the how were

\_\_\_\_\_?

4 going on go holiday year this you are to

\_\_\_\_\_?

5 Millie her with does parents live

\_\_\_\_\_?

6 Sarah doing now what is

\_\_\_\_\_?

☐ 6

2 Complete Helen's e-mail with the verbs in the present simple or present continuous.

Hi Yukimi

My name's Helen and I live (live) in London. I play the piano and

I <sup>1</sup> \_\_\_\_\_ (love) jazz. What about you? <sup>2</sup> \_\_\_\_\_ you

\_\_\_\_\_ (like) music? I'm a student but it's the summer holi-

days, so now I <sup>3</sup> \_\_\_\_\_ (not study), I <sup>4</sup> \_\_\_\_\_ (work)

in a restaurant. I <sup>5</sup> \_\_\_\_\_ (need) the money because I'm

going to visit Japan next year! I <sup>6</sup> \_\_\_\_\_ (not speak)

Japanese very well, so I <sup>7</sup> \_\_\_\_\_ (have) some lessons.

<sup>8</sup> \_\_\_\_\_ you \_\_\_\_\_ (learn) any languages at the moment?

Write soon

Helen

☐ 8

3 Complete the sentences with *who*, *which*, and *where*.

Example: A restaurant is a place where you can eat.

1 That's the woman \_\_\_\_\_ works in the pub.

2 A pharmacy is a shop \_\_\_\_\_ you can buy medicines.

3 Kangaroos are animals \_\_\_\_\_ live in Australia.

4 A pilot is a person \_\_\_\_\_ flies a plane.

5 A dictionary is a book \_\_\_\_\_ gives definitions of words.

6 A hotel is a place \_\_\_\_\_ people stay when they're on holiday.

☐ 6

Grammar total ☐ 20

#### VOCABULARY

4 Look at the pictures and complete the phrases.



Example: Turn off your mobile phone.

1 \_\_\_\_\_ down the words.

2 \_\_\_\_\_ out.

3 \_\_\_\_\_ to page 33.

4 Don't \_\_\_\_\_ Italian.

5 \_\_\_\_\_ in pairs.

6 \_\_\_\_\_ and answer the questions.

7 \_\_\_\_\_ the text.

8 \_\_\_\_\_ the rhythm.

☐ 8

5 Complete the sentences with the correct words.

Example: Mark makes me laugh. He's really funny.  
funny talkative hard-working

- 1 She's very \_\_\_\_\_. She pays for everything!  
extrovert generous serious
- 2 Simon never does any work! He's very \_\_\_\_\_.  
shy hard-working lazy
- 3 My teacher's really \_\_\_\_\_. She's nice to everybody.  
funny friendly quiet
- 4 Don't be \_\_\_\_\_. Buy her a present!  
mean generous quiet
- 5 Alina's \_\_\_\_\_. She loves meeting new people.  
hard-working extrovert serious
- 6 You were very \_\_\_\_\_. Why didn't you say anything?  
talkative friendly quiet

6

6 Underline the odd word out.

Example: feet legs knees fingers

- 1 eyes shoulders nose mouth
- 2 teeth stomach tongue lips
- 3 back arm hand finger
- 4 heart brain stomach foot
- 5 neck shoulders heart back
- 6 ears feet toes legs

6

Vocabulary total 20

PRONUNCIATION

7 Write the words in the correct place.

laughs head touch lives heart ear



laughs



1



2



3



4



5

5

8 Underline the stressed syllable.

Example: stomach

- 1 opposite
- 2 unfriendly
- 3 grandfather
- 4 intelligent
- 5 abroad

5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

## READING

1 Read the article and tick (✓) A, B, or C.

### Looking for love

*Looking for Love* is an agency that finds partners for single people of any age. Read about Lisa.

My name's Lisa. I'm 25 years old and I'm from Manchester. I'm single and I'm looking for love.

I'm a journalist on a local newspaper, which means I write stories about local issues and sometimes I interview politicians. I like my job, but I'd like to work on a national newspaper one day. That's because I want to have the opportunity to work abroad.

I have a small group of friends who I've known for years. I even went to school with some of them! I'm not really extrovert but I do like going out and having fun. We usually go out to parties, nightclubs, and restaurants. I also like cooking and I make great pasta! My ideal night in is a good meal, a glass of wine, and a DVD. I like thrillers much more than I like romantic comedies!

I'm not very sporty, but I like to keep fit. I stopped smoking last year and now I go running twice a week and I sometimes go to the gym at weekends. I eat lots of fruit and vegetables and I try not to have red meat or too much coffee. At work, I drink water or tea.

I prefer men who are interested in serious issues because I like talking about politics and what's happening in the world. However, I also like men with a good sense of humour. These characteristics are more important to me than physical appearance.

Please contact *Looking for Love* if you think you're the kind of person I'm looking for!

Example: Lisa is \_\_\_\_.

A married ☐ B divorced ☐ C single ☒

1 In her job, Lisa has to \_\_\_\_.

- A travel to other countries ☐  
B write about politics ☐  
C interview politicians abroad ☐

2 Lisa met all her friends \_\_\_\_.

- A at school ☐ B at work ☐  
C a long time ago ☐

3 Lisa goes out \_\_\_\_.

- A every night ☐ B to quiet places ☐  
C with her friends ☐

4 Lisa doesn't like \_\_\_\_.

- A politics ☐ B love stories ☐  
C Italian food ☐

5 Lisa does exercise \_\_\_\_.

- A every weekend ☐  
B more than once a week ☐ C rarely ☐

6 Lisa doesn't often have \_\_\_\_.

- A vegetables ☐ B red meat ☐ C tea ☐

7 Lisa prefers \_\_\_\_ men.

- A good looking ☐ B hard-working ☐  
C funny ☐

7

5 Read the article again. Are the sentences true (T) or false (F)?

Example: *Looking for Love* is an organization for young people. *F*

- 1 Lisa doesn't want to change her job.  
2 She goes out with some of her school friends.  
3 She thinks she is extrovert.  
4 She enjoys watching films.  
5 She plays a lot of team sports.  
6 She sometimes smokes.  
7 She drinks a lot of coffee.  
8 She likes talking about serious things.

8

Reading total 15

## WRITING

Write an article for the *Looking for Love* website.

Write about:

- your personal details
- your job/studies
- your interests

10

Reading and Writing total 25

## LISTENING

You will hear a guide talking in an art gallery about a famous painting. Complete the information.

At the *Moulin Rouge* by Toulouse-Lautrec

- 1 The Moulin Rouge is a \_\_\_\_\_.
- 2 The group of people sitting at the table includes a dancer and a \_\_\_\_\_.
- 3 Jane Avril has fair hair and \_\_\_\_\_ eyes.
- 4 The woman touching her hair in the picture is a \_\_\_\_\_.
- 5 Toulouse-Lautrec is leaving the Moulin Rouge with his \_\_\_\_\_.

Listening total  10

Speaking total  15

Listening and Speaking total  25

## LISTENING

You will hear a guide talking in an art gallery about a famous painting. Complete the information.

At the *Moulin Rouge* by Toulouse-Lautrec

- 1 The Moulin Rouge is in \_\_\_\_\_.
- 2 The woman wearing a hat is a \_\_\_\_\_.
- 3 The woman with the white face has got \_\_\_\_\_ hair.
- 4 The singer is touching her \_\_\_\_\_.
- 5 Toulouse-Lautrec's cousin was very \_\_\_\_\_.

Listening total  10

Speaking total  15

Listening and Speaking total  25

## SPEAKING

### Student A

- 1 Ask your partner these questions.

- 1 Where do you work/study?
- 2 Who do you live with?
- 3 What are your hobbies?
- 4 What kind of personality do you have?
- 5 Who's your ideal partner?

- 2 Read this information about Tim and answer your partner's questions.

Name: Tim Campbell  
Age: 23  
Occupation: builder  
Personality: extrovert, hard-working, generous  
Hobbies: football, painting.

