

С . А . ШЕВЕЛЕВА

ДЕЛОВОЙ
АНГЛИЙСКИЙ

У Ч Е Б Н И К

УСКОРЕННЫЙ КУРС



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Учебник делового английского построен на реальных ситуациях делового общения с зарубежными партнерами. Представлены такие темы, как финансы, платежи, контракты, балансы, бухгалтерский учет, налоги банки и т.д.

За 200 часов (50 уроков) самостоятельных занятий читатель сможет освоить необходимую лексику и грамматические правила и вести деловые переговоры, переписку, обсуждать многие тематические вопросы и т.д.

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Содержание

Introduction	4
Unit one	5
Meeting an English businessman	5
Unit two	8
Speak with Englishmen!	8
Unit three	12
The Russia hotel	12
Unit four	16
At the restaurant	16
Unit five	21
Small talk	21
Unit six	25
Making an appointment	25
Unit seven	28
Business	28
Unit eight	31
A business talk	31
Unit nine	36
Details	36
Unit ten	41
Contract	41
Unit eleven	45
Fax messages	45
Unit twelve	49
Telephoning	49
Unit thirteen	55
Travelling	55
Unit fourteen	60
Passports	60
Unit fifteen	64
Luggage and customs	64
Unit sixteen	68
Meetings	68
Unit seventeen	71
Hotel in London	71
Unit eighteen	74
Training programme	74

<i>Unit nineteen</i>	79
Trade finance	79
<i>Unit twenty</i>	83
Banking	83
<i>Unit twenty one</i>	87
The Bank of England.....	87
<i>Unit twenty two</i>	91
The underground	91
<i>Unit twenty three</i>	94
The buses.....	94
<i>Unit twenty four</i>	96
Changing money	96
<i>Unit twenty five</i>	100
Hotel services	100
<i>Unit twenty six</i>	103
Madame Tussaud's	103
<i>Unit twenty seven</i>	106
Accounting	106
<i>Unit twenty eight</i>	110
Balance sheets	110
<i>Unit twenty nine</i>	114
Taxes	114
<i>Unit thirty</i>	118
Value added tax (VAT).....	118
<i>Unit thirty one</i>	121
Shopping	121
<i>Unit thirty two</i>	126
Entertainments.....	126
<i>Unit thirty three</i>	129
The British pub.....	129
<i>Unit thirty four</i>	132
Greenwich and the Thames	132
<i>Unit thirty five</i>	137
Business contacts.....	137
<i>Unit thirty six</i>	140
At the office.....	140
<i>Unit thirty seven</i>	144
The goods to be bought	144
<i>Unit thirty eight</i>	146
Ordering the devices.....	146
<i>Unit thirty nine</i>	150
Prices	150
<i>Unit forty</i>	154
Contracts in foreign trade	154
<i>Unit forty one</i>	158
London taxis.....	158
<i>Unit forty two</i>	162
London and the City	162
<i>Unit forty three</i>	166
Driving a car.....	166
<i>Unit forty four</i>	170
Windsor and Eton.....	170
<i>Unit forty five</i>	173
Payments in international trade	173
<i>Unit forty six</i>	177
Problems settled	177
<i>Unit forty seven</i>	180
Mass media.....	180
<i>Unit forty eight</i>	185
Financial news.....	185
<i>Unit forty nine</i>	188
A visit to Oxford	188
<i>Unit fifty</i>	191
Good-bye to London	191
English-Russian Vocabulary	193
English-Russian phrases on business	251

Introduction

Дорогие читатели!

Если вы когда-либо изучали английский язык и практически его забыли, но сейчас вам нужен английский язык для делового общения, мы надеемся, что именно этот учебник поможет вам.

Учебник построен на реальных ситуациях общения с английскими и американскими бизнесменами в России, Англии и США. В нем представлены такие темы, как:

- Обучение специалистов
- Финансирование внешней торговли
- Платежи
- Контракты, запросы, предложения
- Посещения фирм и предприятий
- Финансовая деятельность
- Балансы, бухгалтерский учет
- Банки и т.д.

Учебник содержит диалоги по этим темам, деловую переписку, а также интересные страноведческие сведения.

Учебник поможет вам вести деловые переговоры, телефонные деловые разговоры, а также активно участвовать в различных деловых встречах.

К текстам даются словарные пояснения, грамматические правила и упражнения. Они помогут вам лучше запомнить слова и научиться правильно употреблять их в своей речи, а также понимать собеседника, говорящего на английском языке.

Приводится также общий словарь слов и словосочетаний, вошедших в учебник, и краткий словарь деловой лексики по темам, изучаемым в учебнике.

При создании учебника автор использовала свой практический опыт общения с зарубежными бизнесменами и опыт педагогической работы по обучению взрослых деловому общению на английском языке.

ЖЕЛАЕМ УСПЕХОВ В ИЗУЧЕНИИ ДЕЛОВОГО АНГЛИЙСКОГО!

Методические рекомендации для преподавателей

1. Ускоренный курс делового английского языка рассчитан на 200 часов, на изучение каждого из 50 уроков (Unit) предполагается 4 часа.

2. Учитывая реальные возможности обучающихся, основную работу лучше проводить на занятиях и не рассчитывать, что они будут выполнять большие домашние задания. Домашним заданием может быть чтение и просмотр текста или выполнение письменно тех упражнений, которые вы успели сделать на занятиях устно.

3. Большое внимание следует уделять фонетике, используя работу хором, повторы за преподавателем в нужном темпе. Для этого в каждом уроке даны упражнения: *Read the following*. Для отработки фонетических навыков целесообразно использовать диалоги.

4. Грамматический материал лучше объяснять, используя русский язык. Не следует ожидать от обучающихся безошибочного говорения на английском языке. Важнее научить их говорить достаточно быстро с правильной в целом интонацией и самое главное понимать речь собеседника на слух.

5. На занятиях преподаватель должен в основном говорить на английском языке. Не следует исправлять все ошибки обучающихся, особенно если они не искажают смысла высказывания и не мешают пониманию. Если же вы хотите исправить ошибку, лучше сделать это вполголоса, как бы незаметно, или переспросив, подсказывая правильный вариант.

6. Как вы обратите внимание, все упражнения строятся вокруг ситуации урока и от этого лучше не отступать. Хочется надеяться, что это поможет создать у обучающихся более прочные ассоциативные связи.

7. Каждое занятие лучше заканчивать подведением итогов самими обучающимися с рассказом о том, что они узнали на занятии или из урока.

8. Показателем овладения учащимися материалом могут служить упражнения типа *Complete the dialogues and act out similar ones*, предложенные практически в каждом уроке.

Итоговый контроль также лучше проводить в форме диалогов.

Автор будет признателен за все замечания и советы, которые у вас несомненно появятся при работе с учебником.

Unit one

Meeting an English businessman

Text

David Hill, an English businessman, is at Sheremetievo airport in Moscow. Pete and Nick, Russian businessmen, are at the airport to meet Mr. Hill.

Pete: Hello, Mr. Hill!

David: Hello, Pete! It is so good to see you! Thank you for meeting me.

Pete: I am very glad to see you too. Can I introduce my friend and colleague Nick?

David: How do you do, Nick?

Nick: How do you do, David? I'm glad to meet you.

And they shake hands. In Britain most people shake hands when they meet someone for the first time. It is not usual to shake hands when you say good-bye or when you meet again later.

Pete: Follow me please, David. Watch the step! Our car is in the parking area.

Words and expressions

Слова и выражения

unit	[ˈjuːnɪt]	блок, урок
one	[wʌn]	один (<i>числ.</i>)
meeting	[ˈmiːtɪŋ]	встреча
to meet		встречать
a	[ə]	неопределенный артикль (ставится перед существительными, не переводится)
businessman	[ˈbɪznɪsmən]	бизнесмен
businessmen	[ˈbɪznɪsmen]	бизнесмены
text	[tekst]	текст
at	[ət]	в
airport	[ˈeəpɔːt]	аэропорт
English	[ˈɪŋɡlɪʃ]	английский
is	[ɪz]	есть (гл. <i>to be</i> в 3-м лице ед.ч.)
to be	[təʊ biː]	быть
in	[ɪn]	в
Russian	[ˈrʌʃjən]	русский
are	[ɑː]	есть (глагол <i>to be</i> во 2-м лице мн. ч.)
the	[ðə]	определенный артикль (ставится перед существительными, не переводится)
hello	[həˈləʊ]	привет
it	[ɪt]	это
so	[səʊ]	так
good	[ɡʊd]	хороший, хорошо
to see	[siː]	видеть
you	[juː]	вы
It is so good to see you!		Я так рад видеть вас.
to thank	[θæŋk]	благодарить

Thank you.		Спасибо.
for	[f≡]	для
me	[m√]	меня, мне
Thank you for		Спасибо, что встретили
meeting me.		меня.
I	[aI]	я
am ('m)	[{m(m)]	есть (глагол <i>to be</i> в 1-м лице ед.ч.)
very	['verI]	очень
glad	[γl{d]	довольный
I am very glad to see		Очень рад видеть вас.
you.		
too	[tu:]	тоже
can	[k{n]	мочь, иметь возможность, уметь
to introduce	[,Intr≡'dju: s]	представить
my	[maI]	мой
friend	[frend]	друг
and	[{nd]	и
colleague	['koli:γ]	коллега, сотрудник
Can I introduce my		Разрешите представить
colleague?		моего коллегу.
How do you do?		Здравствуйте.
they	[ΔeI]	они
to shake	[ΣeIk]	пожимать, трести
hand (s)	[h{nd (z)]	рука (и)
They shake hands.		Они пожимают друг другу руки.
Britain	['brIt≡n]	Британия, Англия
most	[moust]	наибольший
people	[p√pl]	люди
most people		большинство людей
when	[wen]	когда
someone	['s)mw)n]	кто-нибудь
first	[f{st]	первый
time	[taIm]	время, раз
for the first time		впервые, первый раз
not	[not]	не, нет
usual	['ju:Zu≡l]	обычный
It is not usual...		Обычно ... не ...
to say	[seI]	говорить
good-bye	[,γud 'baI]	до свидания
to say good-bye		прощаться
or	[]	или
again	[≡'γeIn]	снова
later	['leIt≡]	позже
to follow	['fol≡u]	следовать за
Follow me.		Идите за мной.
please	[pli:z]	пожалуйста
to watch	[wotΣ]	следить, наблюдать
step	[step]	ступенька
Watch the step,		Осторожно, ступенька!

please.

our	[au≡]	наш
car	[ka:]	автомобиль
parking	['pa:kiɛ]	стоянка
area	['E≡pI≡]	территория
parking area		место стоянки, стоянка
word (s)	[wɝd (z)]	слово (а)
expression (s)	['Iks'preΣn (z)]	выражение (я)

Exercises

Упражнения

1. Read the following (Прочитайте следующее):

• David glad car area
shake hand park parking area
later man parking

• the airport
the businessmen
the friend
the colleague
the time
the first time
the step
the parking area

• They are at the airport.

They are at the airport in Moscow.

They are at Sheremetievo airport.

The Russian businessmen are at the airport.

Later they are in the parking area.

The Russian businessmen and David are in the parking area.

2. Translate into Russian (Переведите на русский язык):

The businessmen are in the parking area.

David Hill is an English businessman.

Nick is a Russian businessman too.

They are Russians.

They are glad to see David.

David and Nick follow Pete to the car.

The car is in the parking area.

3. Make sentences and translate them into Russian (Составьте предложения и переведите их на русский язык):

They are in Moscow

in Sheremetievo

at Sheremetievo airport

at the airport

in the parking area

4. Insert articles (Заполните пропуски артиклями):

David is... English businessman.

Pete is... Russian businessman.

Nick is... Russian businessman too.

5. Translate into English (Переведите на английский язык):

Они бизнесмены.

Они находятся в аэропорту Шереметьево.

Они находятся в Москве.

6. Match English and Russian equivalent (Подберите английским фразам русские эквиваленты):

I am glad to meet you.

Рад вас видеть

I am glad to see you.	Рад с вами познакомиться.
It is so good to see you.	Я так рад вас видеть!
I am very glad to see you too.	Здравствуйте!
How do you do?	Осторожно, ступенька.
Follow me, please.	Спасибо, что вы приехали меня встретить.
Watch the step.	Я тоже очень рад вас видеть.
Thank you for meeting me.	Проходите, пожалуйста, за мной.

7. Complete the dialogues and act out similar ones (Дополните диалоги и разыграйте аналогичные):

• *P.*: Hello, Mr. Hill!
D.: Hello, Pete! It is so good... Thank you for...
P.: I am very... too.
P.: Can I introduce my...?
 • *D.*: How..., Nick?
N.: How...? I am glad...

8. Underline the sentences true to the text (Подчеркните предложения, соответствующие тексту):

Pete and David shake hands.
 Nick and David shake hands.
 In Britain people shake hands when they meet someone for the first time.
 In Britain people shake hands when they say good-bye.
 In Britain people shake hands when they meet again later.
 In Russia people shake hands when they meet someone for the first time.
 In Russia people shake hands when they say good-bye.
 In Russia people shake hands when they meet again later.

9. Complete Pete's words (Дополните слова Петра):

Follow... please. Watch... Our car is in...

Unit two

Speak with Englishmen!

Text

Pete, Nick and David are in the car. They are going to the centre of Moscow.

Pete: Did you have a good trip, Mr. Hill?

David: Oh, yes. The flight was quite smooth. And I'm very glad the plane came on time.

Pete: And how do you like so much snow around?

David: Oh, I like Russian winter. Our winter is different. It's much milder. Have you ever been to England, Nick?

Nick: Will you repeat it, please? My English is not good enough, I am afraid.

David: Have you been to London?

Nick: No, not yet. But I am planning to go to England in summer.

David: As a tourist?

Nick: I think so.

Pete: And here is the hotel... Let me help you with the suit case, David.

David: Thank you. That's very kind of you.

Words and expressions

Слова и выражения

two	[tu:]	два (<i>числ.</i>)
to speak	[spʰk]	говорить
with	[wiΔ]	с
Englishman	[i'ɛŋlɪʃmən]	англичанин, англичанка
Englishmen	[i'ɛŋlɪʃmɛn]	англичане
Speak with Englishmen!		Поговорите с англичанами!
to get to ...	[ɣet]	добраться до

getting to ...	[ˌgetIɛ]	поездка до ...,
centre	['sentɜː]	центр
of	[ɒv]	(предлог, указывает на принадлежность)
the centre of Moscow		центр Москвы
getting to the centre of Moscow		поездка в центр Москвы, дорога до центра Москвы
to have a trip	[h{v}]	совершать поездку
Did you have a good trip?		Вы хорошо доехали?
flight	[flaɪt]	полёт
quite	[kwaɪt]	вполне
smooth	[smʊθ]	гладкий
plane	[pleɪn]	самолёт
to come	[kʌm]	приходить, прилетать, приезжать
came	[keɪm]	пришел, прилетел, приехал
on time	[taɪm]	во время
how	[haʊ]	как
to like	[laɪk]	нравиться, любить
How do you like it?		Как вам это нравится?
much	[mʌtʃ]	много
snow	[snəʊ]	снег
around	[ə'raʊnd]	вокруг
winter	['wɪntə]	зима
different	['dɪfrənt]	различный, разный
milder	['maɪldə]	мягче
It is much milder.		Погода намного мягче.
England	['ɪŋɡlənd]	Англия
Have you ever been to England?		Вы когда-нибудь были в Англии?
to repeat	[rɪ'pi:t]	повторять
Will you repeat it, please.		Повторите, пожалуйста.
English	['ɪŋɡlɪʃ]	английский
enough	['ɪnʌf]	достаточно
My English is not good enough.		Я не очень хорошо знаю английский.
I am afraid ...		Боюсь, ...
yet	[jet]	пока, ещё
but	[bʌt]	но
to plan	[plæn]	планировать
I am planning...		Я планирую ...
summer	['sʌmə]	лето
in summer		летом
as	[əz]	в качестве, как
as a tourist		в качестве туриста, как турист
to think	[θɪŋk]	думать
I think so.		Думаю, да.
here	[hɪə]	здесь

Here is the hotel.		Вот и гостиница.
Here is the car.		Вот и наша машина.
Here is Mr. Hill.		Вот и г-н Хилл.
to help	[help]	помогать
suitcase	['sju:tkes]	чемодан
Let me help you with the suitcase.		Разрешите ваш чемодан?
kind	[kaInd]	добрый, любезный
That's very kind of you.		Вы очень любезны.

Exercises

Упражнения

1. Read the following (Прочитайте следующее):

- Pete here
- see yet
- get very
- let men
- help step
- ever

- the centre the suitcase
- the centre of Moscow the hotel
- the flight the parking area

- That's kind of you. Thanks.
- That's very kind of you. Thank you. I think you.
- They are in the car. Our winter is different.
- Here is the hotel. Our summer is different.

2. Translate into Russian (Переведите на русский язык):

The businessmen are in the car.

They are going to the center of Moscow.

They are going to the Russia hotel.

They are speaking English.

They speak about the flight. They speak about Russian winter. They speak about English winter. They speak about Nisk's plans to visit England.

3. Match English and Russian equivalents (Подберите английским фразам русские эквиваленты):

Did you have a good flight? Мне нравится русская зима.

The flight was quite smooth. Наша зима совсем другая.

I'm glad the plane came on time. Вам нравится, когда столько снега вокруг?

How do you like so much snow around? Я планирую поехать в Анг лию летом.

I like Russian winter. Вы когда-нибудь были в Англии?

Our winter is different. Полет был вполне спокойным.

Have you ever been to England? Я рад, что самолет прибыл вовремя.

I'm planning to go to England in summer. Вы хорошо долетели?

4. Make sentences and translate them into Russian (Составьте пред ложения и переведите их на русский язык):

Did you have a good trip David
very good Mr. Hill
The flight was good

	very good		
	smooth		
	quite smooth		
'I'm	glad	the plane came on time	
	very glad		
	so glad		
How do you like	Russian winter		
	so much snow in Moscow		
	so much snow around		
	Russian summer		
	English summer		
	English winter		
• I like	Russian winter		
	this snow around		
	English winter too		
	Moscow		
• Our	winter	s	different
	summer		is much
	r		milder
• Have you ever been to	England		
	Britain		
	London		
	Moscow		
• I'm planning to go to	England		in
	Britain		summer
	London		r
	Paris		in
			winter

5. Insert prepositions (Заполните пропуски предлогами):

Nick is planning to go ... England ... summer. He is planning to go as a tourist.
 Mr. Hill had a good time. The flight was quite smooth. The plane came ... time.
 Have you ever been ... London?
 Let me help you ... the suitcase.
 That's very kind ... you.

6. Translate into English (Переведите на английский язык):

Вы хорошо долетели?
 Да, полет был вполне спокойным.
 Я рад, что самолет прибыл вовремя.
 Как вам нравится так много снега вокруг?
 Я люблю русскую зиму.
 Наша зима совсем другая.
 Она намного мягче.
 Повторите, пожалуйста.
 Я еще не знаю английский достаточно хорошо.
 Разрешите помочь вам донести чемодан?
 Спасибо, вы очень любезны.

7. Complete the following dialogues and act out similar ones (Дополните следующие диалоги необходимыми словами и разыграйте аналогичные диалоги):

- P.: Did you have a good... Mr. Hill?
- D.: Oh, yes, the flight... And I'm glad the plane...
- P.: And how do you like... snow...?

D.: Oh, I like Russian... Our... is different. It is...

• D.: Have you ever been..., Nick?

N.: Will you...? My English...

• D.: Have you... London?