- 3 Now ask about the person in your partner's information.

- name?
- age?
- job?
- personality?
- hobbies?

## SPEAKING

### Student B

- 1 Ask your partner these questions.

- 1 What do you do?
- 2 Where do you live?
- 3 What do you do in your free time?
- 4 What three adjectives describe your personality best?
- 5 What kind of men/women do you like?

- 2 Read this information about Amy and answer your partner's questions.

Name: Amy Hammond  
Age: 25  
Occupation: nurse  
Personality: quiet, funny, friendly  
Hobbies: running, music.

- 3 Now ask about the person in your partner's information.

- name?
- age?
- job?
- personality?
- hobbies?

Максимальное количество баллов: 100

- Grammar, Vocabulary, and Pronunciation - 50
- Reading and Writing - 25
- Listening and Speaking - 25

Количество набранных баллов	Уровень сформированности компетенций СК1-СК2
80 - 100	высокий
40 - 80	средний
0 - 40	низкий

## Тест к разделу №2

### GRAMMAR

- 1 Complete the sentences. Use the verbs in brackets in the past simple or the past continuous.

Example: I saw (see) James yesterday.

- It \_\_\_\_\_ (rain) when we got to the beach.
- I met Paul when I \_\_\_\_\_ (walk) the dog.
- She \_\_\_\_\_ (not go) to the cinema with us last week.
- \_\_\_\_\_ Ben \_\_\_\_\_ (wear) his new jeans when you saw him?
- Last year I \_\_\_\_\_ (run) in the London marathon.
- I \_\_\_\_\_ (not watch) TV when you rang, I was in the shower.
- \_\_\_\_\_ you \_\_\_\_\_ (drive) to France last summer?
- What \_\_\_\_\_ you \_\_\_\_\_ (do) at eight o'clock last night?

8

- 2 Complete the dialogue.

**Freddie** Where did you go (you go) last year?  
**Mike** I went to Japan.  
**Freddie** Fantastic! When <sup>1</sup> \_\_\_\_\_ (you go)?  
**Mike** In the summer.  
**Freddie** Who <sup>2</sup> \_\_\_\_\_ (you go) with?  
**Mike** I went with Sam, but we had a few problems.  
**Freddie** What <sup>3</sup> \_\_\_\_\_ (happen)?  
**Mike** We lost our passports.  
**Freddie** Really? What <sup>4</sup> \_\_\_\_\_ (you do)?  
**Mike** We went to the police station.  
**Freddie** What <sup>5</sup> \_\_\_\_\_ (they say)?  
**Mike** Well – the passports were there!  
**Freddie** That was lucky! Who <sup>6</sup> \_\_\_\_\_ (find) them?  
**Mike** Two children – in a park.  
**Freddie** That was very lucky!

6

- 5 Complete the sentences with *at*, *in*, or *on*.

Example: My birthday's on 31st August.

- The Eiffel Tower is \_\_\_\_\_ Paris.
- We met \_\_\_\_\_ 2 o'clock.
- I met Harry \_\_\_\_\_ 1992.
- He got \_\_\_\_\_ the bus and I waved goodbye.
- We arrived \_\_\_\_\_ the airport two hours before the flight.
- We had lunch \_\_\_\_\_ the balcony.

6

- 6 Write the words.



- 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_



- 4 \_\_\_\_\_ 5 \_\_\_\_\_ 6 \_\_\_\_\_

6

Vocabulary total 20

- 3 Complete the sentences with *so*, *because*, *but*, or *although*.

Example: I don't eat meat because I'm a vegetarian.

- \_\_\_\_\_ it's late, I'm not tired.
- I invited Sue to the party, \_\_\_\_\_ she didn't want to come.
- Tom couldn't do the exam, \_\_\_\_\_ it wasn't difficult.
- It was raining, \_\_\_\_\_ I took my umbrella.
- I'm learning Italian \_\_\_\_\_ I've got a penfriend in Rome.
- They won the lottery \_\_\_\_\_ they're going to buy a new house.

6

Grammar total 20

### VOCABULARY

- 4 Underline the correct verb.

Example: go / spend / stay abroad

- hire / buy / go souvenirs
- stay / meet / rent an apartment
- do / take / spend photos
- go / be / have for a walk
- take / have / spend a good time
- see / spend / walk around the town
- rent / hire / go by car
- stay / spend / have in a hotel

8

### PRONUNCIATION

- 7 Match the sounds with the words.

5

- 8 Underline the stressed syllable.

Example: together

- imagine
- salad
- album
- interview
- musician

5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

## READING

- 1 Read the extract from a travel book. Tick (✓) A, B, or C.

I arranged to stay in a farmhouse outside a village in southern Italy. My itinerary said that the plane arrived in Italy at five o'clock in the afternoon and it was a thirty-minute drive from the airport to the village. I wanted to get to my destination before it got dark, so I could have a drink, watch the sunset, and enjoy an evening meal!

The problems began at Heathrow airport. My plane was three hours late. I walked around the airport, looked in the shops, and drank coffee in the cafés. I didn't eat anything. That was a mistake! When the plane finally took off, they gave me a cold, tasteless meal which I couldn't eat.

We arrived in Italy in the early evening. The sun was setting as I was collecting my bags! I missed it completely! I went to the desk to find my hire car and that's when I discovered the next problem. The receptionist couldn't find my name on the computer and there were no more cars. There were no buses or trains to the village, and the taxis were on strike.

The receptionist felt sorry for me. She phoned her brother, Alessandro, who agreed to take me to the village. Alessandro arrived in a very old car and we set off. Fifteen minutes later ... we broke down. I was tired, depressed, and very, very hungry. Luckily, Alessandro was a mechanic. After an hour, he fixed the car and we started driving again.

It was nearly midnight when we arrived at the farmhouse. A man opened the door and smiled. 'Come in,' he said. 'We waited for you.' I sat with a group of the friendliest people I've ever met and had an absolutely wonderful meal.

Example: It was the writer's first trip to Italy.

A True ☐ B False ☐ C Doesn't say ☒

- 1 He bought some souvenirs at Heathrow airport.  
A True ☐ B False ☐ C Doesn't say ☐
- 2 He had a snack at the airport.  
A True ☐ B False ☐ C Doesn't say ☐
- 3 He complained about the meal on the plane.  
A True ☐ B False ☐ C Doesn't say ☐
- 4 He planned to walk to the village from the airport.  
A True ☐ B False ☐ C Doesn't say ☐
- 5 His name wasn't on the computer of the hired car company.  
A True ☐ B False ☐ C Doesn't say ☐
- 6 He couldn't get a train to the village because they were on strike.  
A True ☐ B False ☐ C Doesn't say ☐

- 7 The receptionist asked a relative to help the writer.

A True ☐ B False ☐ C Doesn't say ☐

- 8 Alessandro was a taxi driver.

A True ☐ B False ☐ C Doesn't say ☐

- 9 When the car broke down, Alessandro phoned a mechanic.

A True ☐ B False ☐ C Doesn't say ☐

- 10 There was no food for the writer at the farmhouse.

A True ☐ B False ☐ C Doesn't say ☐

10

- 2 Read the text again and answer the questions.

- 1 What three things did the writer want to do that evening?

\_\_\_\_\_

- 2 Why didn't he eat on the plane?

\_\_\_\_\_

- 3 Why didn't he see the sunset?

\_\_\_\_\_

- 4 Why didn't he travel to the village by bus?

\_\_\_\_\_

- 5 When did he get to the farmhouse?

\_\_\_\_\_

5

Reading total 15

## WRITING

Write about a journey you really enjoyed. Answer these questions.

- 1 Where did you go?
- 2 How did you travel?
- 3 Who did you talk to during the journey?
- 4 What did you see during the journey?
- 5 Why did you enjoy the journey?

### A journey I enjoyed

I went ...

\_\_\_\_\_

10

Reading and Writing total 25

## LISTENING

Listen to the holiday programme. Tick (✓) A, B, or C.

- The holiday horror story is about \_\_\_\_\_.  
A Sean, his aunt and his uncle ☐  
B Sean and his friends ☐  
C Sean's aunt and uncle ☐
- Sean's aunt and uncle are \_\_\_\_\_.  
A fifty-seven ☐ B in their seventies ☐  
C in their sixties ☐
- Sean's uncle booked the holiday \_\_\_\_\_.  
A by phoning the hotel ☐ B on the Internet ☐  
C at a traditional travel agent's ☐
- They didn't like the holiday because \_\_\_\_\_.  
A there was nothing to do ☐  
B the beaches were deserted ☐  
C their hotel was too noisy ☐
- When they arrived home they were \_\_\_\_\_.  
A very tired ☐ B angry ☐ C relaxed ☐

Listening total ☐ 10

Speaking total ☐ 15

Listening and Speaking total ☐ 25

## LISTENING

Listen to the holiday programme. Tick (✓) A, B, or C.

- The holiday horror story is about \_\_\_\_\_.  
A Sean's relatives ☐  
B Sean, his uncle and his aunt ☐  
C Two of Sean's friends ☐
- Sean's aunt and uncle are \_\_\_\_\_.  
A in their teens ☐ B in their sixties ☐  
C in their seventies ☐
- Sean's uncle found the holiday \_\_\_\_\_.  
A on the Internet ☐ B in a travel agent's ☐  
C in a newspaper ☐
- They didn't enjoy the holiday because \_\_\_\_\_.  
A the resort was too quiet. ☐  
B they wanted a peaceful holiday. ☐  
C the beaches were dirty. ☐
- When they arrived home they were \_\_\_\_\_.  
A angry ☐ B happy ☐ C very tired ☐

Listening total ☐ 10

Speaking total ☐ 15

Listening and Speaking total ☐ 25

## SPEAKING

### Student A

- Ask your partner about taking photographs.
  - How often do you take photos? Do you enjoy it?
  - Did you take many photos on your last holiday? What were they like?
  - What's the best photo you've ever taken / seen? Where were you at the time?
- Answer your partner's questions about Robbie Williams.
 

Name: Robbie Williams  
Born: Stoke on Trent, England, 13th Feb 1974  
Started career: singer in band Take That  
Now: solo singer  
Famous songs: Angels, Let me Entertain you, Something Stupid (with Nicole Kidman)
- Now ask your partner about his / her famous singer.
  - Who? • Sing / with band / now?
  - When / where born? • What / famous songs?
  - How start / career?

## SPEAKING

### Student B

- Ask your partner about photographs.
  - Do you enjoy taking photos of your family and friends? Why (not)?
  - Did you take many photos on holiday last year? What were they like?
  - Have you ever taken a really good / bad photo?
- Ask your partner about a famous singer.
  - What / name? • What do / now?
  - When / where born? • What / famous songs?
  - Start / career / as a singer?
- Now answer your partner's questions about Kylie Minogue.
 

Name: Kylie Minogue  
Born: Melbourne, Australia, 28th May 1968  
Started career: actress - soap opera Neighbours  
Now: solo singer  
Famous songs: Can't get you out of my head, Spinning around

Максимальное количество баллов: 100

- Grammar, Vocabulary, and Pronunciation - 50
- Reading and Writing - 25
- Listening and Speaking - 25

Количество набранных баллов	Уровень сформированности компетенций СК1-СК2
80 - 100	высокий
40 - 80	средний
0 - 40	низкий

## Тест к разделу №3

### GRAMMAR

#### 1 Underline the correct word or phrase.

Example: I think it's snowing / going to snow this evening.

- 1 I don't think he's going to phone / phoning tonight.
- 2 I'm travelling / going to travel around the world one day.
- 3 I can't come to the cinema, I'm going to meet / meeting Jan tonight.
- 4 Fran says she's buying / going to buy some milk on her way home.
- 5 What are you doing / going to do when you leave university?
- 6 You're not going to enjoy / enjoying the party next Friday.

6

#### 2 Complete the sentences with *will* / *'ll*, *won't*, or *shall*.

Example: 'I can't do this exercise.' 'Don't worry I ll help you.'

- 1 '\_\_\_\_\_ you be able to come to the meeting tomorrow?' 'Yes, I think so.'
- 2 I don't think I \_\_\_\_\_ finish my homework tonight.
- 3 \_\_\_\_\_ I pick you up at 9 o'clock?
- 4 I'll ring you tomorrow! I \_\_\_\_\_ forget.
- 5 There \_\_\_\_\_ be heavy rain this evening, so take your umbrella.
- 6 I \_\_\_\_\_ walk home. I'll get a taxi.

6

#### 5 Complete the sentences with the correct verb.

Example: I often look after my little brother at the weekend.  
see look give

- 1 I'm going to \_\_\_\_\_ this jumper back to the shop. I don't like it.  
pay call take
- 2 I never \_\_\_\_\_ with my brother. We have completely different views.  
think agree look
- 3 Can you \_\_\_\_\_ me back the money I lent you?  
call take pay
- 4 Are you \_\_\_\_\_ forward to your holiday?  
looking being going
- 5 I met James last night and we \_\_\_\_\_ about getting married.  
told said talked
- 6 Mike phoned. He's going to \_\_\_\_\_ you back in an hour.  
call send look

6

#### 6 Complete the phrases with the correct preposition.

Example: listen to a radio programme

- 1 wait \_\_\_\_\_ a bus
- 2 argue \_\_\_\_\_ a friend
- 3 dream \_\_\_\_\_ an old house
- 4 write a letter \_\_\_\_\_ a penfriend
- 5 speak \_\_\_\_\_ your teacher
- 6 think \_\_\_\_\_ something

6

#### 3 Complete the sentences. Use the correct form of the verb in brackets.

Example: I'm going to be (be) a doctor one day.

- 1 What \_\_\_\_\_ you \_\_\_\_\_ (do) when I saw you this morning?
- 2 Simon \_\_\_\_\_ (have) a karate lesson right now.
- 3 I'm hungry! I \_\_\_\_\_ (not have) any breakfast this morning.
- 4 I \_\_\_\_\_ (see) the doctor at 3 o'clock this afternoon - I've got an appointment.
- 5 I \_\_\_\_\_ (not be) late. I promise.
- 6 Michael \_\_\_\_\_ (not live) here now.
- 7 She \_\_\_\_\_ (have) a long holiday when she finishes university.
- 8 \_\_\_\_\_ James \_\_\_\_\_ (send) you an e-mail last night?

8

Grammar total 20

### VOCABULARY

#### 4 Write the opposite.

Example: win lose

- 1 lend \_\_\_\_\_
- 2 push \_\_\_\_\_
- 3 forget \_\_\_\_\_
- 4 sell \_\_\_\_\_
- 5 leave \_\_\_\_\_
- 6 miss (a bus) \_\_\_\_\_
- 7 learn \_\_\_\_\_
- 8 close \_\_\_\_\_

8

### PRONUNCIATION

#### 7 Write the words in the correct column.

want won't offer don't sorry know



- |               |         |
|---------------|---------|
| 1 <u>want</u> | 2 _____ |
| _____         | _____   |
| _____         | _____   |

5

#### 8 Underline the stressed syllable.

Example: doctor

- 1 father
- 2 complete
- 3 although
- 4 secret
- 5 always

5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

Vocabulary total 20

## READING

- 1 Read the article about people who work in airports. Tick (✓) A, B, or C.

Airports are amazing mini-cities where there are hundreds of different jobs you can do. We spoke to three people who do very different things.

### Sarah May, 34, terminal duty manager

'I started on the information desk and I did that for two years. Most of the time people were friendly, but occasionally I had to deal with some difficult questions and some very angry people. Last year, I became a terminal duty manager. Now I deal with all kinds of things, including passenger complaints, visits by the rich and famous, heating failures, cleaning contracts, and health issues. In fact, I spend a lot of time walking around and talking to people on my mobile.'