N.: No, not yet. But...

D.: As a...

N.: I think...

• P.: Here... hotel. Let me help...

D.: Thank you. That's...

Unit three

The Russia hotel

Text

The car has brought Pete, Nick and David to the Russia hotel. Now they are in the lounge of the hotel.

Pete: Just a minute, David. I'll speak to the receptionist. We made a reservation last week... Will you fill in this form, please?

David fills in the form, comes up to the receptionist and hands in the form.

David: Here you are. Is everything all right?

Receptionist: ... Yes, everything is OK... Your room number is five o two. Here is your key.

David: Thank you.

Receptionist: You are welcome. Have a nice stay.

David: Thanks.

Pete: David, will you join us for dinner to-night?

David: I'll be glad to.

Pete: Fine. Then we'll meet you here at seven sharp. And, if you don't mind. we shall have dinner at the hotel restaurant. It's not bad at all.

David: Thank you for the invitation. See you later.

Words and expressions

(Слова и выражения)

three	[Trʌ]	три (<i>числ.</i>)
to check in	['tʃek'In]	регистрация, регистрироваться при приезде в гостиницу
checking in		регистрация
to bring	[brɪŋ]	привозить, доставлять, приносить
The car has brought them to the hotel.		Автомобиль доставил их в гостиницу.
now	[naʊ]	сейчас, теперь
lounge	[laʊnʒ]	холл
Just a minute!		Одну минуту!
receptionist	[rɪ'sepʃənɪst]	администратор, регистратор (в гостинице)
I'll speak to the receptionist.	[,rez≐'veɪ]	Я поговорю с администратором.
to make a reservation		заказать гостиницу
last	[lɑːst]	последний, прошлый
week	[wi:k]	неделя
last week		на прошлой неделе
We made a reservation last week.		Мы заказали гостиницу на прошлой неделе.
to fill in		заполнить
this	[ðɪs]	этот

form	[f] m]	форма
Will you fill in this form, please?		Заполните, пожалуйста, вот эту форму.
- s	[s, z]	(<i>окончание</i> , указывающее на 3-е лицо ед. ч.)
He fills in the form. to come up to		Он заполняет форму. подходит
He comes up to the receptionist. to hand in the form		Он подходит к администратору. сдать форму
He hands in the form.		Он сдает / отдает форму.
Here you are. everything	['evrIΔIε]	Вот, пожалуйста. всё
all right	['l 'raIt]	в порядке
Is everything all right?		Всё в порядке?
your	[j]	ваш
room	[r] m]	комната, номер в гостинице
number	['n \mb≅]	номер
your room number		номер вашей комнаты
five o two	['faIv' ou	502
key	't] [ki:]	ключ
You are welcome.		Добро пожаловать. Пожалуйста.
nice	[naIs]	приятный
stay	[steI]	пребывание
Have a nice stay! to stay		Приятного пребывания! пребывать, находиться, жить
Thanks.	[Δ{εks]	Спасибо.
to join	[≥oIn]	присоединяться
dinner	['dIn≅]	обед, ужин
Will you join us for dinner?		Не поужинаете вместе с нами?
to-night	[t≅'naIt]	сегодня вечером
I'll be glad to. = I'D be glad to	[gl{d]	С удовольствием.
join you.		
fine	[faIn]	прекрасный
Fine.		Прекрасно.
then	[Δen]	затем
We'll meet you.		Мы встретим вас.
seven	['sev≅n]	семь (<i>числ.</i>)
sharp	[Σ÷p]	острый
at seven sharp		ровно в 7
to mind	[maInd]	возражать, иметь что-либо против
if	[If]	если
If you don't mind... to have dinner		Если вы не возражаете... обедать, ужинать
We shall have		Мы будем ужинать ...

dinner...

restaurant	[ˈrestɔːr] ∈]	ресторан
at the restaurant		в ресторане
bad	[b{d]	плохой
at all	[≅t 'l]	вообще, совсем
It's not bad at all.		Он совсем неплох.
invitation	[,InvI'teɪ n]	приглашение
to invite	[In'vaɪt]	приглашать
See you later.		До встречи.

Exercises

(Упражнения)

1. Read the following (Прочитайте следующее):

• nice	it	w
		ill
fine	is	f
		ill
		in
invite	if	d
		inn
		er
Nick	minute	f
		irst
in		

• the receptionist	then
to fill in the form	this
to hand in the form	the
	invitation
	everything

• Is everything OK?

Is everything all right?

Everything is OK.

Everything is all right.

• The businessmen are in the lounge.

They are in the lounge of the hotel.

2. Translate into Russian (Переведите на русский язык):

The car brought the businessmen to the Russia hotel.

They speak to the receptionist and Mr. Hill fills in the form.

Then Mr. Hill comes up to the receptionist and hands in the form.

Everything is all right.

Mr. Hill receives the key to his room.

His room number is 502.

Pete invites Mr. Hill to dinner.

Mr. Hill is glad to join Pete and Nick for dinner.

They will have dinner at the restaurant of the hotel.

Mr. Hill thanks Pete for the invitation.

3. Match English and Russian equivalents (Подберите английским фразам русские эквиваленты):

Just a minute.	Мы заказывали номер на прошлой неделе.
I'll speak to the receptionist.	Одну минуту.

We made a reservation	Я поговорю с
-----------------------	--------------

last week.	администратором.
Will you fill in this form, please?	Все в порядке?
Here you are.	Вот ваш ключ.
Is everything all right?	Пожалуйста.
Here is your key.	Вот, пожалуйста.
You are welcome.	Хорошего вам отдыха.
Have a nice stay.	Заполните, пожалуйста, эту форму.

4. Complete the following sentences (Дополните необходимыми словами следующие предложения):

- The car has brought the businessmen... the Russia hotel.
- Now they are... the lounge of... hotel.
- They speak... the receptionist.
- Last week the Russian businessmen... a reservation for Mr. Hill.

5. Complete Pete's words (Дополните предложения словами, которые произнес Петр):

Just a minute, David. I'll ... We made ... Will you fill ...?

6. Complete the dialogue and make a similar one (Дополните диалог необходимыми словами и разыграйте аналогичный диалог):

- D.: Here you are. Is everything ...?
- R.: Yes, everything ... Your room ... Here is ...
- D.: Thank you.
- R.: You ... Have ...
- D.: Thanks.

7. Make sentences and translate them into Russian (Составьте предложения и переведите их на русский язык):

• Will you join us for dinner Can we invite you to dinner	to-night
• I'll _____ be _____	glad _____ to join very glad _____ you
• We'll meet you here	at seven at seven sharp
• If you don't mind we shall have dinner	here at the restaurant at the restaurant of the hotel
• It is _____	good very good so good not bad not bad at all
• Thank you for _____	the invitation inviting me
• See you _____	at seven later

8. Translate into English (Переведите на английский язык):

Можно пригласить вас на ужин?

Мы встретим вас здесь в 7.00.

Если не возражаете, мы поужинаем в ресторане гостиницы.

Спасибо за приглашение.

9. Complete the dialogues and act out similar ones (Дополните диалоги необходимыми словами и разыграйте аналогичные):

• *P.*: Just a minute, David. I'll speak to ... Will you fill in ...

D.: Here ... Is everything ...

• *R.*: Everything is OK. Your room number ... Here ... key

D.: ...

R.: You are ... Have a nice ...

• *P.*: Will you join us ...?

D.: I'll ...

P.: Fine. Then we'll meet ... And if you don't ... It's not bad at all.

D.: Thank ... See ...

Unit four

At the restaurant

Text

It is seven sharp. Pete and David are in the lounge.

Pete: Good evening, David.

David: Good evening, Pete.

It is two minutes past seven. They see Nick.

Nick: Good evening. I'm late, I'm afraid. I do apologise.

David: Good evening. That's all right.

Pete: Good evening. Follow me please, gentlemen.

They go to the restaurant. The head waiter comes up to them and offers them one of the vacant tables.

Pete: Do you like this table, David?

David: It looks all right.

Pete: Then let's take it... Here is the menu...

David: Oh, it's in English too. How very nice.

Pete: What would you like to drink?

David: Gin and tonic for me, please.

Nick: And what would you like as a starter?

David: Your English is very good. Some cold fish, I think.

Nick: Thank you for the compliment. I'll tell my teacher about it. And what would you like as a hot meal?

David: Some meat and vegetables.

Pete: And here are our drinks... I'm very glad to see you in Moscow, David. I still remember my Christmas days in London. Now you are welcome to Moscow. To our good business!

David: I do hope our business will be beneficial for all of us.

Words and expressions

four	[f]	четыре (<i>числ.</i>)
going to the restaurant		посещение ресторана
evening	[ˈvniɛ]	вечер
Good evening.		Добрый вечер.
past	[p÷st]	после
It's two minutes past seven.		Сейчас две минуты восьмого.
to apologise	[≡ˈpɒlɪz]	извиняться, просить прощения
I do apologise.		Простите ради бога.

That's all right.		Ничего, все в порядке.
gentleman	[ˈdʒentlmɛn]	джентельмен
gentlemen	[ˈdʒentlmɛn]	джентельмены
head	[hed]	главный
waiter	[ˈweɪtə]	официант
head waiter		метрлотель
to offer	[ˈɒfə]	предлагать
them	[ðəm]	им
vacant	[ˈveɪkənt]	свободный
table	[teɪbl]	стол
Do you like it?		Вам нравится (этот стол)?
to look	[lʊk]	выглядеть
It looks all right.		Вполне нормальный.
to take the table		садиться за стол
Let's take this table.		Давайте сядем за этот столик.
menu	[ˈmenju]	меню
in English		на английском языке
How very nice.	[naɪs]	Как это чудесно / мило.
what	[wɒt]	что
to drink	[drɪŋk]	пить
What would you like to drink?		Какие напитки вы хотите?
gin and tonic	[ˈdʒɪn ɛn ˈtɒnɪk]	джин с тоником
starter	[ˈstɑːtə]	холодная закуска
as a starter		на закуску
some	[sʌm]	некоторое количество
cold	[kəʊld]	холодный
fish	[fɪʃ]	рыба
some fish		немного рыбы
compliment	[ˈkɒmplɪme nt]	комплимент
to tell	[tel]	говорить
teacher	[ˈtiːtʃə]	учитель, преподаватель
I'll tell my teacher about it.		Я скажу об этом своему преподавателю.
hot	[hɒt]	горячий
meal	[miːl]	еда
What would you like as a hot meal?		Что вы хотите на горячее?
meat	[miːt]	мясо
vegetables	[ˈveɪtəblz]	овощи
drink	[drɪŋk]	напиток
Here are our drinks.		А вот и наши напитки.
still	[stɪl]	всё еще
to remember	[rɪˈmembə]	помнить
Christmas	[ˈkrɪsməs]	Рождество
day	[deɪ]	день
You are welcome to Moscow.		Добро пожаловать в Москву.
business	[ˈbɪznɪs]	бизнес, дело

To our good business!		За наш бизнес!
to hope	[houp]	надеяться
I do hope...		Я очень надеюсь ...
beneficial	['benI'fIΣI]	выгодный, полезный
Our business will be		Наш бизнес будет очень
bene		
ficial.		полезным (выгодным).
us	[\s]	нам, нас
for all of us		для всех нас

Exercises

1. Read the following:

• go	not	port
hope	compliment	airp
		ort
hello	apologise	for
		m
so	follow	
	offer	

• the lounge
in the lounge
they
then
to the restaurant
one of the vacant tables
this table

• Here is the menu.
Here are our drinks.
They are in the lounge of the hotel.
Your English is very good.

• I do apologise.
I do hope our business will be beneficial.

2. Translate into Russian:

It's seven sharp.
The Russian businessmen are in the lounge.
At two minutes past seven they see David.
They all say good evening and go to the restaurant.
They order some drinks, starters and hot meals.
They have a drink to their good beneficial business.

3. Match English and Russian equivalents:

Good evening.	Прошу прощения.
I'm late I'm afraid.	Ничего, все в порядке.
I do apologise.	Добрый вечер.
That's all right.	Я, кажется, опоздал.
Follow me, please.	Вам нравится этот столик?
The head waiter comes up to them.	По-моему, вполне нормальный (столик).
The head waiter offers them one of the vacant tables.	Проходите, пожалуйста, за мной.

Do you like this table?

It looks all right.

К ним подходит
метрдотель.
Метрдотель предлагает
им один из свободных
столиков.

4. Complete the dialogues and act out similar ones:

• *P.*: Good..., David.

D.: Good..., Pete.

N.: Good.... I'm late... I do...

D.: Good... That's...

P.: Good... Follow...

• *P.*: Do you like...?

D.: It looks...

P.: Then let's...

5. Make sentences and translate them into Russian:

- Here is the menu
the form
the car
the hotel

- It's in Russian
English too

- How very nice
good

- What would you like to drink
to have as a
starter

- Would you like a drink
gin and tonic
some cold fish
some meat
some vegetables

- Your English is quite good
very good

- Thank you for the compliment
your compliment
your kind words

- I will tell my teacher about it
your words
your compliment

• I still remember Christmas days in London in England in Britain in ...

• You are welcome to Moscow to Russia to ...

• To our good very business good ss beneficial friendship

• I do hope our business will be very good beneficial beneficial for all of us

6. Translate into English:

- | | |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| • Вот, пожалуйста, меню.
Что бы вы хотели выпить?
Что бы вы хотели на закуску?
Что вы хотите на горячее? | • Вы хорошо говорите по-английски.
Вы хорошо говорите по-русски.
Спасибо за комплимент. |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

7. Complete the dialogues and act out similar ones:

- P.: Here is the ...
- D.: Oh, ... English too.
- P.: What ... drink?
- D.: ... for me, please.
- N.: And what ... starter?
- D.: Your English ... Some cold ..., I think.
- N.: Thank ... I will tell my teacher ... And what ... as a hot meal?
- D.: Some ...
- P.: And here ... drinks. I'm very glad to ... I still remember ... in London. Now you ... to Moscow. To our ...!
- D.: I do hope ... for all of us.

8. Представьте, что вы пригласили англичанина в ресторан. Разыграйте короткие диалоги:

- Вы встречаете его около ресторана.
- Вы выбираете столик.
- Вы заказываете ужин.
- Вы произносите тосты.

Unit five

Small talk

Text

Pete, Nick and David are still at the restaurant. They are enjoying their meal and have a small talk.

Pete: David, is this your first visit to Moscow?

David: Oh, no. I was in Moscow last year. I like your city very much. It's a pity my sister is not with me now. She wanted to go so much.

Nick: And why didn't she join you? Is she busy?

David: Well, you see, she could not leave her office, her boss did not let her go. They are working at a very important project now. And have you got a sister or a brother, Nick?

Nick: Oh, yes. I have a brother. He is on holiday in the mountains.

Pete: Oh, really? My elder daughter is also in the mountains in Chechia now. She is fond of skiing and goes to the mountains every winter.

David: Have you got a big family?

Pete: I wouldn't say so. There are five of us. Two daughters, a son, my wife and I.

David: Quite an English family!

Words and expressions

five	[faIv]	пять (<i>числ.</i>)
small	[sm l]	маленький
talk	[t k]	разговор
small talk		светский разговор
to have a small talk		говорить на светские темы вести светские беседы
to enjoy	[In'≥OI]	получать удовольствие
their	[Δe≅]	их
They are enjoying their meal.		Они с удовольствием по- ужинали.
visit	['vIzIt]	посещение, визит
a visit to Moscow		посещение Москвы
to visit Moscow		посещать Москву
no	[nou]	нет
Oh, no.		О, нет.
year	[jI≅]	год
last year		в прошлом году
I was in Moscow last year.		Я был в Москве в прошлом году.
city	['sItI]	город
very much		очень
I like it very much.		Он (город) мне очень нравится.
It's a pity.		Жаль.
sister	['sIst≅]	сестра
she	[Σ√]	она
to want	[wont]	хотеть
She wanted to go.		Она хотела поехать (со мной).
why	[waI]	почему
Why didn't she join you?		Почему же она не поехала с вами?
to be busy	['bIzI]	быть занятым, иметь много дел

Well, you see, ...		Ну, видите ли ...
can		мочь
could	[kʊd]	мог
to leave	[lɪv]	покидать, уезжать из ...
her		её
office	['ɒfɪs]	офис
her office		её офис
to leave the office		уехать с работы, оставить работу
She could not leave		Она не смогла оставить
the of		
fice.		работу.
to let		разрешать
Her boss did not let		Начальник не отпустил её.
her go.		
to work	[wɜ:k]	работать
They are working at		Они сейчас работают над
the problem.		этой проблемой.
important	[ɪm'pɔ:nt]	важный
project]	
to have got	['prɔ:ʒekt]	проект
Have you got a sister?		иметь
brother		У вас есть сестра?
to be on holiday		брат
He is on holiday.		отдыхать, быть в отпуске
mountain	['maʊntɪn]	Он в отпуске.
in the mountains		гора
really	['ri:li]	в горах
Oh, really?		действительно, в самом
elder	['eldə]	деле, разве
daughter	['dɔ:tə]	О, неужели?
also	['ɔ:lsoʊ]	старший
to be fond of		дочь
skiing	['ski:ɪŋ]	тоже
She is fond of skiing.		увлекаться
to ski		катание на лыжах
skis		Она любит лыжный
every	['evri]	спорт.
big		кататься на лыжах
family	['fæmɪli]	лыжи
I would not say so.		каждый
There are five of us.		большой
wife	[waɪf]	семья
Quite an English		Я бы этого не сказал.
family!		Нас пятеро.
		жена
		Настоящая английская
		семья!

Exercises

1. Read the following:

- small, talk
- all, all right
- for all of us
- ' at the restaurant
- in the mountains
- to the mountains

- It this your first visit to Mos-cow?
Is she busy?
She goes to the mountains every winter.
- She could not leave her office.
Have you got a sister or a brother?
My daughter is also in the mountains.
There are five of us.

2. Translate into Russian:

The businessmen are still at the restaurant.
They are enjoying their meal and have a small talk.
They speak about Moscow and about their families.
David has got a sister.
Nick has got a brother.
Pete has got a son and a wife.
There are five people in Pete's family.
David says it's a typical English family.
There are usually five people in an English family.

Спряжение глагола to be

Настоящее простое время (Present Indefinite)

I am You are

He/ She/ It is=He/ She/ it's

We/ You/ They are

Прошедшее простое время (Past Indefinite)

I was

You were

He/She/It was

We/ You/ They were

Будущее простое время (Future Indefinite)

I shall be = I'll be

You will be = you'll be

He/ She/ It will be = He/ She/ It'll be

Настоящее совершенное время (Present Perfect)

We have been

You have been

They have been

3. Underline the verb *to be* and translate the

following sentences into Russian:

They are still at the restaurant.

She is not with me now.

Is she busy?

He is on holiday in the mountains.

My elder daughter is also in the mountains.

She is fond of skiing.

There are five of us.

This is my family.

I was in Moscow last year.

Nick and Pete are Russian businessmen.

One day they were at the Sheremetievo airport.

Have you been to London?

Have you been to England?

Now the businessmen are at the restaurant.

4. Make sentences and translate them into Russian:

• They are enjoying	their meal their small talk their meal	
• It this your first visit to	Moscow London New York Liverpool New Zealand Australia	
• I was in	Moscow Russia London Sydney Washington	las t year
• I like	Moscow your city Russia Russian winter English summer	
• I have got	a sister a brother a wife a family	
• It's a pity	he she they	is are not with me now

5. Complete the dialogue and act out a similar one:

• *P.:* David, is this your first...?