### John Hammond, 23, baggage handler

'Doing this job means I'm very fit, because I have to carry bags and suitcases and put them onto the baggage trucks. The best thing about my job is the people I work with. We have a lot of fun at work. The worst thing is the shift work. I hate working at night and very early in the morning. I don't think I'm going to do this job for ever, but I'll probably look for something else in the airport because I think it's a really exciting place to work.'

### Tessa Reed, 28, airport engineer

'I studied engineering at university and worked in an office for a few years. I was quite bored, so when I saw an advert for an engineer at Heathrow airport, I decided to apply. There are all kinds of things to deal with here – ventilation, heating, escalators, lifts – my job can be very busy sometimes. So many things can go wrong! I'm usually very tired when I get home, but I enjoy doing different things each day.'

Example: Sarah enjoyed her work on the information desk \_\_\_\_.

- A all the time ☐ B most of the time ☒  
C none of the time ☐

- 1 Sarah started working at the airport \_\_\_\_.  
A last year ☐ B two years ago ☐  
C more than two years ago ☐  
2 Sarah doesn't talk about \_\_\_\_.  
A security ☐  
B dealing with passenger's problems ☐  
C well-known passengers ☐

- 3 In his job, John has to \_\_\_\_.  
A drive ☐ B put bags onto trucks ☐  
C ride on the trucks ☐  
4 John likes \_\_\_\_.  
A working at different times of the day ☐  
B carrying heavy things ☐  
C the people that he works with ☐  
5 Tessa's job at the airport is her \_\_\_\_.  
A first job ☐ B second job ☐ C third job ☐  
6 Tessa enjoys her job because \_\_\_\_.  
A there is always something different to do ☐  
B she always has a lot to do ☐  
C she likes working in a big place ☐

6

- 2 Write S for Sarah, J for John, or T for Tessa.

Example: Who ... has to talk to passengers? S

- 1 did a different job at the airport before?  
2 wants to find a new job?  
3 is well-educated?  
4 speaks on the phone a lot?  
5 has a very physical job?  
6 organizes visits from well-known people?  
7 makes sure the airport is clean?  
8 works at unusual times of the day?  
9 gets very tired?

9

Reading total 15

## WRITING

Your penfriend writes to you and asks a lot of questions. Write a letter and answer the questions.

- How are you / your family?
- When are you coming to stay?
- Are you going to fly or get the train?
- What time will you arrive?
- Do you want to go to the beach for a few days?

Dear ...

Thanks for your letter. I'm ...

10

Reading and Writing total 25

## LISTENING

Listen to Rima. Tick (✓) A, B, or C.

- Rima is a \_\_\_\_\_.  
A waitress ☐ B nanny ☐ C cook ☐
- Rima doesn't live \_\_\_\_\_.  
A in a flat ☐ B with a friend ☐  
C on her own ☐
- Rima speaks good English because she \_\_\_\_\_.  
A has English friends ☐ B studies hard ☐  
C practises at work ☐
- Rima and her boyfriend \_\_\_\_\_.  
A are from Lithuania ☐  
B work at the restaurant ☐ C do the same job ☐
- Rima and her boyfriend would like to \_\_\_\_\_.  
A get married next year ☐ B start a business ☐  
C live in a different country ☐

Listening total 10

Speaking total 15

Listening and Speaking total 25

## LISTENING

Listen to Rima. Tick (✓) A, B, or C.

- Rima works \_\_\_\_\_.  
A with children ☐ B in an Indian restaurant ☐  
C as a waitress ☐
- Rima lives \_\_\_\_\_.  
A on her own ☐ B in a shared house ☐  
C in a flat ☐
- Rima's English has improved because she \_\_\_\_\_.  
A has lessons ☐ B practises at work ☐  
C is doing a home-study course ☐
- Rima's boyfriend \_\_\_\_\_.  
A is a waiter ☐ B is Lithuanian ☐  
C works with her ☐
- Rima and her boyfriend are going to \_\_\_\_\_.  
A start a business ☐ B leave London soon ☐  
C open a restaurant in Italy ☐

Listening total 10

Speaking total 15

Listening and Speaking total 25

## SPEAKING

### Student A

- Ask your partner about his / her plans.
  - What are you going to do this evening?
  - What / Where are you going to eat?
  - Where are you going to go at the weekend?
  - Who are you going to go on holiday with next year?
  - Where are you going to go?

- Answer your partner's questions about Zoe's plans.

Saturday  
meet Jill / in town / 10 a.m. (shopping and pizza)  
Sam's party / 9 p.m. (wear new jeans)

Sunday  
sleep all morning  
meet Ann / swimming pool / 1 p.m.

- Ask your partner about Billy's plans.
  - Saturday a.m. – Who? Where? What time? What do?
  - Saturday p.m. – Who? Where? What time?
  - Sunday a.m. – What?
  - Sunday p.m. – Who? Where? What time?

## SPEAKING

### Student B

- Ask your partner about his / her plans.
  - Where are you going to go after this class?
  - Who are you going to see later?
  - What are you going to go at the weekend?
  - Where are you going to go on holiday next summer?
  - Who are you going to go with?

- Ask your partner about Zoe's plans.

- Saturday a.m. – Who? Where? What time? What do?
- Saturday p.m. – Where? What time? What wear?
- Sunday a.m. – What?
- Sunday p.m. – Who? Where? What time?

- Answer your partner's questions about Billy's plans.

Saturday  
meet Tim / in park / 9 a.m. (football training)  
meet Sally / outside cinema / 7 p.m.

Sunday  
study for English test  
meet Mark / cafe / 5 p.m.

Максимальное количество баллов: 100

- Grammar, Vocabulary, and Pronunciation - 50
- Reading and Writing - 25
- Listening and Speaking - 25

Количество набранных баллов	Уровень сформированности компетенций CK1-CK2
80 - 100	высокий
40 - 80	средний
0 - 40	низкий

## Тест к разделу №4

### GRAMMAR

- 1 Complete the e-mail with the verbs in the present perfect or past simple.

Hi Tim

I ve just read (just / read) your e-mail. I hope things get easier for you before the weekend. You <sup>1</sup> \_\_\_\_\_ (be) really busy this week!

<sup>2</sup> \_\_\_\_\_ (you / book) your holiday yet? In May, I

<sup>3</sup> \_\_\_\_\_ (go) to Australia with my family again. We

<sup>4</sup> \_\_\_\_\_ (be) there three times now! But this time, we

<sup>5</sup> \_\_\_\_\_ (not stay) with my aunt in Sydney. Instead, we

<sup>6</sup> \_\_\_\_\_ (drive) around to different places. Then in July,

Helen and I <sup>7</sup> \_\_\_\_\_ (travel) around Italy. <sup>8</sup> \_\_\_\_\_

(you / ever / be) to the Coliseum? It's a fantastic place.

Write soon!

Sasha

8

- 2 Complete the dialogues with *just*, *already*, or *yet*.

Example: 'I've just made some coffee. Would you like some?' 'No thanks. I've just had a cup.'

1 'Have you finished that book <sup>1</sup> \_\_\_\_\_?'

'I've <sup>2</sup> \_\_\_\_\_ read the last page. I finished it two minutes ago!'

2 'I've <sup>3</sup> \_\_\_\_\_ seen this film. It was on TV last month.' 'Don't tell me the ending! I haven't seen it

<sup>4</sup> \_\_\_\_\_!'

3 'I haven't written to Paul <sup>5</sup> \_\_\_\_\_. What about you?' 'I've <sup>6</sup> \_\_\_\_\_ written five times!'

6

- 3 Write the comparative or superlative form of the adjectives.

Example: This is the most exciting (exciting) book I've ever read. I can't stop reading it!

1 Sarah works \_\_\_\_\_ (hard) than Michael. He has too many breaks!

2 Harry's \_\_\_\_\_ (friendly) person I know. He talks to everybody!

3 Russia is \_\_\_\_\_ (big) country in the world.

4 It was \_\_\_\_\_ (bad) dream I've ever had. I was really frightened.

5 Peter is \_\_\_\_\_ (generous) than Joe – he always pays for the drinks!

6 His trainers were \_\_\_\_\_ (expensive) than mine. I got mine in the sale.

6

Grammar total 20

### VOCABULARY

- 4 Write the words.

~~belt~~ top shorts T-shirt hat  
boots pyjamas cap shoes



belt

1

2



3

4

5



6

7

8

8

## 5 Complete the sentences with the correct words.

Example: I always make my bed in the morning.  
do make put

- My brother \_\_\_\_\_ the dog for a walk at six o'clock every morning.  
takes leaves has
- Don't \_\_\_\_\_ the channel. I'm watching that!  
turn move change
- I usually drive to work because it \_\_\_\_\_ time.  
gives makes saves
- Please don't \_\_\_\_\_ your bag in the middle of the floor.  
leave pick find
- She \_\_\_\_\_ off her boots and walked into the living room.  
put tried took
- I'm not \_\_\_\_\_ the washing up again! It's your turn.  
making doing cleaning

6

## 6 Write the opposite.

Example: boring interesting

- crowded \_\_\_\_\_
- possible \_\_\_\_\_
- polluted \_\_\_\_\_
- dangerous \_\_\_\_\_
- near \_\_\_\_\_
- healthy \_\_\_\_\_

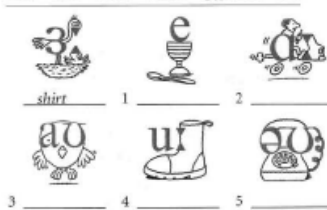
6

Vocabulary total 20

## PRONUNCIATION

### 7 Write the words in the correct place.

shirt coat shoes blouse pyjamas belt



5

### 8 Underline the stressed syllable.

Example: polluted

- argument
- comfortable
- already
- especially
- impossible

5

Pronunciation total 10

Grammar, Vocabulary, and Pronunciation total 50

## READING

### 1 Read the article and tick (✓) A, B, or C.

#### The best shopping cities

Which are the best cities to shop in? Writer, Ellie Clare, has been to five cities around the world to find out. This week, she writes about Paris.

I went to Paris in June. It's a lovely city for sightseeing at that time of year, but it's also a great place to find high-quality fashion. I started in the boutiques and visited all the top names, including Cartier, Chanel, Christian Dior, and Yves Saint Laurent. I've never seen such beautiful things, but they are, of course, expensive. I bought some perfume and moved on to the huge department stores of Paris. Two of the most famous are Printemps and Galeries Lafayette and they are definitely good places to visit. One place I found disappointing was The Champs-Élysées. In the old days, it was a great place for fashion, but now there are too many fast-food restaurants, banks, airline offices, shopping centres, and cinemas aimed at tourists. Don't waste your time there!

After the shops, I tried the markets. One of the most famous places to find treasures in Paris is the flea market. There are three main flea markets and they are situated around the old gates of the city. I spent hours walking around these fascinating places and while I was there, I discovered the meaning of the name flea market. Hundreds of years ago, the royal family gave away their old clothes, but they were full of little insects – fleas, of course! One stall holder told me that the best time to find treasures at the market is before the crowds arrive, usually between 5 a.m. and 6 a.m. But that was a bit early for me. I was enjoying Paris night life too much! There are also open-air markets all around the city where you can buy flowers, clothes, pets, food, and many other things. And if you want to buy a book, visit the rows of bookstalls along the River Seine. You can find some great bargains there, or you can spend hours just looking.

If you want to buy half of Paris or if you just want to walk around and look, you'll love the experience. Paris is a great place to shop!

Example: This is the first article in the series.

- Ellie went sightseeing in Paris.  
A True ☐ B False ☐ C Doesn't say ☒
- She didn't buy anything in the boutiques.  
A True ☐ B False ☐ C Doesn't say ☐

- She went to some department stores in the city.  
A True ☐ B False ☐ C Doesn't say ☐
- She recommends the department stores.  
A True ☐ B False ☐ C Doesn't say ☐
- She thinks the Champs-Élysées isn't as good as it was.  
A True ☐ B False ☐ C Doesn't say ☐
- She had something to eat on the Champs-Élysées.  
A True ☐ B False ☐ C Doesn't say ☐
- She bought something near the old gates of the city.  
A True ☐ B False ☐ C Doesn't say ☐
- You can buy flowers at the flea market.  
A True ☐ B False ☐ C Doesn't say ☐
- Ellie visited the flea markets early in the morning.  
A True ☐ B False ☐ C Doesn't say ☐
- It's possible to spend a lot of time looking at books.  
A True ☐ B False ☐ C Doesn't say ☐

10

### 2 Read the text again and answer the questions.

- What two things does Ellie like most about Paris in June?  
\_\_\_\_\_
- Why didn't Ellie buy more things in the boutiques?  
\_\_\_\_\_
- What could you find at the Champs-Élysées before?  
\_\_\_\_\_
- Why is it a good idea to visit the flea markets early?  
\_\_\_\_\_
- What did Ellie do in the evenings?  
\_\_\_\_\_

5

Reading total 15

## WRITING

Describe a place you have visited. Answer the questions.

- Where is it?
- How often have you been there?
- What can you see there?
- What can you do there?
- What are the best / worst things about the place?

10

Reading and Writing total 25

## LISTENING

You will hear a person interviewing people about the shop *Zara*. ~~Cross out~~ the wrong information. Write the correct information.

- 1 Speaker 1 has been to a *Zara* store three times.  
\_\_\_\_\_
- 2 Speaker 1 recently bought a white sweater.  
\_\_\_\_\_
- 3 Speaker 2 visited a *Zara* store last month.  
\_\_\_\_\_
- 4 Speaker 2 bought some trousers.  
\_\_\_\_\_
- 5 Speaker 3's girlfriend bought lots of things.  
\_\_\_\_\_

Listening total **10**

Speaking total **15**

Listening and Speaking total **25**

## LISTENING

You will hear a person interviewing people about the shop *Zara*. ~~Cross out~~ the wrong information. Write the correct information.

- 1 Speaker 1 went to a *Zara* store a few months ago.  
\_\_\_\_\_
- 2 Speaker 1 doesn't like the style of her jacket.  
\_\_\_\_\_
- 3 Speaker 2 last went to a *Zara* store on a Sunday.  
\_\_\_\_\_
- 4 Speaker 2 bought a belt.  
\_\_\_\_\_
- 5 Speaker 3 bought a pair of shoes.  
\_\_\_\_\_

Listening total **10**

Speaking total **15**

Listening and Speaking total **25**

## SPEAKING

### Student A

- 1 Ask your partner about cities.

- 1 What's your favourite city? Why?
- 2 Which city would you most like to visit? Why?
- 3 Have you ever been on a day trip to a big city? What did you do?
- 4 Have you ever been on a weekend trip abroad? Where? What did you do?
- 5 Have you ever been shopping in a foreign city? What did you buy?

- 2 Look at the list of Mary's jobs for the day. Answer your partner's questions. Use *already* and *yet*.

#### Things to do today

- Make bed ✓
- Do washing up X
- Phone mum ✓
- Clean kitchen floor X
- Finish English homework X

- 3 Has Jack done his jobs for the day? Ask your partner these questions.

- tidy / room?
- take / dog / for a walk?
- e-mail / brother?
- fix / computer?
- make / lunch?

## SPEAKING

### Student B

- 1 Ask your partner about cities.

- 1 What was the last city you went to? What did you do?
- 2 Would you like to visit New York? Why (not)?
- 3 Have you been sightseeing in a big city on your own? What did you see?
- 4 Have you ever spent a whole holiday in a city? Where? What did you enjoy most?
- 5 Have you ever been on a shopping trip in a foreign city? What was it like?