D.: Oh no,... last year. I like... It's a pity my sister... She wanted... so much.

6. Write down everything that Pete said about his sister.

7. Complete the dialogues and act out similar ones:

D.: Have you got a sister...?

N.: Oh, yes. I have... He is on... mountains.

D.: Oh, really? My elder daughter is also... Chechia now. She... skiing and goes...

D.: • Have you got...?

P.: I wouldn't... There are... Two daughters...

D.: Quite... family!

8. Answer the following questions using the prompts:

- Have you got a sister or a brother?

(Yes, I have...)

- Have you got a big family?

(I wouldn't say so. There are...)

✓ prompts — подсказки

Unit six

Making an appointment

Text

The three gentlemen have enjoyed their dinner and they are preparing to leave the restaurant:

Pete: Thank you for the nice evening, David.

David: Likewise. I enjoyed everything very much. And I liked the orchestra. I like Russian music immensely.

Pete: Very often they play English songs here. They sound superb.

David: Then I was lucky to listen to Russian songs tonight. They are more than beautiful...

The waiter comes up to Pete and hands the bill over to him.

David: Oh, let me pay the bill, Pete.

Pete: Oh, no. It will be my pleasure... And when can you come to our office tomorrow?

David: Will ten o'clock be convenient to you?

Pete: Fine. Then Nick will pick you up tomorrow at ten to ten in the lounge.

David: OK. See you tomorrow then.

Nick: Good-bye. See you tomorrow. I won't be late I promise.

David: I hope I won't be late either.

Pete: Have a good sleep. See you tomorrow.

Words and expressions

six	[sɪks]	шесть (числ.)
to make an appointment	[≡'pɔɪntm ≡nt]	договориться о встрече
making an appointment		договоренность о встрече
They have enjoyed their dinner.		Они с удовольствием поужинали.
to prepare	[prɪ'peɪ]	готовить (ся)
They are preparing to leave the restaurant.		Они готовятся уходить из ресторана.
Likewise.	['laɪkwəɪz]	зд. И я благодарю вас.
orchestra	[ˈɔrkɪstrə]	оркестр
I liked the orchestra.		Мне понравился оркестр.
music	['mjʒɪk]	музыка
immensely	[ɪ'mensɪlɪ]	очень, чрезвычайно
often	['ɒfn]	часто
to play		играть
song	[sɒŋ]	песня
to play a song		исполнять песню
to sound	[saʊnd]	звучать
superb	[sɪ'pɜ:b]	великолепно

They sound superb.		Они исполняли это (звучали) великолепно.
to be lucky	[ˈlʌkɪ]	иметь удачу
I was lucky.		Мне повезло.
to listen	[lɪsn]	слушать
to listen to a song		слушать песню
more		более, больше
more than		больше чем
beautiful	[ˈbju:tɪfʊl]	красивый
bill		счет
to hand the bill over		передать счет ...
to ...		
to pay		платить
Let me pay the bill.		Разрешите мне оплатить счет.
pleasure	[ˈpleɪzʊ]	удовольствие
It will be my pleasure.		Я это сделаю с большим удовольствием сам.
tomorrow	[təˈmɒrəʊ]	завтра
When can you come to our office tomorrow?		Вы можете приехать в наш офис завтра?
ten		десять (<i>числ.</i>)
o'clock		часов
convenient	[kənˈvɪniənt]	удобный
Will ten o'clock be convenient to you?		10 часов вас устраивает?
to pick up		заезжать за ...
He will pick you up at ten.		Он заедет за вами на машине завтра в 10 часов.
See you tomorrow.		До завтра.
to promise	[ˈprɒmɪs]	обещать
either	[ˈaɪðə]	тоже (в отрицат. предложениях)
I won't be late either.		Я тоже не опоздаю.
I won't come either.		Я тоже не приеду.
I am not a teacher either.		Я тоже не преподаватель.
I didn't see him either.		Я тоже не видел его.
sleep		сон
Have a good sleep.		Спокойной ночи.

Exercises

1. Read the following:

- evening
 - everything
 - preparing
 - working
 - meeting
- skiing
 - going
 - inviting
 - shaking

- either
- I liked the orchestra.

three gentlemen	Thank you for the nice evening.
the three gentlemen	I won't be late either.
their dinner	They sound superb.
They have enjoyed their dinner.	

- to leave the restaurant
- They are preparing to leave the restaurant.
 They have enjoyed their dinner.
 We enjoyed everything very much.
 He hands the bill over to Pete.

2. Translate into Russian:

The three businessmen have enjoyed their dinner and now they are preparing to leave the restaurant.
 Pete thanks David for the nice evening.
 David thanks him too.
 He liked the Russian music at the restaurant.
 Then David pays the bill.
 Then they discuss when they will meet tomorrow.
 They will meet at ten.
 Nick will pick up David in the lounge at 10 to 10.

3. Underline the verb to be in the following sentences. Translate the sentences into Russian:

They have been at the restaurant for some time.
 David was lucky to listen to Russian songs that night.
 The songs were more than beautiful.
 It will be my pleasure to pay the bill.
 Will ten o'clock be convenient to you?
 I won't be late.
 I have never been to the Russia hotel. I have never been to London.

4. Match English and Russian equivalents:

Likewise.	Они звучат прекрасно.
I like Russian music immensely.	Они более чем красивые.
They sound superb.	Мне посчастливилось послушать русские песни.
I was lucky to listen to Russian songs.	И мне тоже (И я тоже).
They are more than beautiful.	Я очень люблю русскую музыку.

5. Complete the dialogue and act out a similar one:

P.: Thank you for ...
 D.: L ... I enjoyed ... the orchestra. I ... immensely.
 P.: Very often... songs. They sound ...
 D.: Then I was lucky ... tonight. They ... beautiful.

6. Translate into English the short dialogues:

- ✓ *short — короткий*
- — Разрешите, я заплачу по счету.
 - Нет, что вы. Я сам заплачу с удовольствием.
 - — Когда вы завтра сможете приехать к нам в офис?
 - Вам удобно в 10 часов?
 - Да, прекрасно.

7. Complete the dialogue and act out a similar one:

P.: Then Nick will pick ... lounge.
 D.: OK. See ... then.
 N.: Good-bye. See ... I won't...

D.: I hope I won't ... either.

P.: Have a good ... tomorrow.

8. Представьте, что вы обедаете в ресторане с англичанином.

- Какие предложения из диалога вы бы использовали? Выпишите их.
- Запишите предложения, которые бы вы использовали дополнительно.
- Разыграйте этот диалог с кем-нибудь, кто будет исполнять роль англичанина.

Unit seven

Business

Text

The next day at exactly nine o'clock Pete comes to his office. He knows that he should refresh the correspondence with David and prepare for the talks he will have with David at ten. First he starts looking through all the letters and faxes of Mr. Hill.

Here is the the recent fax message of Mr. Hill:

Internanional Management Ltd	
Mr. Smirnov General Director Moscow Russian Federation	22 February 1997
Dear Mr. Smirnov,	
Re: November Programme for Russian bankers and foreign trade businessmen	
<hr/>	
I am delighted to inform you that I am coming to Moscow on Monday, 28 February. I shall stay in Moscow for three nights and shall be leaving for St. Petersburg by train during the evening of Thursday, 3 March. I shall be staying at the Russia Hotel. I shall be at your disposal for business discussions at your convenience.	
I hope that you have received our proposals for the November Programme and look forward to receiving your comments.	
Kind regards.	Yours sincerely, David A. Hill

Then Pete looks through the letters of the participants of the Programme expressing their wishes and requests. He makes a note that he should discuss the following details with Mr. Hill:

- time
- hotel accommodation
- topics to be discussed at the lectures
- business visits
- programme fee

Words and expressions

seven		семь (числ.)
a business talk		деловые переговоры
to have a business talk		проводить/иметь деловые переговоры
to prepare for a business talk		готовиться к деловым переговорам
next		следующий
the next day		на следующий день
exactly	[ɪk'sɛktli]	точно
nine		девять (числ.)
at exactly nine o'clock		ровно в 9 часов

his		его
his office		его офис
to know	[nou]	знать
He knows that.		Он это знает.
to refresh	[rI'freΣ]	освежать (в памяти)
He should refresh it.		Он должен освежить это в памяти.
correspondence	[,korIs'pon d≡ns]	переписка
to start		начинать
to look through	['luk 'Tr]	просматривать
He starts looking through the correspondence.		Он начинает просматривать переписку.
letter		письмо
fax = fax message		факс
message	['mes≡]	послание (письменное или устное)
recent	['r\vs≡nt]	недавний
international management development Ltd. = ltd.		международный менеджмент развитие компания с ограниченной ответственностью
general director	['>enar≡l]	генеральный, общий директор
twenty second February		двадцать второй (<i>числ.</i>) февраль
the twenty second of February		22 февраля
dear		уважаемый, дорогой
Dear Mr....		Уважаемый г-н ...
Re		Относительно
November		ноябрь
programme		программа
banker	['b{εk≡]	банковский работник, банкир
foreign	['forIn]	иностранный
trade	[treId]	торговля
foreign trade		внешняя торговля
foreign trade businessmen		специалисты внешней торговли
to be delighted		очень радоваться
to inform		сообщать
1 am delighted to inform you that ...		Рад сообщить, что ...
Monday		понедельник
the twenty eighth of...		двадцать восьмое
night	[naIt]	ночь, вечер
I shall be leaving for St. Petersburg ...		Я уезжаю в Санкт-Петербург ...
I shall be staying at... train		Я останавливаюсь в ... поезд

by train		на поезде
during		во время
Thursday	[ˈTʰsdI]	четверг
on the third of ...		третьего
March		март
at your disposal		в вашем распоряжении
to discuss	[dɪsˈkʌs]	обсуждать
discussion		обсуждение
at your convenience		как вам будет удобно
to receive		получать
I have received your letter		Я получил ваше письмо
proposal		предложение
I look forward to ...		С нетерпением жду
comment	[ˈkɒmɛnt]	замечание
kind regards		с уважением (в конце письма)
Yours sincerely	[ˈjʌz sɪnˈsɪɪ]	Ваш
participant	[pɜː ˈtɪsɪpɛnt]	участник
to express		выражать
the letter expressing		письмо, в котором выражается
... wish		пожелание
request	[rɪˈkwest]	просьба
to make a note		делать пометка
He makes a note that		Он делает пометку, что он
he should discuss .		должен обсудить .
following		следующий
detail		деталь, вопрос
accommodation	[ɛ,kɒmɛˈd eɪʒn]	размещение, проживание
topic		вопрос
topic to be discussed		вопрос, который нужно обсудить
lecture]lektʃɛ]	лекция
at the lecture		на лекции
fee		плата
the programme fee		плата за эту программу (за обучение)

Exercises

1. Underline the sentence true to the text:

- Pete and Nick prepare for the talk in the office.

Nick prepares for the talk in the office.

Pete prepares for the talk in the office.

- The preparations start at seven o'clock.

The preparations start at eight o'clock.

The preparations start at nine o'clock.

- The preparations start with looking through letters to Mr. Hill.

The preparations start with looking through letters of Mr. Smirnov.

The preparations start with looking through letters of Mr. Hill.

2. Translate into Russian:

He refreshes the correspondence with David.
He knows that he should refresh the correspondence.
He knows that he should prepare for the talks.
He will have the talks with David at ten.
He knows that he should refresh the correspondence with David and prepare for the talks he will have with David at ten.

3. Find equivalents in the fax message:

✓ *find* — *находить*

Касательно ноябрьской программы.

Рад сообщить Вам, что приезжаю в Москву в понедельник 28 февраля.

Я пробуду в Москве трое суток.

В четверг 3 марта я еду в Санкт-Петербург.

Я остановлюсь в гостинице "Россия".

Я в Вашем распоряжении в любое удобное для Вас время для деловых переговоров.

Надеюсь, что Вы получили наше предложение. Жду Вашего мнения.

4. Translate the fax message into Russian.

5. Complete the fax message:

Re:

I am delighted to inform you that I am coming to ... I shall stay in.

and I shall be leaving ... I shall be staying at ... I shall be at your ... convenience

I hope that you have received . and look forward to receiving .

Kind ..

.. sincerely,

6. Write a similar fax message, changing the dates and names.

7. Translate into Russian:

Pete looks through the correspondence with Mr. Hill.

Then Pete looks through the letters of the participants.

The letters express wishes and requests of the participants.

Pete makes a note what details he should discuss.

He should discuss time, accommodation, lectures, visits and fee.

8. Write out the sentences starting with the following words and translate them into Russian:

I shall be staying ...

I shall be leaving ...

I shall be discussing ...

I shall be visiting ...

Unit eight

A business talk

Text

At exactly ten to ten Nick enters the Russia hotel and sees David in the lounge. They exchange greetings and go to the car. A few minutes later they come to Pete's office. Now they are entering the office:

Pete: Good morning, David. I hope you had a good sleep and liked the hotel.

David: Thank you. The hotel and the restaurant are all right. We had a very nice evening at the restaurant. Everything was fine.

Pete: I also enjoyed last night. Now, shall we get down to business?

David: Yes, certainly. There are a few points to discuss. What would you like to start with?

Pete: If you don't mind, let's start with the time of the Programme. We are planning to send a group of ten persons not later than on the 10th of November.

David: How long will they stay?

Pete: They prefer to be in London for eight days or seven nights.

David: Good. Have you got any comments on the topics of the lectures?

Pete: On the whole the participants are quite satisfied with your choice. But if you could add "Accounting in companies and banks" it will be very good.

David: No problem. I'm making a note of that. We have got a very good lecturer.

Pete: And where will the lectures be read?

David: In one of the conference rooms of the hotel, where they will stay. I mean the Sherlock Holmes Hotel in Baker Street.

Pete: I hope it is in the centre of London.

David: Oh yes. It is very close to Oxford Street and Madam Tussaud's.

Pete: Very good. Then let's make a break for lunch.

David: Not a bad idea!

Words and expressions

eight	[eIt]	восемь (<i>числ.</i>)
to enter	['entɜ]	входить
to enter the room		входить в комнату
to enter the hotel		входить в гостиницу
to exchange	[Iks'tʃeɪn ≥]	обменивать (ся)
greetings	['grʌtɪɪz]	приветствия
to greet		приветствовать
a few minutes later		несколько минут спустя, через несколько минут
He had a good sleep.		Он хорошо поспал.
Have a good sleep.		Спокойной ночи.
last night		вчера вечером
to get down to business		перейти к делу
Shall we get down to business?		Переходим к делу?
certainly	['sɜtɪnlɪ]	конечно
There are a few points to discuss.		Нужно обсудить несколько вопросов.
to start		начинать
What would you like to start with?		С чего вы хотели бы на- чать?
to send group	[grʌp]	отправлять группа
person	[pɜsn]	человек
on the tenth of ...		десятого (<i>числ.</i>)
how long	['haʊ 'lɔ:ɪ]	сколько времени
How long will they stay?		Сколько времени они пробудут (здесь)?
on the whole	[ɔn Δə 'həʊl]	в целом
to be satisfied with ...	['sɪsfɪd]	быть удовлетворенным чем-либо
choice	[tʃɔɪs]	выбор
to add	[{d}]	добавлять
If you could add ...		Если бы вы могли добавить ...
accounting	[ə'kaʊntɪɪ]	бухгалтерский учет и от
accountant	[ə'kaʊntɪn t]	четность бухгалтер
company	['kʌmpəni]	компания
companies		компании

bank	[b{ ∈k]	банк
problem	['probl≅m]	проблема
No problem.		Без проблем. Нет проблем.
lecturer	['lektΣ≅r≅]	лектор
where	[we≅]	где
to read	[r√d]	читать
Where will the lectures be read?		Где будут лекции ⁹
conference	['konf≅r≅n s]	конференция
conference room		конференц-зал
to mean	[m√n]	иметь в виду
close to	[klouz]	близко от
museum	[mj] zI≅m]	музей
break	[breIk]	перерыв
to make a break		сделать перерыв
lunch	[l)ntΣ]	ланч
for lunch		на ланч
Not a bad idea!	[aI'dI≅]	Неплохая идея!

Exercises

1. Underline the sentences true to the text:

• Nick is ten minutes late for the meeting.

David is ten minutes late for the meeting.

The businessmen meet on time.

• Pete joins the businessmen in the lounge at 10 sharp.

Nick takes David to Pete's office.

David goes to Pete's office *by himself*

✓ *by himself* — сам, самостоятельно

• Before the businessmen get down to business they speak about the *weather*.

Before the businessmen get down to business they speak about their families.

Before the businessmen get down to business they speak about the hotel and the dinner at the restaurant

✓ *weather* — погода

• During their business talk the businessmen discuss only one point.

They discuss two points.

They discuss a few points.

• They start their talk with discussing the hotel accommodation.

They start their talk with discussing the topics of the lectures.

They start their talk with discussing the time of the Programme.

• They make a break for dinner.

They make a break for lunch.

They make a break for having a small talk.

Настоящее простое время (Present Indefinite)

Present Indefinite глаголов образуется с помощью инфинитива глагола без частицы *to* для всех лиц и чисел, кроме 3-го лица ед. ч. В 3-м лице ед. ч. к глаголу добавляется окончание *s*.

I make a break

He / She makes a break

We make a break

They make a break

Вопросительная форма образуется с помощью вспомогательных глаголов *do/does*.

Do you often make breaks during ... ? *Yes, I do / No, I don't.*

Does he often make breaks? *Yes, he does. /No, he doesn't.*

Do they often make breaks? *Yes, they do / No, they don't*

Отрицательная форма образуется с помощью вспомогательных глаголов *do not (don't)/does not (doesn't)*

I don't usually make many breaks when ...

He / She doesn't usually make many breaks when ...

We don't usually make many breaks when ...

They don't usually make many breaks when ...

Present Indefinite выражает обычное, повторяющееся, постоянно характеризующее кого-либо действие или состояние. Например:

Pete is a Russian businessman

He speaks English fluently

He often meets English businessmen

His company sometimes sends Russian businessmen to England.

Present indefinite употребляется также в описательной части диалогов (как и в пьесах) для указания следующих друг за другом действий. Например:

At exactly ten to ten Nick enters the hotel. He sees David in the lounge. They exchange greetings and go to the car.

2. Translate into Russian:

They are at the airport to meet David Hill.

They see David and come up to him.

Pete and David exchange greetings and Pete introduces Nick to David.

They shake hands and follow Nick to the car.

I also sometimes go to Sheremetievo airport.

I go there to meet or to see off my friends or colleagues.

But I don't like this airport.

Do you like this airport?

✓ sometimes — иногда

✓ to see off — провожать

3. Make short dialogues:

- Example

— Do you like the Sheremetievo airport? - Yes, I do.
(or: No, I don't.)

the Russia hotel

the Metropol hotel Moscow

St. Petersburg the dialogues here

- Example

— Do you sometimes go to London? - Yes, I do.
(or: No, I don't.)

to St. Petersburg

to Minsk

to Kiev

to Paris

to New York

abroad (за границу)

- Example

— Does David like the hotel?

— Yes, he does.

(or: It seems to me he doesn't.)

the restaurant
 Pete's office
 the Sherlock Holmes Hotel
 the conference rooms of the
 hotel London
 Britain
 Moscow Russia

4. Read the following:

• car	can	clock	offi	centr
			ce	e
com	could	correspond	nic	recen
e		ence	e	t
disc	account	convenien	cert	city
uss	ing	ce	ainly	
com	compa	accommod		recei
ment	ny	ation		ve
topic	confere			recep
	nce			tionist
lectu	close			
re				

- Good morning!
 Everything was fine.
 How long will they stay?
 accounting in companies and banks
 I'm making a note of that.
- We had a very nice evening.
 What would you like to start with?
 They are satisfied with your choice.
 It will be very good.
 Where will the lecture be read?
 In a conference room of the hotel where they will stay.