- 2 Has Mary done her jobs for the day? Ask your partner these questions.

- make / bed?
- do / washing up?
- phone / mum?
- clean / kitchen floor?
- finish / English homework?

- 3 Look at the list of Jack's jobs for the day. Answer your partner's questions. Use *already* and *yet*.

#### Things to do today

- Tidy room X
- Take dog for walk X
- E-mail brother ✓
- Fix computer X
- Make lunch ✓

Максимальное количество баллов: 100

- Grammar, Vocabulary, and Pronunciation - 50
- Reading and Writing - 25
- Listening and Speaking - 25

Количество набранных баллов	Уровень сформированности компетенций СК1-СК2
80 - 100	высокий
40 - 80	средний
0 - 40	низкий

### Тест к разделу №5

1. Вы отказываетесь принять товары. Сообщите в рекламации, почему.
2. Одна из фирм-поставщиков задерживает поставки срочно нужного товара. Составьте письмо в отдел экспорта с выяснением причины. Вы можете ждать не более недели. В противном случае Вам придётся аннулировать заказ.
3. Ваш клиент должен был оплатить счет еще 24 апреля, но до сих пор этого не сделал. Что Вы ему напишите?
4. Вы оплатили счет 25 июля, но 28 июля получили повторное требование его оплатить. Что Вы напишете в ответ?
5. Ваш клиент утверждает, что оплатил счёт ещё 10 дней назад. Но ни Вы, ни банк не получил подтверждение оплаты. Что Вы напишите Вашему клиенту в факсе?

### Тест к разделу №6

#### 1. Match the different types of meeting.



- a People who work in the same department have this type of meeting regularly.
- b This is a meeting of a company's most senior managers.
- c If you need new ideas, you have this type of meeting.
- d This is a meeting for a company's investors.
- e At this type of meeting, you talk about what has been accomplished on a project.
- f This type of meeting is held at the beginning of a project.

#### 2. Complete these extracts from a telephone conversation with words from the box.

And your name was • Did you say • Let me just read that back to you •  
So that's • Sorry, was that • To Poland



1 *Iwona* Well, first of all, how long would it take to ship a consignment to Poland?

*George* \_\_\_\_\_<sup>1?</sup> I would say between a week and ten days by sea. We could also send a shipment via air freight, but that would naturally be more expensive.

*Iwona* \_\_\_\_\_<sup>2</sup> a week to ten days?

*George* Yes, that's right.

.....

2 *Iwona* So that's 58 for Gdansk, then 61 3453.

*George* \_\_\_\_\_<sup>3</sup> 3453 or 2453?

*Iwona* It's 34 53.

*George* Right. \_\_\_\_\_<sup>4</sup>. It's oo 48 5861 3453.

*Iwona* Yes, that's right.

.....

3 *George* Great. \_\_\_\_\_<sup>5</sup> Iwona ...?

*Iwona* Jakubik. That's spelt J-A-K-U-B-I-K.

*George* \_\_\_\_\_<sup>6</sup> Iwona Jakubik.  
J-A-K-U-B-I-K. Got you.



### 3. Match the small talk questions and answers.

- |                                  |  |
|----------------------------------|--|
| 1 How are things in Paris?       | a Nothing much, apart from work, to be honest. It's been really hectic here. |
| 2 How's the weather in Glasgow?  | b Very well, thanks. The oldest one has just started school.                 |
| 3 How was your holiday in Spain? | c Wet, as usual!   |
| 4 How are the kids?              | d It's not too bad, actually. But last month was a nightmare.                |
| 5 What have you been up to?      | e Very nice. We had a great time.  |
| 6 Are things busy with you?      | f Great, I made lots of contacts.  |
| 7 How did the conference go?     | g Oh, you know what it's like. Same old thing as always.                     |

### 4. Complete the two phone calls with words and phrases from the box.

sorry again about the mix-up • I'll make sure that gets sorted out •  
it seems you sent us • there appears to be a mistake •  
please accept my apologies • I'm really sorry about • could you tell me

- 1** *Etta* I'm calling about the business cards you did for us. \_\_\_\_\_  
\_\_\_\_\_ <sup>1</sup> with the address.
- Tania* Oh no. I'm very sorry to hear that. \_\_\_\_\_ <sup>2</sup> what the mistake is exactly?
- Etta* Well, you've printed the company address as one word, but it's actually two words.
- Tania* \_\_\_\_\_ <sup>3</sup> for the mistake. That's entirely our fault.  
\_\_\_\_\_ <sup>4</sup> straight away and we'll send you new cards as soon as we can.
- Etta* That sounds good. Thanks for your help.  
.....
- 2** *Eric* This is Eric Kessler from Fatima Networks. I'm calling about the software release you sent us yesterday.
- Basil* Uh huh. Is everything OK with it?
- Eric* Actually, no. \_\_\_\_\_ <sup>5</sup> the old version. The disk has version 2.2 on it, not 2.3.
- Basil* Oh dear. \_\_\_\_\_ <sup>6</sup> that. I'll send you a new disk straight away. You should get it first thing tomorrow.
- Eric* That sounds good, thanks. I'll probably call you again when it arrives.
- Basil* Do that. And \_\_\_\_\_ <sup>7</sup>.
- Eric* No problem.

## 5. Do the task below.

Here is a typical layout of a simple commercial letter.  
Use the twelve different parts shown to put together the letter below.

e.g. 12 = a

The image shows a jumbled commercial letter layout with 12 numbered parts. On the right, there is a list of 12 labels corresponding to the parts of the letter. The parts are as follows:

- 1 letterhead**: International Holdings PLC, Nelson House, Grosvenor Street, London W1X 9FHTel: 071-444-2121 Fax: 071-443-0896 Telex: 514050
- 2 references**: Our ref: JH/298
- 3 date**: 23 June 1992
- 4 addressee's name and address**: Mr Alan Mexford, Financial Consultant, 2 Victoria Buildings, New Bridge Road, Singapore
- 5 salutation**: Dear Mr Mexford,
- 6 subject title**: Enc. Managing Director's itinerary
- 7 body of letter**: Due to a change of programme, Mr Gilbert Smethers will now be arriving in Singapore on 18 July and not 16 July as originally planned. Would it be convenient to re-schedule your meeting with him for 19 July at 10.30 a.m.? Please contact our agent, Martin Naylor, to confirm that this is possible or to suggest an alternative time.
- 8 complimentary close**: Yours sincerely,
- 9 signature**: J. Hardy
- 10 company position**: Personal Assistant to the Managing Director
- 11 enclosures**: c.c. Martin Naylor, International Holdings, Singapore
- 12 copies**: Janet Hardy

The list of labels on the right is:

- 1 letterhead
- 2 references
- 3 date
- 4 addressee's name and address
- 5 salutation
- 6 subject title
- 7 body of letter
- 8 complimentary close
- 9 signature
- 10 company position
- 11 enclosures
- 12 copies

## 6. Write your own letter of application.

## Итоговое тестирование

### GRAMMAR

#### 1 Complete the sentences. Use the verbs in brackets.

Example: I usually get up (get up) at 7 o'clock.

- 1 He \_\_\_\_\_ (look for) a job when he leaves university.
- 2 I \_\_\_\_\_ (be) to Italy three times.
- 3 Mike \_\_\_\_\_ (live) in France, but now he lives in London.
- 4 Our office \_\_\_\_\_ (not clean) every day.
- 5 She \_\_\_\_\_ (not go) to the party, she went home.
- 6 She left the cinema because she \_\_\_\_\_ (see) the film before.
- 7 Happy anniversary! How long \_\_\_\_\_ you \_\_\_\_\_ (marry)?
- 8 Sarah \_\_\_\_\_ (cook) lunch at the moment.
- 9 They \_\_\_\_\_ (watch) TV when we arrived.
- 10 \_\_\_\_\_ you ever \_\_\_\_\_ (see) a crocodile?
- 11 I \_\_\_\_\_ (see) David last week.
- 12 I don't think it \_\_\_\_\_ (rain) tomorrow. There aren't any clouds.
- 13 Paella \_\_\_\_\_ (make) with rice.
- 14 They \_\_\_\_\_ (not listen) to the teacher right now.
- 15 What \_\_\_\_\_ you \_\_\_\_\_ (see) when you opened the door?
- 16 When I arrived, Jack \_\_\_\_\_ (already / leave) – the house was empty.

16

#### 2 Complete the sentences with one word.

Example: Where does Ben live?

- 1 Put \_\_\_\_\_ your coat. It's cold outside.
- 2 I \_\_\_\_\_ do my homework now, I'll do it later.
- 3 I went to France \_\_\_\_\_ learn French.
- 4 'Have you read the newspaper?' 'No, not \_\_\_\_\_.'
- 5 How \_\_\_\_\_ do you do exercise? Every day?
- 6 What \_\_\_\_\_ you do if he doesn't ring?
- 7 \_\_\_\_\_ it was a cold day, she didn't have a coat.
- 8 A post office is a place \_\_\_\_\_ you buy stamps.
- 9 She ran \_\_\_\_\_ of the house.
- 10 'I don't like fish.' '\_\_\_\_\_ do I.'

10

#### 3 Underline the correct word or phrase.

Example: Have you finished your homework yet / just?

- 1 I'm bored. I don't have anything / nothing to do.
- 2 This is the best / better pizza I've ever tasted.
- 3 They asked us what we wanted / we did want.
- 4 My brother's most / more intelligent than me.
- 5 I mustn't / don't have to work today. It's a holiday!
- 6 If she didn't love him, she wouldn't / won't marry him.
- 7 A tortoise moves more quickly / quicker than a snail.
- 8 You can / should get a new job. Your boss is horrible.
- 9 Swimming / Swim in the sea makes me feel great.
- 10 You must / mustn't study hard. You've got an exam.
- 11 You smoke too many / too much cigarettes.
- 12 She said / told him she didn't want to marry him.
- 13 They might / must visit us tomorrow. It depends whether they fix the car.
- 14 I don't do enough / too exercise.

14

Grammar total 40

### VOCABULARY

#### 4 Underline the odd word out.

Example: funny friendly kind crowded

- 1 fingers legs hands arms
- 2 trousers socks shoes trainers
- 3 sheep chicken camel pig
- 4 husband wife uncle brother
- 5 fly mosquito dolphin wasp

5

## 5 Complete the sentences with the correct word.

Example: My mum's brother is my uncle.

aunt uncle cousin

- Can you turn \_\_\_\_\_ the TV? I want to watch the film.  
on in off
- They \_\_\_\_\_ a really good time on holiday.  
spent did had
- Ann's really \_\_\_\_\_. She always gives me presents.  
mean lazy generous
- They drove \_\_\_\_\_ the tunnel.  
through under across
- Mike \_\_\_\_\_ me he had finished his homework.  
said told replied
- My sister is my uncle's \_\_\_\_\_.  
niece granddaughter nephew
- The opposite of 'noisy' is '\_\_\_\_\_'.  
safe quiet clean
- Are you looking \_\_\_\_\_ to your holiday?  
for after forward
- I \_\_\_\_\_ on really well with my parents.  
do get make
- My friend's birthday is \_\_\_\_\_ 5th September.  
in at on
- He came first and \_\_\_\_\_ a great prize.  
earned did won
- I'm not \_\_\_\_\_ good at maths.  
very incredibly bit
- That skirt looks nice. Would you like to \_\_\_\_\_ it on?  
take wear try
- The plane made an emergency landing, but \_\_\_\_\_ no one was hurt.  
immediately luckily suddenly

## 6 Write the opposite.

Example: pass fail

- find \_\_\_\_\_
- near \_\_\_\_\_
- dangerous \_\_\_\_\_
- patient \_\_\_\_\_
- borrow \_\_\_\_\_
- push \_\_\_\_\_

## 7 Write the prepositions.

Example: What music do you listen to?

- How long did you wait \_\_\_\_\_ a bus today?
- My birthday's \_\_\_\_\_ July.
- The ball went \_\_\_\_\_ the wall.
- I'll meet you tomorrow \_\_\_\_\_ work – we'll go for a pizza.
- The boy jumped \_\_\_\_\_ the river.
- Shall I tell you \_\_\_\_\_ the film?
- I often argue \_\_\_\_\_ my brother.
- I'm going to the cinema \_\_\_\_\_ Friday.

## 8 Complete the sentences with one word.

Example: Write down the words.

- You'll have to go \_\_\_\_\_ the road, the cinema's on the other side.
- \_\_\_\_\_ the channel. This programme's boring.
- Work \_\_\_\_\_ pairs.
- \_\_\_\_\_ your bed and tidy your room before you go out.
- Let's \_\_\_\_\_ John to dinner.
- Shall we \_\_\_\_\_ sightseeing tomorrow?
- Can you \_\_\_\_\_ the dog for a walk?

Vocabulary total 40

## PRONUNCIATION

### 9 Write the words in the correct place.

again arms computer ears gym hear  
heart jazz shirt skirt take used



cars



again



1 \_\_\_\_\_

2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_



5 \_\_\_\_\_



6 \_\_\_\_\_



7 \_\_\_\_\_

8 \_\_\_\_\_ 9 \_\_\_\_\_ 10 \_\_\_\_\_

10

### 10 Underline the stressed syllable

Example: builder

- e-mail
- pyjamas
- university
- promise
- butterfly
- almost
- exist
- journey
- prefer
- nothing

10

Pronunciation total 20

Grammar, Vocabulary, and Pronunciation total 100

## READING

1 Read the article and tick (✓) A, B, or C.

### How to Survive in the Jungle

Last week in our series 'Life in the Jungle' we looked at the some of the most fascinating jungles in the world. In this week's feature, we're looking at how to survive in the jungle. Alana Harris gives us some ideas.

When you're in the jungle, you need to leave all your luxuries at home! That means, forget your mobile phone, your favourite coffee, your chocolate bars, and your CD player. When you're in the jungle, you need only four things – water, food, shelter, and fire. You can find all of these easily, but you must know what to look for.

Let's start with water. Even though there's a lot of water in most tropical environments, you may not find it immediately. One way to discover it is to follow animals and birds, as they need liquid regularly. Insects can also be a good sign, because they usually build their nests near water. However, don't only look for rivers. You can also find water in plants such as vines, roots, and palm trees.

You can usually find a lot of food in the jungle, but you must be happy to eat things you wouldn't normally want to, for example, insects. However, you need to know the difference between those you can eat and those that are poisonous, so start reading about them now! For cooking and for warmth, collect dry firewood, leaves, and grass. Then make fire using dry sticks – or take a box of matches or a lighter with you!

The type of shelter you need depends on the weather and the kind of animals that are in the jungle. Malaria-carrying mosquitoes and other insects can be very dangerous, so protect yourself against bites. If you don't have any insect repellent, try putting mud on your skin.

Of course, if you're lost in the jungle, you'll want to get home again. The sun and stars can help you find your way, so you might want to study astronomy. Alternatively, when you find a river, follow it. People usually live near rivers, so if you walk along the river bank, eventually you'll find a village.

Example: This is the first article in the series.