5. Translate into Russian:

I hope you had a good sleep and liked the hotel.
 The hotel and the restaurant are all right.
 We had a very nice evening at the restaurant.
 Everything was fine.
 I also enjoyed last night.

6. Complete the dialogue and act out a similar one:

— Good moming I hope you ... hotel
 — Thank you ... The hotel and ... We had a very nice Everything was ...
 — I also ... night.

7. Match English and Russian equivalents:

Now, shall we get down to business?	Нужно обсудить несколько вопросов
There are a few points to discuss.	С чего вы хотели бы начать?
What would you like to start with?	Как долго они будут в Лондоне?
If you don't mind let's start with the time of the Programme	Вы имеете в виду семь ночей?

We are planning to send a group of 10 persons in November.	А теперь не перейти ли нам к делу?
How long will they stay?	Они хотели бы пробыть в Лондоне восемь дней.
They prefer to be in London for eight days.	Мы планируем направить группу из 10 человек в ноябре.
Do you mean seven nights?	Если вы не возражаете, давайте начнем с времени проведения программы.

8. Complete the dialogue and act out a similar one:

- Now, shall we ...
- Yes, certainly. There are a few ... What ... start with?
- If you don't mind ... time ... We are planning ... 10 ... not later than on ...
- How long ... ?
- They prefer ... 8 ... or ... nights

9. Translate into Russian:

- Have you got any comments on the topics of the lectures?
- On the whole the participants are quite satisfied with your choice.
- But if you could add "Accounting in companies and banks" it will be very good.
- No problem.
- I'm making a note of that.
- We have got a very good lecturer on this topic.

10. Complete the dialogues and act out similar ones:

- — Have you got any comments ... ?
- On the whole the participants ... choice. But if you could add ... good.
- No problem. I'm making ... We have got ...
- — And where will ... be read?
- In one of the ... rooms ... where they will stay. I mean ... hotel in Baker Street.
- I hope ... centre ...
- Oh, yes. It is very close to ...
- Very good. Then let's .. break ...
- Not a bad ...

Unit nine

Details

Text

After having lunch at the canteen of the company the businessmen resume their talk.

Pete: There are a few more things I would like to discuss with you.

David: Well, I'm at your service, sir.

Pete: In your offer you proposed a few external business visits for the group.

David: Yes, I proposed visits to the Bank of England, Metal Exchange, a lawyers' company and a small producing company.

Pete: That's right. Could you cut a visit to the Metal Exchange? A few participants would like to have some time for a visit or two of their own interest.

David: Good. We shall have lectures in the mornings and business visits in the afternoons. Two afternoons are free. And the participants may easily pay their own visits. If they need my help I am always very glad to help.

Pete: Fine It's settled then And one more thing. What cultural excursions will the group make?

David: I propose visits to Windsor and Oxford.

Pete: Fine. Now comes the most important question. I mean the Programme fee.

David: Let me make some calculations first ... Taking into consideration all the changes we made in the programme the fee comes to ten thousand pounds.

Pete: In other words one thousand per person... I suppose I can agree to that. It seems to me we have discussed all the points and can sign a Contract.

David: When we meet tomorrow afternoon the Contract will be ready and we shall sign *it*.

Pete: See you at 3, if it is convenient for you.

David: Good. See you tomorrow then. Good-bye.

Words and expressions

nine		девять (<i>числ</i>)
after	[ˈɑːftə]	после
after having lunch		после ланча
canteen	[kæntiːn]	столовая
at the canteen		в столовой
to resume	[rɪˈzjuːm]	возобновить, продолжить
to resume talks		продолжить переговоры
to resume work		продолжить работу
There are a few more things.	[ˈtʃɪnz]	Еще несколько вопросов
at your service	[s ˈvɪs]	к вашим услугам
offer	[ˈɒfə]	предложение
to offer		предлагать (что-либо вещественное)
to propose	[prəˈpəʊz]	предлагать (идею, руку и сердце)
proposal	[prəˈpəʊzəl]	предложение
external exchange	[ɪkˈstɜːnl] [ɪksˈtʃeɪnʒ]	внешний биржа
metal exchange		биржа металлов
lawyer	[ˈlɔːjə]	юрист
a lawyers' company		юридическая фирма
to produce	[prəˈdjuːs]	производить
a producing company		фирма-изготовитель
to cut	[kʌt]	сокращать, резать
Could you cut a visit to...?		Вы могли бы исключить посещение ?
morning	[ˈmɔːnɪŋ]	утро
in the morning		утром
free	[friː]	свободный, бесплатный
to pay a visit		наносить визит
They may easily pay their own visits.	[ˈveɪzɪt]	Они могут сами осуществить те визиты, которые им нужны
to need	[niːd]	нуждаться
to need help		нуждаться в помощи
always	[ˈɔːlweɪz]	всегда
It is settled.		Решено.
cultural	[ˈkʌltʃərəl]	культурный
excursion	[ɪkˈskɜːʃn]	экскурсия
question	[ˈkwɛstʃən]	вопрос

tiling	[TI∈]	вещь
calculation	[,k{k'lkju'leI Σn]	расчет, вычисление
to make some calculations		сделать расчеты, вычисления
to take into consideration	[k≅n,sId≅' reIΣn]	принимать во внимание
taking into consideration		принимая во внимание
change	[tΣeIn≥]	изменение.замена
to make changes		делать изменения
to change		менять
thousand	['Tauz≅nd]	тысяча (<i>числ</i>)
pound	[paund]	фунт
other	['\Δ≅]	другой
111 other words		другими словами
per	[p≅]	в, на, <i>предлог</i> (в определенных сочетаниях)
per person		на человека
per day		в день
per week		в неделю
per year		в год
to suppose	[s≅'pouz]	полагать
to agree	[≅'γr√]	соглашаться
I can agree to that.		Я могу с этим согласиться
It seems to me ...		Мне кажется .
We have discussed ...		Мы обсудили ...
point		пункт, вопрос
to sign	[saIn]	подписать
contract	['kontr{k't]	контракт
We can sign a contract.		Мы можем подписать контракт.
tomorrow afternoon	[t≅a'mor≅ u, ÷ft≅'n]n]	завтра днем
When we meet we shall discuss it.		Мы обсудим это при встрече.
to be ready	['redI]	быть готовым

Exercises

1. Underline the sentences true to the text:

- After having some coffee at the canteen the businessmen resume their talk.
After having a cold drink at the canteen the businessmen resume their talk.
They resume the talk after having lunch at the canteen.
- In his offer David proposed one external visit.
In his offer David proposed no external visits.
In his offer David proposed a few external visits.
- Pete asks David to cut a visit to the London Metal Exchange.
He asks David to cut a visit to a lawyer's company.
He asks David to cut a visit to a producing company.
- The Programme fee is ten thousand dollars per person.
The Programme fee is ten thousand pounds per person.
The Programme fee is one thousand pounds per person.
- The businessman agree to meet tomorrow to discuss some other details.

The businessman agree to meet to sign a Contract.

The businessman agree to sign a Protocol.

2. Underline the verbs in Present Indefinite. Translate the sentences into Russian:

After lunch the businessmen resume their talks.

Mr. Hill proposes a few external visits.

Mr. Smirnov asks him to cut one visit.

David agrees to cut the visit

They also discuss cultural excursions

They agree on the programme fee

They agree to meet tomorrow afternoon.

Pete is satisfied with the results of the talks.

I don't think Nick /s- present at the talks.

✓ verbs — глаголы

✓ to be present — присутствовать

3. Make short dialogues:

• Example

— Do the businessmen discuss only one point?

— No, they do not.

They discuss a few points.

one external visit

one cultural excursion

one problem

one question

• Example

✓ enough
— достаточно

— Does Pete propose to cut a visit to the Metal Exchange?

— Yes, he does. There isn't enough time for all these visits.

the Bank of England

a lawyer's company

a small producing company

a small trading company

a company outside London

• Example

— Does Pete agree to the Programme fee?

— Yes, he does. He doesn't make any comments.

(or: No, he doesn't. He makes some proposals.)

the cultural visits

the external visits

the topic of the lectures

the place where

the lectures will be held

the period of the Programme

4. Answer the following questions:

• Example

frank —
искренний, честный

— Do you like this dialogue?

— No, I don't, to be frank. It is very

long

(or Yes, I do. It is very realistic.)

the dialogue of Unit 1

the dialogue at the restaurant
the fax message of Unit 7
the exercises of this Unit

5. Read the following:

• discuss	business
service	businessman
small	businessmen
some	visit, visits
interest	to resume
participants	to propose
to settle	lawyers
question	lectures
to sign	calculations

- after having lunch
after discussing this point
after making some calculations
- There are a few more things to discuss.
In your offer you proposed a few visits.
They may pay a few visits of their own interest.
That's right.
The Contract will be ready tomorrow.
See you tomorrow.
I can agree to that.

6. Translate into Russian:

In your offer you proposed a few external visits.
Could you cut a visit to the Metal Exchange?
A few participants are planning some visits of their own interest.
We shall have lectures in the mornings.
We shall have external visits in the afternoons.
Two afternoons are free.
The participants may easily have a few visits of their own interest.
I am always glad to help the participants.
I agree to cut the visit to the Metal Exchange.
It is settled then.

7. Match English and Russian equivalents:

And one more thing.	И вот самый важный вопрос.
What cultural excursions will the Group make?	И еще один вопрос.
Now comes the most important question.	Я имею в виду стоимость программы.
I mean the Programme fee.	Давайте посчитаем.
Let me make some calculations.	Стоимость программы 1 тысяча фунтов за одного человека.
You should take into considerations all the changes we made in the Programme.	Стоимость программы 10 тысяч фунтов за группу.
The fee is ten thousand pounds for the Group.	Вы должны учесть все изменения в программе, которые мы сделали.

The fee is one thousand pounds per person. | Какие экскурсии будут у группы?

8. Complete the dialogues and act out similar ones:

- — There are a few more things ...
- Well, ... service.
- In your offer ... external...
- Yes, ... the Bank of England, Metal ...
- That's right. Could you cut ... A few ... Would you like to have some time for a visit or two ...?
- Good. We shall have lectures ... and ... afternoons. Two ... free. And the ... may easily pay ... If they need my help, I am ...
- Fine. It ... settled ...
- — And one more... What cultural ...
- I ... Windsor and Oxford.
- Fine. Now comes ... important ... I mean ...
- Let me make some ... Taking into considerations ... the fee comes to ...
- In other words ... per person. I suppose I can ...
- — It seems time we have discussed ... and can ...
- When we meet tomorrow ... the Contract will be ...and we shall ...
- See you ... if it is ...
- Good. See ...

Unit ten

Contract

Text

The next day the businessmen meet at Mr. Smirnov's premises and Mr. Hill hands him over a copy of the Contract he has prepared.

Here is a part of the Contract.

International Management Ltd

Contract dated 2 March, 1999.

This Contract is made between:

International Management Ltd, London, United Kingdom, hereinafter referred to as *Organiser* and *Economtraining*, Moscow, Russian Federation, hereinafter referred to as *Customer*.

This Contract concerns the Programme for a Group of 10 senior bankers and foreign trade company executives (the Participants) from the Russian Federation as nominated by the Customer, scheduled to take place in London during 8 days in November, 1999. .. The exact dates are to be specified before 20 October.

Both parties to this Contract are bound by the terms and conditions of the Contract as set out below.

Article 3. Undertakings by the Organiser

- The Organiser shall provide Business Skills Courses during the Programme which shall collectively amount to not less than 15 hours of intensive classroom tuition, to be divided into 15 classroom "Sessions". Classroom Sessions shall take place on Training Days (Monday through Friday).

- The Organiser shall provide professional trainers to teach the Business Skills Courses who shall have appropriate professional and/ or academic experience and expertise.

- The Organiser shall provide an appropriate conference room at the Hotel in which the Business Skills Courses shall be conducted.

After Pete studied the Contract carefully, the businessmen sign two copies, one for each party.

Then Pete invites David to celebrate the event at the restaurant in the evening. The next day David leaves Moscow for St. Petersburg.

Words and expressions

premises	[ˈpreɪmɪsɪz]	помещение
at somebody's premises		в чьём-либо помещении

copy	[ˈkɒpɪ]	экземпляр
a copy of the Contract		один экземпляр контракта,
he has prepared		который он подготовил
part		часть
date		дата
to date		датированный
dated		от
second	[ˈsekənd]	второй
to make		делать
is made		сделан
The Contract is made		Данный контракт заключен
...		
between	[biˈtwɪn]	между
hereinafter	[ˌhɪəˈrɪnˈ ɪftə]	далее
to refer	[rɪˈfɜː]	ссылаться
referred to as		именуемый
Organiser	[ˌɔːɡənɪzə]	Организатор
Customer	[ˈkʌstəmə]	Заказчик, Покупатель
to concern	[kənˈsɜːn]	касаться
senior	[ˈsiːniə]	старший
executive	[ɪˈzɛkjʊtɪv]	руководитель
to nominate	[ˈnɒmɪneɪt]	назначать, определять,
as nominated by		называть названный, определенный кем-либо
to schedule	[ˈʃedʒəl]	назначать, намечать, пла- нировать
scheduled		намеченный
to take place		иметь место
exact	[ɪˈzɛkt]	точный
to specify	[ˈspesɪfaɪ]	определять
to be specified		быть определенным
before	[bɪˈfɔː]	ДО
twenty	[ˈtwentɪ]	двадцать (числ)
twentieth		двадцатый (числ)
October	[ˌɒkəˈtəʊbər]	октябрь
before the twentieth of		до 20 октября
October		
both	[bəʊt]	оба
party	[ˈpɑːtɪ]	сторона
both parties to the		обе стороны, заключившие
Contract		данный Контракт
to bind	[baɪnd]	связывать
to be bound by		быть связанным чем-либо
terms	[tɜːms]	условия (частные, данные)
conditions	[kənˈdɪʃnz]	условия (общие)

	nz]	
terms and conditions		все условия
as set out below		как указано далее
article	['ɑ:tɪkl]	пункт
undertaking	[.ʌndɛ'teɪ	обязательство
	kIɛ]	
to provide	[prɔv'vaɪd	обеспечивать
]	
skills		умение, мастерство, знания
course	[kɔ:s]	курс
collectively	[kə'lektɪ	вместе
	vɪ]	
to amount to not less	[ɛ'maʊnt	составлять не менее
than]	
fifteen	[fɪf'tɪv]	пятнадцать (числ.)
hour	[aʊə]	час
classroom		аудитория
tuition	[tʃ] 'tʃu:ʃn]	обучение
to divide	[dɪ'vaɪd]	делить
session	[seʃn]	занятие
through	[θru:]	через
Friday		пятница
Monday		с понедельника по пятницу
Friday		
to train		обучать
trainer		лектор, преподаватель
to teach		учить
appropriate	[ə'prɔʊpr	соответствующий
	Iɛt]	
experience	[ɪk'spɪəri	опыт
	ɛns]	
expertise	[,ekspɜ't	знания
	ʌz]	
to conduct		проводить
shall be conducted		будут проводиться
to study		изучать
After he studied the		После того как он изучил
Contract...		контракт ...
carefully		внимательно, аккуратно
to celebrate		праздновать
event		событие, случай

Exercises

1. Underline the sentences true to the text:

- The businessmen meet in the lounge to sign the Contract.
They meet in David's room of the hotel.
They meet in Pete's office.
- The Contract has been prepared by Pete.
The Contract has been prepared by David.
The Contract has been prepared by Nick.
- Unit 10 gives the complete text of the Contract.
Unit 10 gives a part of the Contract.
Unit 10 gives the complete text of one article.
- Pete studies the Contract carefully.

Pete doesn't read the Contract
Pete looks through the Contract.

- Pete invites David to the restaurant to celebrate the event.

Pete is very busy. He cannot invite David to celebrate the event

David invites Pete to the restaurant to celebrate the event.

- The next day David leaves for London.

The next day David leaves for St. Petersburg.

The next day David leaves for New York.

2. Find English equivalents in the text of the Contract:

- Контракт от 2 марта

Контракт заключен между ...

именуемый в дальнейшем "Организатор"

именуемый в дальнейшем "Заказчик"

Предметом Контракта является Программа ..

участники, указанные Заказчиком

Программа, которая должна проходить в Лондоне

Точные даты должны быть определены до...

Обе стороны, заключившие данный Контракт, связаны условиями, указанными ниже

- обязанности Организатора

Организатор обеспечивает проведение курса обучения деловым качествам (умениям).

курс, который в целом составит не менее 15 часов

интенсивное обучение в аудитории

обучение, которое будет состоять из 15 аудиторных занятий

учебные дни

с понедельника по пятницу

Организатор обеспечивает профессиональных лекторов.

для проведения курса обучения деловым качествам (умениям)

лекторы, которые должны иметь соответствующий профессиональный и/ или научный опыт

Организатор обеспечивает соответствующий конференц-зал, где будет проходить обучение.

3. Make sentences and translate them into Russian:

• This Contract is made between	International Management Ltd and Economtraining an English company and a Russian one
• This Contract concerns	two parties a training Programme for bankers a training Programme for foreign trade businessmen a training Programme for Russian executives
• The exact dates are to be specified	in October not later than 20 October before 20 October
• The Organiser shall provide	Business Skills Courses professional trainers a conference room

4. Translate into Russian:

International Management Ltd hereinafter referred to as Organiser

Economtraining hereinafter referred to as Customer

executives as nominated by the Customer

terms and conditions as set out below

tuition to be divided into 15 classroom sessions

Monday through Friday

experience and expertise
appropriate professional experience
appropriate professional experience and expertise
appropriate conference room
Business Skills Courses
a room in which the Business Skills Courses shall be conducted

5. Write in figures:

• one	• seven
three	eight
five	ten
six	fifteen
	twenty

6. Read the following:

a group of ten senior bankers and foreign trade company executives
during eight days in November nineteen ninety seven
article three
part one point five
part one point six
part one point seven
fifteen hours of classroom tuition

7. Complete as in the text:

This Contract is made between ... Organiser and ... Customer.
Both parties ... bound ... set out below.
The Organiser shall ... trainers to teach ... Courses who shall have appropriate ...
The Organiser shall provide an appropriate ... in which the Business Skills Courses ...

8. Complete the sentences and make similar ones:

This Contract concerns ... Programme ... as nominated by the Customer.
This Programme is scheduled to take ... November, 1997.
The exact dates are ... 20 October.
The Organiser shall provide ... Courses amounting to 15 hours of ... tuition.
The tuition shall be divided ...
Classroom sessions shall take place on ...

Unit eleven

Fax messages

Text

On 15 October after booking airtickets for the Participants Pete sends the following fax message to David:

from: Economtraining 1/2
to: International Management Ltd

Fax Message No...

Re: Contract dated 2 March, 199...

In accordance with Article 3 of the above Contract we are informing you of the Arrival Date of the Group. It is 12 November and the flight number is SU 241. We hope this will enable you to reserve the accommodation in good time. We have also made the reservation for the return flight on 20 November.

In accordance with Article 7 we are attaching the list of the participants (Page 2). Please send us your official invitation to support our visas at the British Embassy.

Please also send us the time-table of the Programme showing the exact topics of the classroom sessions and the dates of external visits. It will enable the participants to plan the dates of their own business visits about which we spoke in Moscow.