A True ☐ B False ☒ C Doesn't say ☐

1 Alana Harris has been to the jungle several times.

A True ☐ B False ☐ C Doesn't say ☐

2 She suggests taking one luxury food item.

A True ☐ B False ☐ C Doesn't say ☐

3 Animals can lead you to water.

A True ☐ B False ☐ C Doesn't say ☐

4 Insects can survive a long time without drinking.

A True ☐ B False ☐ C Doesn't say ☐

5 Alana doesn't recommend getting water from plants.

A True ☐ B False ☐ C Doesn't say ☐

6 Alana says it's always safe to eat insects.

A True ☐ B False ☐ C Doesn't say ☐

7 Alana has been poisoned by a plant before.

A True ☐ B False ☐ C Doesn't say ☐

8 You shouldn't use a lighter to make a fire in the jungle.

A True ☐ B False ☐ C Doesn't say ☐

9 Mosquitoes will bite you if you don't have insect repellent.

A True ☐ B False ☐ C Doesn't say ☐

10 It's a good idea to learn about the stars.

A True ☐ B False ☐ C Doesn't say ☐

10

2 Answer the questions.

1 What things are necessary for jungle survival?

\_\_\_\_\_

2 What two places does Alana say you can get water from?

\_\_\_\_\_

3 What does Alana say you could bring from home?

\_\_\_\_\_

4 What do you need to learn about insects?

\_\_\_\_\_

5 What three ways does Alana suggest for finding your way home?

\_\_\_\_\_

5

Reading total 15

## WRITING

Write about your most memorable holiday. Answer the questions.

1 Where did you go?

2 Where did you stay?

3 Who did you go with?

4 What were the best moments?

5 What were the worst moments?

6 Why is it memorable?

10

Reading and Writing total 25

## LISTENING

- 1 Listen to five callers on a radio programme talking about positive thinking. Write the letter (A–E) next to each caller.

People	Opinion
Caller 1 <input type="checkbox"/>	A thinks we should concentrate on the good things that happen to us.
Caller 2 <input type="checkbox"/>	B thinks we should forget about things we've done wrong.
Caller 3 <input type="checkbox"/>	C thinks we should try to make other people feel better.
Caller 4 <input type="checkbox"/>	D thinks we should tell ourselves that we will be successful.
Caller 5 <input type="checkbox"/>	E thinks we shouldn't think about bad things which happen in the world.

☐ 5

- 2 Listen to the TV programme and complete the information.

### Sofia Coppola

She was born in <sup>1</sup> \_\_\_\_\_ in New York.  
 She left school and became a/an <sup>2</sup> \_\_\_\_\_.  
 She studied fine arts and <sup>3</sup> \_\_\_\_\_.  
 She directed her first film in <sup>4</sup> \_\_\_\_\_.  
 In <sup>5</sup> \_\_\_\_\_ she directed *Lost in Translation*.

☐ 5

Listening total ☐ 10

Speaking total ☐ 15

Listening and Speaking total ☐ 25

## LISTENING

- 1 Listen to five callers on a radio programme talking about positive thinking. Write the letter (A–E) next to each caller.

People	Opinion
Caller 1 <input type="checkbox"/>	A thinks we should help other people feel more positive.
Caller 2 <input type="checkbox"/>	B thinks we shouldn't read about bad things all the time.
Caller 3 <input type="checkbox"/>	C thinks we shouldn't think about things we've done wrong.
Caller 4 <input type="checkbox"/>	D thinks we should think about the good things that happen.
Caller 5 <input type="checkbox"/>	E thinks we shouldn't think we'll always fail.

☐ 5

- 2 Listen to the TV programme and complete the information.

### Sofia Coppola

*Lost in Translation* came out in <sup>1</sup> \_\_\_\_\_.  
 She was born in New York in <sup>2</sup> \_\_\_\_\_.  
 She studied fine arts and <sup>3</sup> \_\_\_\_\_.  
 Then she became a/an <sup>4</sup> \_\_\_\_\_.  
 In <sup>5</sup> \_\_\_\_\_ she made her first film.

☐ 5

Listening total ☐ 10

Speaking total ☐ 15

Listening and Speaking total ☐ 25

### Student A

**SPEAKING**

- Ask your partner these questions.
  - Have you ever been to a concert? Who did you see? What was it like?
  - When did you last play a sport? What was the sport? Did you enjoy it?
  - What did you do last weekend?
  - Where are you going next summer?
  - If you could visit any country, where would you go? Why?
- Read the information about a holiday you had and answer your partner's questions.
 

#### Barbados

Luxury Holiday Hotel – all rooms with sea views  
Private swimming pool, gym, sauna  
Excellent meals included  
Minutes from private beach  
Snorkelling / windsurfing / diving
- Ask your partner about their holiday.
  - Where / go?
  - Where / stay?
  - What / like?
  - Facilities?
  - How far / beach?
  - easy / get to shops?
  - What activities / do?

### Student B

**SPEAKING**

- Ask your partner these questions.
  - Have you ever been to a football or a basketball match? Did you enjoy it?
  - When did you last go to the cinema? What did you see? Was it good?
  - What are you going to do this weekend?
  - What did you do last summer?
  - If you could have any kind of holiday, what would it be? Why?
- Ask your partner about their holiday.
  - Where / go?
  - What / hotel like? Your room?
  - Facilities?
  - food / good / expensive?
  - Facilities?
  - beach / near hotel?
  - What activities / do?
- Read the information about a holiday you had and answer your partner's questions.
 

#### France

Camping  
Beautiful countryside  
Washing / cooking facilities  
30-minute drive from beach  
10-minute drive from shops  
walking / climbing / cycling

Максимальное количество баллов: 100

- Grammar, Vocabulary, and Pronunciation - 50
- Reading and Writing - 25
- Listening and Speaking - 25

Количество набранных баллов	Уровень сформированности компетенций СК1-СК2
80 - 100	высокий
40 - 80	средний
0 - 40	низкий

## **6. Учебно-методическое и информационное обеспечение**

1. Вовшин Я.М. В мире бизнеса: Уч.-мет. пос. – М.: маркетинг, 2001. – 254 с.
2. Деловая переписка на английском и русском языках: 4000 стандартных фраз и выражений, 100 образцов деловой переписки по тематическим разделам / перев. Ш. Сабо, ред. В.И. Купцов. – Будапешт, Паннонарт, 1996. – 391 с.
3. Деловой английский: Учеб. англ. яз.: Ч.1. и 2 =English for Business Part 1-2 т.к. Алексеева и др. – М., 2000 - 638 с.
4. David G. Smith English for telephoning. – Oxford, 2011.
5. Rawdon Wyatt Check Your Vocabulary for Business & Administration. – London, A & C Black Publishers Ltd, 2007.
6. Tomson K. English for meetings. – Oxford, 2011.
7. New English File Beginner Student's book. (Paul Seligson and Clive Oxenden)
8. New English File Beginner Workbook (Paul Seligson and Clive Oxenden)
9. New English File Beginner Teacher's book (Paul Seligson and Clive Oxenden)
10. New English File Beginner Test Booklet (Paul Seligson and Clive Oxenden)
11. MultiRom (CD-ROM and audio CD)

## **7. Материально-техническое обеспечение**

Комплект учебной мебели: парты, стол преподавательский, стулья.

Мультимедийная система: проектор, интерактивная доска/экран, ПК или ноутбук.

Персональные компьютеры с доступом к сети Интернет.

Настоящая программа составлена в соответствии с приказом Минобрнауки России от 29 августа 2013 г. № 1008 «Об утверждении порядка организации и осуществления образовательной деятельности по дополнительным общеобразовательным программам»

Программу составила Прохорова Н.Ю., доцент кафедры «Иностранные языки и методика преподавания иностранных языков»

**Настоящая программа не может быть воспроизведена ни в какой форме без предварительного письменного разрешения автора-разработчика программы.**

Программа переутверждена на заседании кафедры «Иностранные языки и методика преподавания иностранных языков»

Протокол № 1  
Зав. кафедрой «Иностранные языки  
и методика преподавания иностранных языков»

от «31» августа 2018 года  
  
Алёшина Е. Ю.

Начальник отдела языковой подготовки  
и международного тестирования

  
Разувасва Т.А.  
«3» сентября 2018 года

## Сведения о дополнениях и изменениях, внесенных в программу

[illegible]