As to the Group Leader we are proposing Mr. Lvov. You must know him. He has been to London a few times with similar groups. He speaks English fluently and knows his business inside out. We are sure he will be of great help.

If you have any queries please do not hesitate to contact us.

Faithfully yours,

Pete Smirnov

General Director

David Hill sends the official invitation for the group by fax the next day. Then all the participants fill in the questionnaires and attach two photos to every questionnaire. The secretary takes all these materials and the invitation and hands in all the papers to the Embassy to get visas. In a few days the visas are ready.

Words and expressions

eleven	[I'levn]	одиннадцать (<i>числ.</i>)
to book	[buk]	заказывать
airticket	['e≡vtlkIt]	авиабилет
in accordance with	[≡'k d≡ns]	в соответствии
above	[≡'b)v]	над, вышеуказанный
the above Contract		вышеуказанный контракт
to inform	[In'f m]	сообщать
We are informing you of ..		Сообщаем о ...
We are informing you that ..		Сообщаем, что ...
arrival	[≡'raIv≡l]	прибытие
the arrival date		дата прибытия
This will-enable you to ...		Это вам даст возможность ...
to reserve		заказывать, бронировать
to reserve the accommodation		заказать гостиницу
in good time		заблаговременно
to make the reservation		сделать заказ
We have also made the reservation for .		Мы тоже сделали заказ на/для ...
to return	[rIt'ʎn]	возвращать (ся)
return		возвращение
to attach	[≡'t{ɔ}]	прилагать
We are attaching ... list		Прилагаем ... список
page		страница
to support	[s≡'p t]	поддерживать
visa		виза
British		британский, английский
Embassy	['emb≡sI]	посольство
time-table		расписание
to show		показывать
the time-table showing ...		расписание с указанием ...
to speak (spoke, spoken)		говорить
as to		что касается
to propose		предлагать
We are proposing ...		Предлагаем ...
to know	[nou]	знать

You must know him.		Вы должны его знать.
He has been to London ... a few times		Он был в Лондоне уже несколько раз ...
similar	[ˈsɪmlɪə]	подобный
fluently	[ˈflʊəntli]	свободно
He knows his business inside out.		Он прекрасно знает своё дело.
to be sure	[tʊ be ʃʊə]	быть уверенным
to be of great help		оказать большую помощь
query	[ˈkwɪəri]	вопрос
queries		вопросы
to hesitate	[ˈhezɪteɪt]	колебаться
to contact	[ˈkɒntækt]	связаться с
Please do not hesitate to contact us.		Обязательно свяжитесь с нами.
faithfully yours	[ˈfeɪθfʊli]	С уважением ваш
questionnaire	[ˌkwɛstɪˈneəri]	вопросник, анкета
to fill in a questionnaire		заполнить анкету
to take (took, taken) materials	[mæˈtɪəriəls]	брать материалы
papers	[ˈpeɪpəz]	документы
in		через
in a few days		через несколько дней (в будущем)

Exercises

1. Underline the sentences true to the text:

- The Customer books airtickets for the participants after 20 October.
The Customer books airtickets on or before 15 October.
The Customer books airtickets in November.
- Unit 11 gives the text of the fax message Pete sends to David.
The Unit gives the text of the fax message David sends to Pete. The Unit quotes the text of the fax message the Organiser sends to the Customer.
- The arrival date is 20 November.
The arrival date is 15 October.
The arrival date is 12 November.
- The message gives the flight number.
The message does not give the flight number.
The flight number is BA 241.
- The Organiser has made a reservation for the return flight.
The Customer has not made a reservation for the return flight.
The Customer has made a reservation for the return flight.
- The message speaks only about the flights.
The message speaks only about the participants and visas.
The message speaks only about the Group Leader.
It speaks about a few points.

2. Read the following:

Pete sends the following message.
David sends the official invitation.

The secretary takes all these materials or papers to the Embassy.
 She hands in all the materials or papers to the Embassy.
 In a few days they get appropriate visas.

3. Translate into English:

- | | |
|-------------------------------|-------------------------|
| • в соответствии со статьей 3 | • что касается |
| вышеуказанный контракт | руководителя группы |
| забронировать гостиницу | свободно говорить по- |
| заказать обратный билет | английски |
| список участников для | Он прекрасно знает свое |
| поддержки виз расписание | дело. |
| Программы | Он окажет вам большую |
| | помощь. |

4. Make sentences and translate them into Russian:

- | | |
|----------------------------|-----------------------------------|
| • The message speaks about | the Group Leader |
| | visas the time table |
| | external visits |
| • The message does not | the lectures |
| speak about | the Programme fee |
| | the trainers |
| • The Customer | informs the other party of the |
| | arrival date |
| | sends the list of the |
| | participants |
| | proposes Mr. Lvov as Group |
| | Leader |
| • The Organiser | sends the invitation the next |
| | day sends the invitation in a few |
| | days |
| | does not send the invitation |

5. Make short dialogues:

- | | |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------|
| • Example | — Do all the participants fill in questionnaires? |
| | — Why, certainly they do. |
| | attach two photos to their questionnaires get their visas like the Programme go abroad regularly |
| • Example | — Do the participants go to the Embassy to get their visas? |
| | — No, they don't. The secretary gets their passports. |
| | Do all the participants
Does Mr. Smirnov...
Does Mi. Lvov...
Does Nick...
Does Nataly, one of the participants,
.. |

6. Complete as in the fax message:

In accordance with ... Contract we are informing you of Group.

In accordance ... we are attaching ...
As to the Group Leader we are ...
This will enable you to reserve ... time.
It will enable the participants to plan ... visits about which we spoke ..

7. Complete as in the fax message and make similar sentences:

The arrival date is ... and the flight number ... 241.
We have also made ... return ... November.
Please send us ... invitation to support ... Embassy.
Please also send us the time-table showing ... topics of.
Please also send us the time-table showing ... external ...
You must know Mr. Lvov. He has been to ... with...
He speaks ... and he knows his business ...
He will be of ... If you have any queries ... contact us.

8. Make a plan of the fax using the following sentences in the appropriate *sequence*:

✓ *sequence — последовательность*

The Customer proposes Mr. Lvov as Group Leader.
The Customer informs the Organiser of the arrival date.
The Organiser is requested to send an official invitation.
The Organiser is informed that the return airtickets have been booked.
The Customer asks the Organiser to send the time-table of the Programme

9. Write a similar fax, changing

- the names
- the dates
- and some other details

Unit twelve

Telephoning

Text

Two weeks before the group is to leave Moscow for London Pete telephones David. His secretary answers the call.

Secretary: International Management here, can I help you?

Pete: Good afternoon. My name is Smirnov from Economtraining, Moscow, Russia. Could I speak to Mr. Hill, please?

Secretary: Hold on, please. I'll just see if Mr. Hill is available ... I'm putting you through.

Pete: Thank you

David: Speaking

Pete: David, good afternoon. I am sorry to disturb you but we have a problem I am afraid

David: What kind of problem is it?

Pete: Well, you see, one of the participants has fallen ill and he won't be able to join the group.

David: I'm certainly sorry to hear that. First I'll have to make another reservation for a single room since the number of participants isn't even now. Besides it will cause changes in the Programme Fee.

Pete: Can you reduce the fee by one thousand pounds automatically?

David: I'm afraid it can't be done. Some of the expenses are not directly connected with the number of participants. For example hiring coaches for excursions, for airport/hotel transfers and so on. I'll make calculations and send you the appropriate Amendment to the Contract.

Pete: Good. If I find the amended fee quite reasonable I shall immediately instruct the bank to make the transfer.

David: The reduction will be about nine hundred pounds and I hope you will pay for the Programme next week, as the Contract says.

Pete: When you make calculations please remember it's a force majeure case. Neither we nor you are responsible. We should split the expenses involved.

David: I agree with you and I'll take that into account. In an hour or so I'll send you the amendment.

David keeps his promise and sends the amendment in thirty minutes. Pete finds the amended Programme Fee quite acceptable, signs the Amendment and sends it by fax to David

Words and expressions		
twelve		двенадцать (<i>числ.</i>)
telephone		телефон
to telephone		звонить по телефону
telephoning		звонок по телефону
conversation	[kɒnvɜː'seɪ ʃn]	беседа
telephone conversation		разговор по телефону
The group is to leave Moscow ...		Группа должна вылететь из Москвы
to answer	['ɑːnsɜː]	отвечать
call	[kɔːl]	звонок
to answer the call		отвечать на звонок, снимать трубку
Can I help you?		Чем могу быть полезен ⁹ Слушаю вас
Hold on, please. available	[≡'veɪləbəl]	Не вешайте трубку доступный, наличный
I'll see if he is available.		Я посмотрю сейчас, на месте ли он
I'm putting you through.		Соединяю вас
Speaking. to be sorry to disturb	[dɪs'tʌrb]	Слушаю быть огорченным беспокоить
I'm sorry to disturb you.		Простите, что беспокою вас
kind		вид, сорт, тип
What kind of problem is it?		Какая проблема? (Какого рода проблема ⁹)
to fall ill		заболеть
He has fallen ill.		Он заболел.
to be able		быть в состоянии
to join		присоединить (ся)
to join the group		присоединиться к группе
He won't be able to join the group		Он не сможет приехать вместе с группой.
to hear	[hɪɜː]	слышать
I'm sorry to hear that		Очень печально это слы- шать.
to make another reservation		сделать другой заказ (гостиницы)
I'll have to make another reservation.		Придется перезаказать гостиницу.
single	[sɪŋɡl]	единственный, один
single room		номер на одного
since		так как, поскольку
number		количество
even		ровный, четный
even number		четное количество
besides		кроме того

to cause	[k]z]	причинять, вызывать
to reduce	[rI'dj]s]	уменьшать (ся)
to reduce the fee by		уменьшить стоимость на ..
...		
automatically	[,]t≡m{tI k≡vII]	автоматически
I'm afraid it can't be done.		Боюсь, что этого нельзя сделать.
expenses	[Iks'pensIz]	расходы
directly	[dI'rektII]	прямо
to be connected with...		быть связанным с ..
for example		например
to hire	[haI≡]	снимать, арендовать, брать в лизинг
coach	[koutΣ]	автобус (большой, для международных перевозок)
transfer and so on	[tr{nsfʔ]	переезд и так далее
to amend amendment to the Contract		дополнять, изменять дополнение, изменение к контракту
to find reasonable immediately	[r'vzn≡bl [I'mv'dj≡tl I]	находить разумный, приемлемый сразу, немедленно
to instruct	[In'str\kt]	давать указание
to make a transfer reduction	[rI'd\kΣn]	сделать перевод уменьшение
about	[≡'baut]	около
hundred	[h\ndrId]	сто (<i>числ.</i>)
force majeure	[,f]s m{Zʔ]	форс-мажор, непреодолимая сила, ни от кого не зависящие отрицательные обстоятельства, осложнения
case		случай
a force majeure case		в случае форс-мажора
neither ... nor ...	[naIΔ≡ ... 'n]	ни .. ни ...
responsible	[rI'spons≡ bl]	несущий ответственность
to agree	[≡'γrv]	соглашаться
to agree with somebody		соглашаться с кем-либо
to take into account syn. to take into consideration		принимать во внимание
promise	[promIs]	обещание
to keep one's promise		сдерживать обещание
thirty	[TʔtI]	тридцать (<i>числ.</i>)

acceptable

[æk'septəb
l]

приемлемый

Exercises

1. Underline the sentences true to the text:

- Pete telephones David.

David telephones Pete.

David's secretary telephones Pete.

- He makes this call two days before the group is to leave Moscow.

He makes the call one week before the Russian businessmen are to leave Moscow.

He makes the call two weeks before the businessmen are to leave

- One of the participants has fallen ill.

Mr Lvov, Group Leader, has fallen ill .

Two participants have fallen ill.

- David will have to change the hotel reservation.

Pete says he has changed the hotel reservation.

Pete says he will have to change the hotel reservation.

- This change causes the change of the fee.

This change does not cause the change of the fee.

The businessmen do not speak about the change of the fee.

- David promises to telephone to settle the problem.

David promises to send a fax message to settle the problem .

David settles the problem during the telephone talk.

2. Read the following:

- | | |
|--------|-------------|
| • go | • colleague |
| group | greet |
| get | greetings |
| good | change |
| glad | changes |
| single | page |

again

mess

age

programme

gentl

eman

agree

gentl

emen

apolo

gise

• planning

•

• skiing

meeting

putting

entering

checking

in

producing

sending

checking

out

having

working

parking

- answers the call

The secretary answers the call. the programme

the fee

It will cause changes in the Programme.

Can you reduce the fee?

- the number

It is not directly connected with the number of participants.

thirty

David sends the amendment in thirty minutes.

Though

I am putting you through.

Настоящее продолженное время (Present Continuous)

Present Continuous глаголов образуется с помощью вспомогательного глагола *to be* в соответствующей форме (am/is/are) и *ing* = формы глагола:

I am speaking English.

He / She is speaking English.

We are speaking English.

They are speaking English.

Вопросительная форма образуется путем изменения порядка слов:

Are you speaking Yes, I am.

Greek? No, I am not.

Is she speaking Yes, she

Greek? is.

No, she

isn't.

Are they speaking Yes, they

Greek? are.

No, they

aren't.

Отрицательная форма образуется добавлением частицы *not*:

I am not speaking Spanish.

She isn't speaking Spanish.

We aren't speaking Spanish.

They aren't speaking Spanish.

Настоящее продолженное время выражает действие, происходящее в данный момент, в данный период или в ближайшем будущем. Например:

We are having a lesson now.

3. Underline the verbs and translate the sentences into Russian:

I am putting you through.

Now they are entering the office.

They are leaving Moscow next week.

We are planning to send a group in November.

We sometimes send groups to England.

I'm making a note of that.

I often make notes at business talks.

David is staying at the Russia hotel.

He often stays there.

They are working at a very important project now and cannot leave for the mountains.

She likes her work, they usually work at a few interesting projects at a time.

4. Make short dialogues:

• Example

— Is she busy now? — Oh, yes, she is sending a fax message.

Pete / to speak with David
Nick / to prepare for a talk
your boss / to have a business talk
the secretary / to speak over the telephone

5. Translate into English:

Петр звонит Дэвиду.

Сейчас Дэвид отправляет Петру факс.

Петр занят. Он читает факс.

Что делает сейчас Дэвид?

6. Translate into Russian:

David is answering Pete's call.

Two weeks before the group is to leave Moscow Pete telephones David.

The group is leaving for London in November.

The secretary answers Pete's call.

Can I help you?

Could I speak to Mr. Hill, please?

Hold on, please.

I'll see if he is available.

I'm putting you through.

Thank you.

7. Match English and Russian equivalents:

Speaking.	У нас возникло некоторое осложнение.
I'm sorry to disturb you.	Какое осложнение?
We have a problem, I'm afraid.	Слушаю.
What kind of problem is it?	Извините за беспокойство.
One of the participants has fallen ill.	Он не сможет поехать с группой.
He won't be able to join the group.	Очень печально (слышать это).
I'm sorry to hear that.	Во-первых, придется перезакзать номер.
First I'll have to make another reservation.	Я имею в виду номер на одного человека.
I mean reservation for a single room.	Количество участников сейчас нечетное.
The number of participants isn't even now.	Один из участников заболел.

8. Insert prepositions:

Besides it will cause changes . . . the Programme fee.

Can you reduce the fee ... 1000 pounds automatically?

Some .. the expenses are not directly connected ... the number of participants.

The number . . . participants isn't even now.

.. example, hiring coaches ... excursions, ... airport — hotel transfers and so on.

I'll make calculations and send you the appropriate amendment ... the Contract.

9. Insert articles:

If I find ... amended fee quite reasonable I shall immediately instruct ... bank to make ... transfer.

.. reduction will be about 900 pounds and I hope you will pay for programme next week, as ... Contract says.

When you make calculations please remember it's ... force majeure case. We should split ... expenses.

In ... hour or so I'll send you ... amendment.

10. Complete the dialogues and act out similar ones:

• — International ... here. Can I, . you?

— Good afternoon. My ... Russia. Could I speak ...?

— Hold ... I'll just see ... available. I'm ... through.

— Thank ...

• — Speaking.

— David, good afternoon. I'm sorry ... problem, I'm afraid.

— What kind ...?

- Well, you see, one ... ill and he won't be able ...
- I'm certainly ... First I'll have to make ... since the number ...
- — Besides it will cause ... fee.
- Can you reduce ...?
- I'm afraid, it can't be done. Some of the expenses ... connected .. participants. For example, hiring coaches ... transfers and so on. I'll make calculations and ... appropriate ...
- — If I find the amended fee quite ... I shall immediately ... bank transfer
- The reduction will be about ... and I hope you will pay ... as the Contract says.
- When you make calculation ... force majeure ... Neither we nor you are responsible. We should ...
- I agree with ... and I'll take ... In an hour or so I'll ...

11. Sum up each dialogue. The following words may be of help:

First Mr ... speaks to ...

First the businessmen speak about ...

Mr. . mentions ...

They discuss ..

They agree

Unit thirteen

Travelling

Text

On the twelfth of November the group safely leaves the Sheremetievo airport and flies to London. They have seats in different compartments, for smokers and non-smokers, and in different rows. Practically they all have English speaking neighbours.

Here are a few extracts of their talks:

- It's a very nice plane, isn't it?
- Oh, yes, quite comfortable. By the way, is smoking allowed here?
- Why, certainly. It's a smoking compartment.
- Have you got a lighter by any chance, please? Mine does not seem to work.
- Yes, here you are.
- Thank you.
- You are welcome.
- Excuse me, what's the time please?
- It's a quarter past ten.
- It's Moscow time, isn't it?
- Oh yes. If you want London time, then ... let me see ... the difference is three hours.
- I see, it's now a quarter past seven, London time.
- By the way do you know when we arrive in London?
- The steward says the flight is three hours forty minutes long. What time will it be? Oh, about eleven o'clock, London time.
- Then I'll adjust my watch in London.
- So shall I.
- Excuse me, may I have your newspaper please.
- Yes, certainly. Here you are.
- Thank you... Excuse my curiosity, are you Russian?
- Yes, I am. I'm going to London on a short stay.
- Are you a tourist then?
- No, I'm going to England for some training as a businessman.
- You speak very fluent English.
- I'm learning English after my office hours. There are many Russian businessmen who are learning English.
- Good for you. But we Englishmen are lazy. Not many of us speak foreign languages.
- I like your self-criticism.

Words and expressions

thirteen	[,Tʰtʌn]	тринадцать (<i>числ.</i>)
to travel		путешествовать
travelling (traveling)		путешествие, поездка
twelfth		двенадцатый (<i>числ.</i>)
on the twelfth of		12-го ноября
November		
safely		благополучно
tony		лететь (на самолете)
the group flies		группа летит (на самолете)
seat		место
compartment	[kəm'pɑːtmɛnt]	салон, отделение, отсек, часть,
	t]	купе
smoker		курящие
non-smoker		некурящий
to smoke		курить
smoking		курение
to allow		разрешать
Is smoking allowed		Здесь разрешено курить?
here?		
-Have you got a lighter,		У вас есть зажигалка?
please?		
row	[rou]	ряд
neighbour	['neɪbə]	сосед
extract	['ɛkstrɪkt]	отрывок
comfortable	['kɒmfərtəbl]	удобный, комфортабельный
by the way		между прочим
by any chance		случайно
to excuse		извинять
Excuse me,		Извините,
What's the time,		Какой сейчас час?
please?		
quarter		четверть
It's a quarter past ten		Сейчас 10.15.
Let me see.		Одну минуту. Сейчас по-
		думаю.
difference	['dɪfrəns]	разница
to arrive		прибыть
to arrive in		прибыть в Лондон/Британию/
London/Britain in		в Москву/Россию
Moscow / Russia		
steward	[stjuəd]	стюард
forty		сорок (<i>числ.</i>)
long		длинный
The flight is three hours		Полет длится три часа.
long.		
to adjust	[ə'dʒʌst]	зд. переставлять, коррек-
		тировать
watch		часы
— I shall adjust my		— Я переведу часы в Лондоне
watch in London		
- So shall I.		— И я тоже
newspaper	['njuːspəpeɪpə]	газета
May I have your news-		Можно взять вашу газету?
paper, please?		

curiosity	[,kjuɜrɪ'ɒsɪtɪ]	любопытство
Excuse my curiosity.		Простите за любопытство.
training		обучение
fluent	[fluɛnt]	свободный
<i>syn. to speak fluent</i>		говорить свободно по-
English		английски
to speak English		
fluently		
to learn		учить
There are many		Есть много бизнесменов,
businessmen who ...		которые ...
Good for you.		Молодец
lazy		ленивый
many		много
not many of us		немногие из нас
language	[ˈlɪŋgwɪdʒ]	язык
self-criticism		самокритика

Exercises

1. Read the following:

twelfth

on the twelfth

leaves the Sheremetievo airport

They have seats in different compartments.

They all have English speaking neighbours.

What's the time, please?

The difference is three hours.

The steward says the flight is about three hours.

2. Underline the sentences true to the text:

- The group leaves Moscow on the twelfth of October.

They leave Moscow on the twentieth of October.

They leave Moscow on the first of October.

- They have seat in the same compartment.

They have seats in different compartments.

The text says nothing about it.

- There are no Englishmen in the plane.

There is only one Englishman on board the plane.

There are rather many Englishmen on board.

- Smoking is allowed in every compartment of that plane.

Smoking is not allowed in that plane.

Smoking is allowed only in one of the compartments of the plane.

- The flight is exactly three hours long.

The flight is about two hours long.

The flight is about four hours long.

- One of the Russians gets a compliment for his fluent English from a Frenchman.

He get a compliment for his fluent English from an American.

He get a compliment for his fluent English from an Englishman.

3. Underline the verbs in the following sentences. Translate the sentences into Russian:

- They are flying to London.

We often fly to Paris.

The passengers are speaking on different topics.

They are speaking English.

Do you speak English?

Some passengers are smoking.

I don't smoke. I don't like smoking.

Smoking is not allowed here.

It's not a smoking compartment.

- Some passengers are reading newspapers and magazines.

Do you sometimes read books in English?

There are many Russian businessmen who are learning English.

My friend is also learning English.

I know that my colleagues are learning French.

I don't know what foreign language Michael is learning.

4. Make short dialogues:

- Example

— Is Pete learning English?
— Yes, He is. He's a student

Pete

Nick
Ann
Maria
your chief

- Example

— Does he often speak English at the office?
— Yes, he does... (or: No, he doesn't...)

Pete
Ann
Nick
your boss
your colleague

- Example

— Are the passengers enjoying their flight?
— It seems to me, they are.

the participants
the Englishmen
the Russians
the businessmen

5. Translate into Russian:

It's a very nice plane, isn't it?

It's quite comfortable.

By the way, is smoking allowed here?

It's a smoking compartment.

Have you got a lighter by any chance, please?

Mine doesn't seem to work.

6. Insert articles:

Excuse me, what's ... time, please?

It's ... quarter past ten.

It's ... quarter past seven.

.. difference between London and Moscow is three hours.

.. steward says flight is three hours forty minutes long.

7. Complete short dialogues:

- Example

— Then I'll adjust my watch in London — So shall I. In London it will be about <hr/> Paris New York Frankfurt Tokyo

- Example

— May. I have your newspaper please? — Yes, certainly. Here you are — Thank you ... <hr/> ✓ <i>pen</i> — ручка ✓ <i>magayne</i> — журнал a form to fill in passport

8. Insert prepositions:

- Excuse my cuiosity, are you Russian?
- Yes, I am. I'm going .. London ... a short stay.
- Are you a tourist then?
- No, I'm going. England .. some training ... a businessman.
- You speak very fluent English.
- I'm learning English ... my office hours.

9. Translate into English:

- Многие русские бизнесмены сейчас учат английский язык.
- Вы молодцы. А мы, англичане, довольно ленивы. Не многие из нас знают иностранные языки.
- Мне нравится ваша самокритичность.

10. Complete the dialogues and act out similar ones:

- - It's a plane, isn't it?
 - Oh, yes, quite ... By the way, is smoking ...?
 - Why, certainly. It's a ...
 - Have you got ... chance, please? Mine does not seem ...
 - Yes, here
 - You are
- - Excuse me, what ...?
 - It's a quarter ...
 - It's ... time, isn't it?
 - Oh, yes. If you want London time, let me see, the difference ...
 - I see it's now ... London time.
- - By the way, do you know when ...?
 - The steward says ... What time will it be?
 - Oh, about ...
 - Then I'll ajust ...
 - So shall I.
- - Excuse me, ... newspaper, please?
 - Yes, ... Here ...
 - Thank . . Excuse my curiosity, are you ...?
 - Yes? I am. I'm going ...
 - Are you a tourist then?

- No. I'm going to England for ... businessmen.
-
- You speak ...
- I'm learning ... hours. There are many ...
- Good for you. But we Englishmen ... Not many ... languages.
- I ... cikiism.

Unit fourteen

Passports

Text

When the plane arrives at the Heathrow airport the passengers get out of the plane and go into the building of the airport. After passing along endless corridors they get to the passport control point called Immigration. There are two gates. One is for passengers from EC (European Community) countries. And the other gate is for passengers from all other countries. After queuing up for some time Mr. Lvov and the group come up to the queue marshal who signals what officer is free. And each person goes to the counter indicated.

Here is a typical talk between the English Immigration officer and a Russian businessman:

Russian: Good morning.

Officer: Good morning, sir. May I see your passport and landing card, please?

Russian: Certainly. Here you are.

Officer: Thank you.... What's the reason for your visit to the UK?

Russian: I'm on a business tour to attend a training programme.

Officer: And how long are you staying here?

Russian: A week or so.

Officer: Have you got a return ticket?

Russian: Yes, certainly. Here is my ticket.

Officer: May I see the invitation of the company who will receive you here?

Russian: Just a minute I'll ask our Group Leader to present it Here is the invitation.

Officer: Thank you Everything is OK. Here is your passport, ticket and the invitation.

Some Russian businessmen have difficulty in speaking with the English Immigration officers and answering their questions. Usually English officers do not like strangers to help them with interpreting. In such cases the officers ask their own interpreters for help. Most probably these interpreters are staff members of Immigration. For some Russian businessmen of the group it was the first experience with Englishmen and the only words they could say were:

I am sorry. I do not speak English.

Others could say a few words, like these:

I have come as a businessman for training. I shall stay in England for eight days. I shall stay at Sherlock Holmes hotel in London.

Words and expressions

fourteen	[,f] 'tʌn]	четырнадцать (<i>числ.</i>)
passport		паспорт
control		контроль, проверка
to get out of		выходить из
building	['bɪldɪŋ]	здание
to pass along a corridor		пройти по коридору
endless		бесконечный
point		пункт, место
passport control point		паспортный контроль
to be called		вызывать, приглашать
gate		ворота, зд выход
European Community		Европейское Сообщество
country		страна
to queue up	['kju] 'p]	стоять в очереди
queue marshal		распорядитель очереди

to signal		давать сигнал
officer		чиновник, работник
counter		стойка
to indicate		указывать
the counter indicated		указанная (им) стойка
landing card		карточка прилетевшего в страну пассажира
reason		причина
the United Kingdom		Англия/ Великобритания/
(U.K./ UK/ the United		Соединенное Королевство
Kingdom of Great Britain		Великобритании и Северной
and Northern Ireland)		Ирландии
to be on a business tour		совершать деловую поездку
to attend		посещать
a week or so		около недели
to ask		спрашивать
to present		представлять, давать
difficulty	[ˈdɪfɪkəltɪ]	трудность
to have difficulty in do-		испытывать затруднение в
ing something		чем-то
stranger	[ˈstreɪnɪŋə]	незнакомец
to interpret	[ɪnˈtɪprɪt]	переводить (устно)
They do not like strang-		Они не любят, когда по-
ers to help them		сторонние лица хотят помочь
in such cases		в этих случаях
most probably		скорее всего
staff member		штатный сотрудник
only		единственный, только
the only words		единственные слова
like these		такие, как
a few words like these		несколько слов, таких как
to come		приезжать, приходить
I have come as a busi-		Я приехал в качестве
nessman		бизнесмена

Exercises

1. Underline the sentences true to the text:

- The plane arrives at the Heathrow airport.
The text does not say at what airport the plane arrives.
The plane arrives at the Gatwick airport.
- The passport control point is very close to the entrance into the building of the airport.
The passport control point is not close to the entrance.
- The passport control point is called Passports.
The passport control point is called Passport Control.
The passport control point is called Immigration.
- There are three gates at the passport control point.
There is only one gate at the passport control point
There are two gates at this point.
- There are very few passengers and the group comes to the officers in no time.
There are very many passengers and the Russians have to queue up.
- There is only one English officer at the point.
There are two English officers at the passport control point.
There are a few English officers at the point.
- When the officer is free he invites another passenger to come.
It is the queue marshal who indicates to the passenger what immigration officer is free.

• English Immigration officers usually ask Group Leaders or other Russians for help if they have difficulty in speaking with Russians.

English Immigration officers usually speak Russian.

English Immigration officers usually ask their own interpreters for help when they have difficulties in speaking with Russians.

2. Translate into Russian:

Some Russian businessmen have difficulty in speaking with the English Immigration officers.

They have difficulty in answering questions.

Usually English officers do not like strangers to help them with interpreting.

In such cases the officers ask their own interpreters for help.

Most probably these interpreters are staff members of Immigration.

3. Read the following:

• these interpreters

these officers

these businessmen

the gate

• One of the gates is for passengers from European Community countries.

The other gate is for passengers from all other countries.

What's the reason for your visit to the United Kingdom?

Here is the invitation.

4. Insert articles:

After queueing up for some time Mr. Lvov and .. group come up to ... queue marshal who signals what Immigration officer is free. And each person goes to .. counter indicated. For some Russian businessmen of ... group it was ... first experience with Englishmen. They had some difficulty in speaking with ... Immigration officers.

5. Insert prepositions:

Some Russian businessmen have difficulty ... speaking .. English Immigration officers and answering their questions. Usually English officers do not like strangers to help them ... interpreting. ... such cases the officers ask their own interpreters .. help.

6. Translate into English:

Извините, я не знаю английского.

Я приехал на обучение.

Я из России.

Я бизнесмен.

Я пробуду в Англии 8 дней.

Я остановлюсь в отеле.

Вот мой паспорт.

Вот мое приглашение.

Одну минуту, я попрошу помочь мне руководителя группы.

7. Make short dialogues:

• Example

— May I see your passport, please?

— Yes, certainly Here it is.

ticket

return ticket

the invitation of the English company

the invitation of the English sponsors

landing card

• Example

✓

back —

— May I have the card back?

— Yes, certainly. Here you are.

обратно

have the passport *back*

have the ticket *back*

have the invitation *back*

have another form

have another card

Вопросительные предложения

Настоящее простое время (Present Indefinite)

Общие вопросы (к сказуемому):

вспомогательный глагол <i>do/does</i>	+	подлежащее	+	инфинитив без частицы <i>to</i>	+	остальная часть предложения
------------------------------------------	---	------------	---	---------------------------------	---	-----------------------------

Do you speak English?

Does he/ she speak English?

Do they speak English?

Специальные вопросы (к другим членам предложения):

Вопросительное слово	+	вспомогательный глагол <i>do/does</i>	+	подлежащее	+	остальная часть предложения
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What foreign language do you speak?

What foreign language does he/ she speak?

What foreign language do they speak?

Настоящее продолженное время (Present Continuous)

Общие вопросы:

вспомогательный глагол <i>am/is/are</i>	+	подлежащее	+	<i>-ing</i> форма	+	остальная часть предложения
--------------------------------------------	---	------------	---	-------------------	---	-----------------------------

Are you staying in London long?

Is he/ she staying in London long?

Are they staying in London long?

Специальные вопросы:

Вопросительное слово	+	вспомогательный глагол <i>am/is/are</i>	+	подлежащее	+	<i>-ing</i> форма	+	остальная часть предложения
----------------------	---	--------------------------------------------	---	------------	---	-------------------	---	-----------------------------

Where are you staying in London?

Where is he/ she staying in London?

Where are they staying in London?

Вопросительные слова

what — что, какой

how long — как долго, сколько времени

when — когда

where — где, куда

who — кто

why — почему

8. Say how the following questions are formed:

What's the reason for your visit to the United Kingdom?

Where are you staying?

Are you staying in London?

When are you leaving?

What company is inviting you?

Who is inviting you?

Are you with the Group?

Is there a leader of the Group?

Where is your Group Leader?

9. Complete the dialogues and act out similar ones?

•

— Good morning

— Good morning, sir. May I see .. card, please?

— Certainly. Here.

— Thank you. What's the reason ...?

- I'm on a business . . . programme.
- And how long are ..?
- A week ...
- Have you got ...?
- Yes, certainly. Here ...
-
- May I see ... receive . ?
- Just a minute, I'll .. Group Leader ... Here is ...
- Thank you. Everything is... Here is ...

Unit fifteen

Luggage and customs

Text

After undergoing formalities at Immigration the group goes to the Luggage Reclaim point. They find the monitor showing their Flight Number and see their suitcases and bags on the belt. But one of the participants of the group does not see his suitcase and asks Andrew Lvov, the Group Leader, for help. Andrew comes up to an official:

Andrew: Excuse me, one of our suitcases is missing. Where can it be?

Official: What's your flight number, sir?

Andrew: It's SU 241 from Moscow.

Official: Some luggage is over there. I hope you'll find yours there. There wasn't enough space on the belt. We had to remove some and put it on the floor.

Andrew: Thank you.

Andrew and the gentleman who did not find his suitcase go to the place shown by the official and see the suitcase. The gentleman picks up the suitcase, puts it on the trolley and joins the group. So all the participants have collected their luggage.

Now they are moving to the Customs point. By the way, it is not necessary to fill in any declaration forms. They see the sign "Nothing to declare" and the green walls of the passage. They all have nothing to declare and pass through this corridor. They see a few Customs officials standing behind the rack. The officials say nothing to them and they safely pass.

Some other passengers pass through the red wall corridor since they have something to declare and probably they have to fill in some forms and pay customs duty. Usually every country has a list of the things liable to duty " in addition to the duty free allowance".

In a second or two our group gets out into the hall of the airport and sees the crowd of people meeting passengers who have just arrived.

Words and expressions

fifteen		пятнадцать (<i>числ.</i>)
luggage	[1]γI≥]	багаж
reclaim		получение (обратно), вос- требование
to reclaim		получать (обратно), вос- требовать
to undergo formalities		пройти формальности
belt		транспортёр
to miss		обнаружить отсутствие
One suitcase is missing.		Не хватает одного чемо- дана
over there		вон там
yours		ваш
зð = your suitcase		
space		место, пространство
to remove		убрать, переставить, пе- реложить
We had to remove it		Мы вынуждены были

to put		убрать его
floor		класть, ставить
to put it on the floor		пол
place		поставить на пол
place shown by		место
trolley	['trɒlɪ]	место, указанное
to collect		тележка
They have collected their		получать, забирать
luggage		Они получили багаж
to move		двигать (ся)
Customs		Таможенный контроль,
		Таможенная служба
sign		вывеска, знак
nothing		ничего
to declare		заявлять, декларировать
green		зеленый
wall		стена
official		официальное лицо
behind		за, сзади
rack		стойка (для багажа)
red		красный
They have something to		Они имеют какие-то вещи,
declare.		которые нужно дек-
		ларировать.
They have to fill in some		Они должны заполнить
forms.		формы
customs duty	['kʌstəms	таможенная пошлина
	dʒɪtɪ]	
in addition to ...		дополнительно к
duty free		беспошлинно
allowance	[ə'laʊəns]	разрешенное количество
hall		холл
crowd	[kraʊd]	толпа
just	[dʒʌst]	только что
They have just arrived		Они только что прибыли

Exercises

1. Underline the sentences true to the text:

- The group undergoes formalities at Immigration and then goes to reclaim their luggage. The group reclaims the luggage and then undergoes formalities at Immigration.
- Some participants had difficulties at Immigration. Some participants had difficulties at the Luggage reclaim point. One participant had a difficulty in finding his suitcase.
- The difficulty was *eliminated* with the help of an Immigration officer. The difficulty was eliminated with the help of a Customs officer. The difficulty was eliminated with the help of an official responsible for luggage.
- ✓ *to eliminate* — *устранять*
- All the participants of the group have a few things to declare for Customs. All the participants have nothing to declare. A few participants have something to declare.
- They all pass through the red wall corridor. They all pass through the green wall corridor. Most of them pass through the red wall corridor.
- Some other passengers pass through the red wall corridor.

All the passengers pass through the green wall corridor.
The text does not speak about this detail.

- All the countries have the same list of things liable to duty.
Every country has a different list of things liable to duty.
All the countries have similar lists of things liable to duty.

2. Match English and Russian equivalents:

Luggage Reclaim point	Таможенный контроль
Immigration point	Выдача багажа
Customs	востребовать (получить)
	багаж
"Nothing to declare"	багажная лента-
	транспортёр
things liable to duty	паспортный контроль
customs duty	чиновник
belt	работник (официальное
	лицо)
to reclaim luggage	"Не имею предметов,
	подлежащих
	декларированию"
to collect luggage	предметы, за ввоз которых
	необходимо заплатить
	пошлину
an officer	таможенный сбор
an official	получить багаж

3. Insert the verbs as in the text and say in what forms they are used:

After undergoing formalities at Immigration the group ... to the Luggage Reclaim point. They ... the monitor showing their Flight Number and ... their suitcases and bags on the belt. But one of the participants of the group ... his suitcase and ... Andrew Lvov for help.

Настоящее законченное время (Present Perfect)

Present Perfect образуется с помощью вспомогательного глагола *have/has* + 3-я форма глагола (причастия настоящего времени):

I have collected the luggage.

He/ She has collected the luggage.

We have collected the luggage.

They have collected the luggage.

Вопросительные предложения образуются изменением порядка слов:

***Have/has* + подлежащее + 3-я форма глагола**

— *Have you collected the luggage?*

— *Yes, we have./ No, we have not.*

— *Has he/she collected the luggage?*

— *Yes, he/ she has. / No, he/ she hasn 't.*

— *Have they collected the luggage?*

— *Yes, they have./ No, they haven't.*

Отрицательная форма образуется добавлением частицы *not*: *have not (haven's/has not (hasn't)*

I haven't collected the luggage.

He/ She hasn't collected the luggage.

We haven't collected the luggage.

They haven't collected the luggage.

Present Perfect выражает действие, законченное или выполненное к настоящему моменту.

Например:

So, all of them have collected the luggage.

There is a crowd meeting passengers who have just arrived.

Have you been to the Heathrow airport?

Have you been to Britain?

При перечислении нескольких последовательных действий, законченных к данному моменту, Present Perfect не употребляется. В таких случаях употребляется Настоящее простое время (Present Indefinite). Например:

They come to the Luggage Reclaim point and collect their luggage.

4. Translate into Russian:

Have you ever been to London, Nick?

Have you been to London?

I have made a hotel reservation for you.

We have received your fax message.

I am sorry I have not spoken to him yet.

We have discussed all the details.

5. Make short dialogues:

- Example
— Have you ever been to London?
— Yes, I have. I was there last October. (or: No, I haven't. But I hope one day I'll see London.)

Britain	January
France	February
Paris	March
New York	April
	May
	June
	July
	August
	September
	November
	December

- Example
— I know that the group has arrived, but I haven't seen them yet.
— I haven't seen them either. But I hope we shall meet one of these days.

Mr. Lvov
the participants
the bankers
the foreign trade executives
our businessmen

6. Insert articles:

Andrew Lvov and ... gentleman who did not find his suitcase go to ... place shown by ... official and see ... suitcase. ... gentleman picks up ... suitcase, puts it on ... trolley and joins ... group. So all ... participants have collected their luggage.

7. Insert prepositions:

Now they are moving ... the Customs point ... the way, it is not necessary to fill in any declaration forms. They see the sign "Nothing to declare" and the green walls ... the passage. They all have nothing to declare and pass ... this corridor. They see a few Customs officials standing ... the rack. The officials say nothing ... them and they safely pass.

8. Insert words as in the text:

Some passengers pass through the red wall corridor since they have something ... and probably they have to ... some forms and pay ... Usually every country has a list of the things ..., in addition to "the duty free" allowance.

9. Translate into Russian:

Excuse me, one of our suitcases is missing.

Where can it be?

What's your flight number?
Some luggage is over there.
There wasn't enough space on the belt.
We had to remove some.
We had to put it on the floor.

10. Read the following:

One of our cases is missing.
Some luggage is over there.
We had to remove some suitcases.
Where can it be?

What's your flight number?

There wasn't enough space.

11. Complete the dialogue and act out a similar one:

— Excuse me, one of our suitcases ... Where ...

— What's .

— It's SU ..

— Some .. over there. I hope you'll find yours .. There wasn't enough ... We had to .. and floor.

— Thank ...

12. Sum up the text. The following plan may be of help:

- the group undergoes formalities at the Immigration point
- they go to the Luggage Reclaim point
- one suitcase is missing
- the official helps them to find the missing suitcase
- the group has nothing to declare and they safely pass through the green corridor
- they get out into the hall where passengers are usually met

Unit sixteen

Meetings

Text

Andrew sees David Hill in the crowd of people meeting different passengers.

David: Andrew, welcome to London. I'm very glad to see *you*.

Good morning, all of you (addressing the group).

Andrew: Good morning, David. I'm happy to see you too. It is

such a good thing to be in London again. *David:* I hope you have had a nice trip and you all feel well.

Andrew: Yes, the flight was OK. Should I now introduce the participants? They know your name but I'm afraid you don't know who is who.

David: Let's make all the introductions later at lunch time.

Andrew: It's quite reasonable.

David: Now let's go to the coach. It's waiting for us outside.

Ask your people to keep the luggage on the trolleys.

Andrew: Yes, certainly. It's a rather long way.

David: Follow me please... Take care... Here we are...

The group comes up to the coach and the driver helps them to put the luggage into the luggage compartment. And a few minutes later when everybody is aboard the coach starts its way to London. The motorway is very busy and the traffic is rather heavy. Some parts of the road are under construction.

David: Oh, well, you see, we shall have to move slowly for some time. Because of this construction work. This motorway, between London and Heathrow, is often under construction.

Andrew: By the way, is there only one international airport near London?

David: Oh, no, there are three, actually. Heathrow, Gatwick and Stanstead.

Andrew: And is Gatwick far away?

David: If I'm not mistaken it's about fifty kilometres from the centre. It's much smaller than Heathrow. And Stanstead is quite new. Sometimes Moscow flights come and leave there. But not very often.

Words and expressions

sixteen		шестнадцать (<i>числ.</i>)
to address somebody		обращаться к кому-либо
such		такой
such a good thing		такая хорошая вещь
trip		поездка
to have a nice trip		хорошо съездить
to feel well		чувствовать себя хорошо
Should I introduce you?		Вас представить?
let's		давайте
Let's make all the introductions'		Давайте проведем официальные представления
to wait		ждать
to wait for somebody/something		ждать кого-либо/что-либо
outside	[,aʊt'saɪd]	вне
people	[p'pl]	люди
There are many people outside.		Снаружи много (немного) народа.
There are few people outside.		Снаружи мало народа.
rather		довольно
to take care		заботиться
Take care!		Осторожно!
driver		водитель
into		в
to put the luggage into the luggage compartment		положить багаж в багажное отделение
everybody		все, каждый
to be aboard		быть в автобусе (на борту самолета, судна)
way		путь, дорога
The coach starts its way to London.		Автобус отправляется в Лондон.
motorway		шоссе
busy	['bɪzɪ]	оживленный
The motorway is very busy.		На шоссе большое движение.
traffic		движение, транспорт; пробки
heavy	['hevi]	оживленное
The traffic is heavy.		Движение транспорта здесь очень сильное.
road		дорога
under construction		под строительство
The road is under construction.		Идет строительство дороги.
Oh, well, you see...		Да, видите ли ...
slowly		медленно
We shall have to move slowly.		Нам придется двигаться медленно.
for some time		какое-то время
because		потому, что
because of something	[bɪ'koz]	из-за чего-либо

work	работа, работы
construction work	строительные работы
near	около
near London	около Лондона
actually	фактически
to be far away...	находиться далеко от ...
to be mistaken	ошибаться
if I'm not mistaken...	если я не ошибаюсь...
fifty	пятьдесят (<i>числ.</i>)
from	от
It's 50 km from central London	Это в 50 км от Лондона.
smaller	меньше
much smaller	намного меньше
than	чем
It's smaller than Heathrow.	Он меньше, чем Хитроу.
new	новый
sometimes	иногда

Exercises

1. Read the following:

• welcome, way, motorway, well, work, waiting
meeting, morning, thing
there are three
is the only one
far away for us

• I hope you have had a nice trip.
I hope you feel well.
It's waiting for us outside.
Is there only one airport?

2. Underline the sentences true to the text:

• David and Andrew seem to know *each other* very well.

David and Andrew have never met before.

✓ *each other* — *друг друга*

• Andrew introduces every participant to David at the airport.

Andrew offers to make introductions but David says it can be done later.

David introduces himself and says the participants may introduce themselves later.

• David and the group go to taxis to get to London.

They go to the coach.

They go to the bus.

• The motorway is very busy.

The motorway is not busy at all.

• There is only one international airport in London.

There are two international airports there.

There are three international airports in this city.

• Moscow flights usually come to Heathrow.

They usually come to Stanstead.

They usually come to Gatwick.

3. Insert verbs as in the dialogue and act out a similar one:

— Andrew, welcome to London. I ... very glad to see you. Good morning, all of you.

— Good morning, David. I ... happy to see you too. It ... such a good thing to be in London again.

— I hope you ... a nice trip and you all ... well.

4. Insert articles as in the dialogue and act out a similar one:

— Should I now introduce ... participants? They know your name, but I'm afraid you don't know who is who.

— Let's make all ... introductions later at lunch time.

— It's quite reasonable.

5. Insert prepositions as in the dialogue and act out a similar one:

— Now, let's go ... the coach. It's waiting ... us outside. Ask your people to keep the luggage ... the trolleys.

— Yes, certainly it's a rather long way.

— Follow me, please. Take care ... Here we are.

6. Insert the missing words and translate the text into Russian:

✓ *missing — недостающий*

The group comes up to ... and... helps them to put the luggage into ... And a few minutes later when everybody ... the ... starts its way to London. The ... is very busy and ... is rather heavy. Some parts of the road are under ...

7. Match English and Russian equivalents:

We shall have to move slowly.	В Лондоне только один международный аэропорт?
This motorway is often under construction.	Фактически здесь три аэропорта.
By the way ...	Стэнстед совсем новый аэропорт.
If I'm not mistaken ...	Иногда сюда прилетают и отсюда самолеты улетают на Москву.
Is there only one international airport in London?	А Гатвик далеко?
There are three, actually.	Он находится примерно в 50 километрах от центра.
Is Gatwick far away?	Он намного меньше, чем Хитроу.
It's about fifty kilometres from the centre.	Нам придется ехать очень медленно.
It's much smaller than Heathrow.	На шоссе часто идут дорожные работы.
Stanstead is quite new.	Между прочим...
Sometimes Moscow flights come and leave there.	Если я не ошибаюсь...

8. Complete the dialogue and act out a similar one:

— Well, you see, we shall have to ... Because of this ... work. This motorway ... is often ...

— By the ..., is there only ...?

— Oh, no, there are ...

— And is ... away?

— If I'm ..., it's about ... It's much smaller ... And Stanstead ... Sometimes Moscow flights ... But not very ...

Unit seventeen

Hotel in London

Text

In an hour or so the coach brings the group to the hotel. It's the Sherlock Holmes Hotel in the very heart of London, near Oxford Street. The participants get out of the coach, pick up their suitcases and go inside. Mr. Hill comes up to the Receptionist.

David: Good morning. There is a reservation for a group from Russia.

Receptionist: Good morning, sir. In whose name was the reservation made?

David: It is International Management Group. Mr Lvov and nine more people.

Receptionist: Just a moment, sir... Yes, here it is. Four singles and three twin rooms. Is that correct?

David: Absolutely.

Receptionist: Are they all staying for seven nights?

David: Yes, that's right.

Receptionist: Will you ask the guests to fill in these forms, please?

David: Andrew, can the participants fill in the forms in English?

Andrew: Almost all of them speak English and there is no problem. As for the others I'll naturally help them.

Andrew returns all the forms filled in to the receptionist and gets the electronic keys to the rooms with the room number and the name of the guest written on the key. Andrew distributes the keys and turns to the receptionist again.

Andrew: May I have the Rooming List, please. It will be easier for me to deal with my people, especially if they have some problems. Sometimes such things occur.

Receptionist: Here is the List for you, sir.

Andrew: Thank you. *Receptionist:* You are welcome. Enjoy your stay here.

David: Andrew, will you ask everybody to be here downstairs in an hour, or at twelve o'clock. We shall have lunch at the restaurant. Then let's all meet in the conference room for introductions and some announcements.

Words and expressions

seventeen		семнадцать (<i>числ.</i>)
to check into a hotel		зарегистрироваться в гостинице
to check in		зарегистрироваться
in an hour or so		примерно через час
to bring		приносить
to bring somebody to .		привезти кого-либо в . .
very		очень
heart	[h÷t]	сердце
in the very heart of ..		в самом центре ..
to go inside		идти внутрь
<i>ant.</i> to go outside		идти наружу, выходить
whose	[h]z]	чьё
in whose name		на чьё имя
more		более
and nine more people		и ещё девять человек
Just a moment.		Одну минуту
twin		двойной
twin room		номер на 2 человека
correct		правильный
Is that correct?		Правильно?
That's right.		Да, правильно.
guest	[γest]	гость
Will you ask them to ...?		Пожалуйста, попросите их
almost	[^l]lmoust]	почти
almost all of them		почти все они
naturally		естественно
the forms filled in		заполненные формы
key to the room		ключ от квартиры
with		с
with the name written		с написанной фамилией
to distribute		раздать
to turn		повернуть (ся)
to turn to somebody		обратиться к кому-либо
easy		легкий
easier		легче
to deal (dealt, dealt)		иметь дело
to deal with somebody		иметь дело с кем-либо
to deal in something		заниматься чем-либо

especially	[I'speʃəli]	особенно
such		такой
such a thing		такая вещь
such things		такие вещи
to occur	[≡'kʌ]	случаться
downstairs	[,daun'steɪnz]	внизу, вниз
announcement		объявление

Exercises

1. Underline the answers true to the text:

• When does the group come from the Heathrow airport to the hotel?	In an hour. In two hours. In three hours or so.
• Where is Sherlock Holmes located?	In the centre of London. Near London. Near Gatwick
• Who speaks with the Receptionist about the reservation?	It's Andrew Lvov. It's David. It's the Group Leader.
• In whose name was the reservation made?	In the name of Economtraining. In Mr. Lvov's name. In the name of IMD.
• Were there any problems with checking in?	Yes, there were some. No, there were not.
• Who helps the participants to fill in the forms?	David does. Andrew does. The Receptionist does.
• What list does the Receptionist give Andrew?	The list of participants. The list of rooms. The rooming list.
• When does David offer to meet in the conference room?	In ten minutes. After lunch After dinner

2. Underline the correct form:

In an hour or so the coach (*bring, brings*) the group to the hotel.

The participants (*get, gets*) out of the coach, (*pick, picks*) up their luggage and (*go, goes*) inside.

Mr. Hill (*come, comes*) up to the receptionist.

Andrew (*return, returns*) all the forms to the receptionist and (*get, gets*) the electronic keys.

Andrew (*distribute, distributes*) the keys and (*turn, turns*) to the receptionist again.

3. Translate into Russian:

• There is a reservation for a group from Russia.

There is a serious problem.

There are no problems.

There are a few announcements to make.

• checking into the hotel

filling in the forms

distributing keys

asking for a Rooming List

• the forms filled in

the name of the guest written on the key

4. Read the following:

morning, good morning, rooming list, thing

Sometimes such things occur.
The coach brings the group to the hotel.
In whose name was the reservation made?
Is that correct?
Here is the list for you.
Andrew distributes the keys.

5. Insert articles:

There is ... reservation for ... group from Russia.
In whose name was ... reservation made?
Just ... moment, sir.
Will you ask ... guests to fill in these forms, please?
Can ... participants fill in .. forms in English?
For almost all of them there is no problem. As to ... others I'll naturally help them.

6. Insert prepositions:

May I have the rooming list, please? It will be easier ... me to deal ... my people.
Here is the List . you, sir.
Will you ask everybody to be here an hour?
Let's meet ... twelve o'clock.
We shall have lunch ... the restaurant.
Let's meet ... the conference room ... introductions and some announcements.

7. Complete the dialogues and act out similar ones:

- - Good morning. There is a reservation ...
 - Good morning, sir. In whose ...?
 - It is ... group Mr. Lvov and ..
 - Just a ... Yes, here .. Four singles and .. Is that ...?
 - Absolutely.
- - Are they . 7 nights?
 - Yes, that's ...
 - Will you ... fill in ..
 - Andrew, can in English?
 - Almost all of them ... problem. As for the others ...
- - May I have the Rooming ...? It will be easier for me to deal ... especially .. problems. Sometimes ... occur.
 - Here is .
 - Thank you.
 - You ... Enjoy...

8. Complete David's words and then change his words *a little*:

✓ *a little* — *немного*
Andrew, will you ask everybody to be here ... We shall have lunch ...
Then let's all meet ... announcements.

Unit eighteen

Training programme

Text

After the Group had lunch Mr. Hill invited everybody to one of the conference rooms on the first floor of the hotel.

David: Ladies and gentlemen First let me say a few words about myself and the company who is the organiser of this Programme.

My name is David Hill. I'm Doctor of Economics. In the recent past I worked for a foreign trade company and then for a bank. Now I specialise in business management and in training businessmen from East European countries. For some time I worked in Poland and Hungary. Now I'm closely cooperating with Russia.

I'm working for international Management Ltd. It's a well established English company specialising in business and computer skills training. The Company also provides financial consulting and business development. Here before you there are booklets on the history and scope of activities of our company. You may certainly keep these booklets.

Now I'll be grateful to you if you could introduce yourselves in just a few words.

Then each participant said a few words about himself or herself in English or in Russian and Mr. Lvov acted as an interpreter.

Here is what of one of the participants said:

Mr Hill, let me first thank you for the nice reception and for a good beginning of the Programme. I hope the Programme will be a success and we shall learn a lot of useful things.

My name is Oleg Pilov. I'm financial manager of a department in a commercial bank in Moscow. And I'm especially interested in topics relating to financing foreign transactions for small businesses.

After everybody made introductions Mr. Hill distributed the Timetable of the Programme and invited the participants to have a panoramic tour of London by private coach. The Russian speaking guide told the Group a lot of interesting things about London and the participants enjoyed the sights. Many of them made pictures with their cameras.

Words and expressions

eighteen		восемнадцать (<i>числ.</i>)
to begin (began, begun)		начинать (ся)
beginning		начало
at the beginning of something		в начале чего-либо
floor	[fl]	пол; этаж
the ground floor		первый этаж
the first floor		второй этаж
the second floor		третий этаж
on the ... floor		на .. этаже
myself		сам
Let me say a few words about myself.		Разрешите сказать несколько слов о себе.
Economics		экономика
doctor		доктор
Doctor of Economics		доктор экономических наук
to specialise	['speʃəlaɪz]	специализироваться
East Europe		Восточная Европа
East European countries		страны Восточной Европы
Poland		Польша
Hungary		Венгрия
closely		тесно
to cooperate		сотрудничать
to establish		устанавливать
well-established company		положительно зарекомендовавшая себя фирма
computer		компьютер
computer skills training		обучение компьютерной грамотности
financial	[faɪ'næns]	финансовый
consulting		консалтинг
booklet		брошюра
history		история
scope		сфера, масштаб, объем
activities		деятельность
grateful		благодарный
I'm grateful to you		Я признателен вам
I'll be grateful to you if		Буду признателен, если

		ВЫ .
in a few words		несколько слов
in just a few words		всего в нескольких словах
each		каждый
each participant		каждый участник
to act		действовать, высгупать
to act as an interpreter		выступать в качестве пе- реводчика
to be a success	[s≡k'ses]	пользоваться успехом
useful		полезный
department		отдел, ведомство, депар- тамент
commercial	[k≡'m }ΣI]	коммерческий
to be interested in some- thing		интересоваться чем-либо
to relate to something		относить (ся) к чему-либо
topics relating to some- thing		вопросы, относящиеся к чему- либо
transaction		сделка
private		частный
private coach		частный автобус
guide	[gaId]	гид
to tell somebody something		говорить кому-либо что-либо
sight	[saIt]	вид
to enjoy sights		наслаждаться видом
sightseeing	['saIt,s√Iε)]	осмотр достопримеча- тельностью
to go sightseeing		осматривать достоприме- чательности
to make pictures		фотографировать
camera		фотоаппарат
to make pictures with a camera		фотографировать фото- аппаратом

Прошедшее простое время (Past Indefinite)

Past Indefinite правильных глаголов (**regular verbs**) образуется с помощью окончания *ed*, добавляемого к инфинитиву без частицы **to**:

I invited them to the conference room.

He/ She invited them to the conference room.

We invited them to the conference room.

They Invited us to the conference room.

Past Indefinite неправильных глаголов (**irregular verbs**) образуется не по правилам и обычно указывается в словарях в скобках после инфинитива. Далее указывается 3-я форма глагола, необходимая для образования **Present Perfect**. Неправильные глаголы следует заучивать сразу в трех формах. Например:

to go — went — gone

to take — took — taken

to have — had — had

to speak — spoke — spoken

to meet — met — met

to see — saw — seen

Вопросительная форма для правильных и неправильных глаголов в **Past Indefinite** образуется с помощью вспомогательного глагола *did*:

— *Did you invite them to the conference room?*

- *Yes, I did./ No, I didn't.*

— *Did he/ she invite them to the conference room?*

- *Yes, he/she did/No, he/she didn't.*

— *Did they meet in the conference room?*

- *Yes, they did./No, they didn't*

Отрицательная форма образуется с помощью вспомогательного глагола в отрицательной форме *did not (didn't)*:

I didn't invite them to the conference room.

He/ She didn't invite them to the conference room.

We didn't meet in the conference room.

They didn't go to the conference room.

Прошедшее простое время (Past Indefinite) выражает действие, происшедшее или происходившее в прошлом.

Например.

Mr. Hill met the group at the airport.

They didn't go to London by taxi.

Did they have any problems?

Exercises

1. Read the following irregular verbs:

<i>Инфинитив</i>	<i>Простое прошедшее время</i>	<i>3-я форма (причастие прошедшего времени)</i>
• to be	was/ were	been
to come	came	come
to make	made	made
to speak	spoke	spoken
to meet	met	met
to see	saw	seen
to take	took	taken
to keep	kept	kept

2. Write down the following regular verbs in Past Indefinite:

• to fill	• to specialise
to fill in	to train
to distribute	to provide
to work	to study
	to enjoy

3. Underline the verbs in the following sentences and say in what tenses they are used:

• Are you on business in London?

How long have you been in London?

I was in London in 1996.

• We have just had lunch. They are still having lunch.

We had lunch at 8 o'clock.

• He works as a manager.

He is working at this company.

He worked at this company from 1990 to 1995.

• He speaks fluent French.

He is now speaking English.

He spoke for 3 hours at the conference.

4. Underline the answers true to the text:

• On what floor was the conference room, where the participants met, located?

• Did Mr. Hill speak for a long time?

On the ground floor.

On the first floor.

On the second floor.

He said only two words.

He said a few sentences.

<ul style="list-style-type: none"> • About what did Mr. Hill speak? 	<p>He spoke for two hours. About himself only. Only about his company. About his company and himself.</p>
<ul style="list-style-type: none"> • What did the group do after Mr. Hill introduced himself? 	<p>They asked him a lot of questions. They introduced themselves.</p>
<ul style="list-style-type: none"> • What paper did Mr. Hill distribute then? 	<p>The Programme. The Rooming List. The Timetable.</p>
<ul style="list-style-type: none"> • What tour did the participants make then? 	<p>A panoramic tour of London. A tour of Madame Tussaud's. A tour of the Tower of London.</p>
<ul style="list-style-type: none"> • Did the participants make any pictures? 	<p>Yes, they did. No, they did not want to. No, they did not have any cameras.</p>

5. Read the following:

word, words, to word, wording

to work, worked, work, works, worker, working

with me, with them, with us, with a camera, with their cameras

Many of them make pictures with their cameras.

6. Insert prepositions:

Let me say a few words ... myself and the company who is the organiser ... this Programme. I'm Doctor ... Economics. ... the recent past I worked ... a foreign trade company and then ... a bank. Now I specialise ... business management and ... training businessmen ... East European countries. ... some time I worked ... Poland and Hungary. Now I'm closely cooperating ... Russia.

7. Insert articles:

• I'm working for IMD. It's ... well established company specialising in business training. ... company also provides financial consulting. Here before you there are booklets on ... history and scope of activities of our company. I'll be grateful if you could introduce yourself in just ... few words.

• Thank you for ... nice reception and for ... good beginning of ... Programme. I hope ... Programme will be ... success and we shall learn .. lot of things.

• I'm ... financial manager of ... department in ... commercial bank in Moscow.

8. Complete these short *speeches* and act out similar ones:

• Ladies and gentlemen! First let me say a few words about myself and the company . My name is David Hill. I'm .. In the recent past ... Now I specialise. . For some time I worked ...

• I'm working for .. It's a well established .. The company also provides ... Here before you there are booklets ... You ... keep ... Now I'll be grateful ... introduce yourself ...

• Let me first thank you for ... I hope success ... My name is Oleg Pilov. I'm .. manager .. bank ... And I'm especially interested ... foreign transactions for small ...

✓ *speech — речь*

9. Role play

• *Imagine* you are the Organiser of a training programme for foreign participants in Russia.

• Write down the main points of the opening speech.

• Make the opening speech.

✓ *role play — ролевая игра*

✓ *to imagine — представить (себе)*

Unit nineteen

Trade finance

Text

Next morning after having breakfast at the self-service bar of the hotel restaurant the participants went to the conference room to have a lecture on Trade Finance.

There was a folder on the big round table for each participant with the material relating to the lecture.

Here is one of the sheets of the file:

Trade finance

- ◇ Trade needs finance
- ◇ This must come from either the trader or from a lending institution.
- ◇ If the trade is international then the amount of finance is normally greater
- ◇ In general, trade is handled on credit
- ◇ The buyer pays for the goods at a specified time after receipt
- ◇ If the trade is international then delivery time adds to the delay in payment
- ◇ This adds to the need for finance
- ◇ Also in international trade the buyer uses one currency, the seller another
- ◇ This requires an organisation with facilities for changing currencies
- ◇ On both counts the Bank is the best source of finance

Thus this page gave the most important hints on the subject.

And Mr. Hill, the lecturer, explained and developed each statement. The participants sometimes interrupted him and asked questions. Sometimes Mr. Lvov came to help when there was a problem of speaking or understanding.

The lecturer devoted some part of the lecture to financing small business companies who usually enjoy better terms, reduced taxes and other facilities especially during the first years of their work.

Words and expressions

nineteen		девятнадцать (<i>числ.</i>)
finance		финансы
to finance		финансировать
next		следующий
next morning		на следующее утро
next evening		вечером следующего дня
next week		на следующей неделе
next lesson		на следующем уроке
breakfast	['brekfəst]	завтрак
to have breakfast		завтракать
folder		папка, скоросшиватель
on		на
round		круглый
table		стол
on the table		на столе
file		папка, досье
to need something		нуждаться в чем-либо
the need for something		потребность в чем-либо
to come from (came — come)		приезжать из
either ... or ...	['aɪðə...']	или или
trader		зд. продавец
to lend (lent — lent)		предоставлять кредит
institution		организация
lending institution	[ɪnstɪ'tʃjən]	кредитная организация
amount		сумма
great	[grɛɪt]	великий, большой

greater		еще больший
Then the amount of finance is greater.		В этом случае сумма финансирования увеличивается
in general		в целом
to handle		обращаться с, иметь дело с, вести
credit		кредит
on credit		на условиях кредита, в кредит
to handle trade on credit		вести торговлю, используя кредит
buyer	[baI≋]	покупатель
goods		товар, товары
These goods are very good.		Этот товар очень хороший
receipt	[rI'svt]	получение
delivery		поставка
delivery time		срок поставки
delay		задержка
payment		платеж
delay in payment		задержка платежа
to use		использовать
currency	['k)r≋nsI]	валюта
to require		требовать
organisation		организация
facilities	[f≋'sIIIItIz]	средства, возможности, льготы
to change		менять
on both counts		в обоих случаях
best		лучший
source	[s]s]	источник
the best source of finance		наиболее выгодный источник финансирования
thus		таким образом
to give (gave, given)		давать
hint		намек, совет
the most important hints		наиболее важные советы
subject		предмет, вопрос
hints on the subject		советы по данному вопросу
to explain		объяснять
to develop		развивать (ся)
statement		заявление, утверждение; отрицательный отчет
to interrupt		прерывать
to understand		понимать
(understood, understood)		
to devote		посвящать
to devote something to something /somebody		посвящать что-либо чему или кому-либо
better		лучше
to reduce	[rI'dj]s]	уменьшать (ся)
tax		налог
reduced taxes		сокращенные, уменьшенные налоги

Exercises

1. Read the following:

- morning
- understanding
- during
- financing
- having
- changing
- speaking
- lending
- next morning, next evening
- after having breakfast
- after having lunch
- after having dinner
- before having dinner
- There was a problem of speaking English.
- There was a problem of understanding English.
- It was a lecture on financing small business companies.
- They enjoyed better terms during the first years of their work.

2. Underline the answers true to the text:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• When did the participants go to the conference room to have the first lecture? | <ul style="list-style-type: none">The next morning.The next afternoon.The same day the group came to London. |
| <ul style="list-style-type: none">• What material was prepared for the participants? | <ul style="list-style-type: none">A video cassette on the topic of the lecture.Material relating to the lecture.A video cassette with sights of London. |
| <ul style="list-style-type: none">• To what topic or subject was the first lecture devoted? | <ul style="list-style-type: none">To banks.To trade finance.To management. |
| <ul style="list-style-type: none">• Who was the lecturer? | <ul style="list-style-type: none">Mr. Hill.Another Englishmen. An American economist. |
| <ul style="list-style-type: none">• Why did the participants interrupt the lecturer? | <ul style="list-style-type: none">To ask questions.To explain some statements to the other participants.To develop some statements for the other participants. |
| <ul style="list-style-type: none">• What did Mr. Lvov do during the lecture? | <ul style="list-style-type: none">He didn't speak.He only read the material in the folder.He helped the participants to speak English and understand the lecturer. |
| <ul style="list-style-type: none">• About what aspects of small business did the lecturer speak? | <ul style="list-style-type: none">Only about some better terms during the first years of business.Only about reduced taxes during the first years of business.About better terms, reduced taxes and other facilities especially during the first years of business. |

3. Translate into English:

Затем они отправились в конференц-зал.
 М-р Хилл читал лекции "Финансирование торговли".
 Перед каждым участником была папка с материалами.
 Иногда участники прерывали м-ра Хилла и задавали вопросы.
 Андрей помогал им, когда у них возникали затруднения с английским языком.
 Лектор посвятил часть лекции малому бизнесу.
 Он говорил о более выгодных условиях, сниженных налогах и других льготах.

4. Match English and Russian sentences:

Trade needs finance.	В обоих случаях лучшим источником финансирования являются банки.
This must come from either the trader or from a lending institution	Для торговли необходимо финансирование.
If the trade is international then the amount of finance is normally greater.	Оно (финансирование) должно исходить от продавца или финансовой организации.
In general, trade is handled on credit.	Покупатель оплачивает товар в указанный срок после получения товара.
The buyer pays for the goods at a specified time after receipt.	Это увеличивает потребность в финансировании торговли.
This adds to the need for finance	Если это внешняя торговля, то сумма финансовых средств обычно увеличивается.
On both counts the bank is the best source of finance.	Обычно торговля осуществляется с использованием кредитов.

5. Insert articles:

Finance must come from either ... trader or from .. lending institution.
 If trade .. is international then ... amount of finance is normally greater.
 . buyer pays for ... goods at ... specified time after receipt.
 If .. trade is international then delivery time adds to ... delay in payment.
 Also in international trade ... buyer uses one currency, .. seller another.

6. Insert prepositions:

In general trade is handled ... credit.
 Then delivery time adds ... the delay ... payment.
 This adds ... the need ... finance.
 This requires an organisation ... facilities ... changing currencies. . both counts the bank is the best source ... finance.

7. Translate into English:

папка с материалами	Торговля осуществляется с использованием кредитов.
папка (скоросшиватель)	источник финансирования
финансирование торговли	в указанное время
продавец	после получения
покупатель	задержка платежа
в кредит	валюта

8. Sum up what Mr. Hill said about:

- ✓ *sum up* — суммировать
- trade finance in general

- financing small business companies

9. Agree or disagree:

Small business companies pay reduced taxes in Russia.

10. Role play:

Imagine you are a lecturer. Speak on financing small business companies in Russia

Unit twenty

Banking

Text

The next day the session was devoted to the United Kingdom Banking Sector.

Here is the short summary of the lecture:

The UK Banking Sector	
Retail Banks	21
Discount Houses	8
British Merchant Banks	31
Other British Banks	167
American Banks	44
Japanese Banks	29
Other Overseas Banks	290
Total	590

In addition there are 92 Building Societies

◇ *Retail Banks:* They render numerous services for private customers and have extensive branch networks in the UK. They participate directly in the UK clearing system.

◇ *Discount Houses:* They are mostly engaged in discounting bills of exchange for the corporate sector.

◇ *British Merchant Banks:* These are wholesale banks handling big money for private and corporate customers. They are engaged in mergers, take-overs and acquisitions. They also provide consulting services.

◇ *Other British Banks:* Comprise all other UK registered banking institutions and certain banks in the Channel Islands and the Isle of Man. They are controlled by UK companies or individuals.

◇ *American Banks:* Comprise the branches and subsidiaries of US banks.

◇ *Japanese Banks:* Comprise the branches and subsidiaries of banks based in Japan.

◇ *Overseas Banks:* Comprise the branches and subsidiaries of non- American or non- Japanese banks and Consortium banks. These are jointly owned by other financial institutions, one of which must be based overseas.

◇ *Building Societies:* In the past they mostly extended mortgage loans, but nowadays they also widely practice taking in deposits and they practically operate as banks.

Words and expressions

twenty	двадцать (<i>числ.</i>)
banking	банковское дело
The lecture was devoted to banking.	Лекция была посвящена банковскому делу
retail	розничный
retail bank	банк, обслуживающий мелких клиентов
discount	скидка; учет (векселей)
discount house	учетный дом — фирма/банк, занимающийся учетом векселей и операциями на денежном рынке
merchant	[ˈmɜːtʃənt] купец

merchant bank		торговый банк — банк, специализирующийся на финансировании внешней торговли, а также на операциях на рынке капиталов, организации слияний и поглощений фирм и предприятий, различных консультационных услугах
thirty one		тридцать один (<i>числ.</i>)
one hundred and sixty seven		сто шестьдесят семь (<i>числ.</i>)
Japanese overseas	[,ɤpɛɛnʌz]	японский за морем, зарубежом, за границей
two hundred and ninety total		двести девяносто (<i>числ.</i>) общий, итоговый; итог, итог
five hundred and ninety to build (built, built)	[bɪld, bɪlt]	пятьсот девяносто (<i>числ.</i>) строить
society	[sɔ'saɪtɪ]	общество
building society		строительное общество — учреждение, специализирующееся на привлечении сбережений населения и кредитовании жилищного строительства
to render numerous services	['nj] mɛrɛs]	оказывать многочисленный услуги
extensive branch networks	['netwɜks]	обширный отделение, ветвь сеть
branch networks		сеть отделений
extensive branch networks		разветвленная, широкая сеть
works		отделений
to participate clearing		участвовать клиринг — расчеты путем взаимного зачета требований (платежей)
clearing system		клиринговая система
to be engaged in something		заниматься чем-либо
to discount bill		учитывать вексель, банкнота, документ о признании долга
to discount bills		учитывать вексели
bill of exchange		переводный вексель — приказ выплатить предъявителю определенную сумму
corporate		корпоративный — относящийся к компаниям
wholesale	['hɔlseɪl]	оптовый
wholesale bank		оптовый банк — банк, специализирующийся на

money		крупных операциях
merger		деньги
		слияние двух или более компаний для образования одной новой
take-over		поглощение одной компанией другой (часто вопреки ее желанию)
acquisition	[, {kwI'zIΣn]	приобретение
to comprise certain the Channel island Isle of Man subsidiary	[sɛb'sIdjɛrI]	включить определенный пролив Ла-Манш остров остров Мэн филиал
to be based consortium jointly to own to be owned by somebody to extend loan to extend a load mortgage	['m]γI≥]	находиться консорциум совместно владеть находиться во владении кого-либо простираться кредит предоставлять кредит ипотека, ипотечный кредит — передача кредитору права на недвижимость в качестве залога за полученную ссуду
nowadays widely to practice doing something deposit		сейчас широко использовать практику чего-либо депозит — 1) вклад денег в кредитном учреждении; 2) краткосрочная межбанковская ссуда
to take in deposits to operate to operate as banks		принимать депозит работать; управлять работать как банк

Exercises

1. Read the following:

- the next day
- the Channel Islands
- in the past other banks
- the Isle of Man
- the United Kingdom
- the corporate sector

- They are engaged in mergers.
- They are engaged in take-overs.
- They are engaged in acquisitions.
- They are mostly engaged in discounting bills.
- Here is the short summary of the lecture.
- There are ninety-two building societies in the UK.

These are wholesale banks.

2. Find answers in the text and read these sentences:

To what topic was the lecture devoted?

How many retail banks are there in Britain?

How many discount houses are there?

How many merchant banks are there?

How many other British banks are there?

What foreign banks are located in the UK?

How many building societies are there in Britain?

2. Translate into Russian:

- | | |
|--------------------|--------------------|
| • banking | • merchant banks |
| banking sector | overseas banks |
| retail banks | building societies |
| discount houses | clearing system |
| to discount bills | acquisition |
| private customer | consulting |
| corporate customer | branch |
| corporate sector | subsidiary |
| merger | mortgage |
| take-over | mortgage loan |

4. Match terms and definitions:

retail banks	banks extending mortgage loans, taking in deposits and providing other banking services
discount houses	banks serving private customers
merchant banks	banks serving private and corporate customers with big money
building societies	banks discounting bills of exchange

5. Complete as in the text:

There are a few types of foreign banks based in Britain. They are American, Japanese and other overseas banks.

American banks ...

Japanese banks ...

Overseas banks ...

6. Insert articles:

... next day ... session was devoted to ... United Kingdom Banking Sector. Here is ... short summary of... lecture.

... UK Banking Sector comprises retail banks, discount houses, merchant banks, foreign banks, building societies and other banks.

7. Insert prepositions:

Retail banks render numerous services ... private customers and have extensive branch networks ... the UK. They participate directly ... the UK clearing system.

Merchant banks are wholesale banks. They handle big money ... private and corporate customers. They are engaged ... mergers, takeovers and acquisitions.

8. Complete the sentences:

Discount houses are mostly engaged in discounting ...

American banks comprise the branches ...

Japanese banks comprise ...

In the past British building societies mostly extended mortgage ... but nowadays they also ... as banks.

9. Underline the verbs and translate the sentences into Russian:

Other British banks comprise all other banking institutions registered in the UK and banks in a few islands. They are controlled by UK companies or individuals. Overseas banks are foreign banks excluding

(исключая) American and Japanese banks. They comprise the branches and subsidiaries of those banks and Consortium banks too. All these banks are owned by other financial institutions. One of the owners of every bank must be based overseas.

10. Role play:

Imagine you are the lecturer. Speak on the types of banks in Great Britain.

11. Agree or disagree:

Types of banks in Russia are similar to those in Great Britain.

12. Say what you know about commercial banks in Russia.

Unit twenty one

The Bank of England

Text

After the session on Banking Sector Mr. Hill suggested that in the afternoon the participants should visit the museum of the Bank of England. It was one of the external visits of the Programme.

The museum of the Bank of England is located practically in the building of the Bank, in the City of London. The museum has a lot of exhibits showing the history of the Bank from its foundation in 1694 to its role today as the nation's central bank. Visitors can also see a video on the history of the Bank.

Here is a part of the text of the video:

To understand the role and importance of the Bank better we should learn first how it emerged.

During the seventeenth century banking in England was in the hands of goldsmiths who held deposits, made loans to the merchants and the Crown. But even the wealthiest goldsmiths could not carry on a deposit and lending business on the scale the Government required.

So in sixteen ninety four a joint stock company to raise money for the Government and finance wars was incorporated. It later got to be known under the title "Bank of England".

Although privately owned and financed, the Bank of England developed essentially as a government bank, raising money to finance the needs of the British Government, managing its national debt, printing banknotes and minting coins.

In 1946 the Bank was nationalized and it operates today as the UK's central bank executing monetary policy on behalf of the Government and supervising the markets in one of the world's largest and most sophisticated centres.

Besides the Bank has always been a repository of gold...

After seeing the video the participants of the Programme made a round of the museum and asked Mr. Hill a few questions.

Participant: Excuse me, Mr. Hill. May I ask you a question?

Mr. Hill: Why, certainly.

Participant: One day I heard the nickname of the Bank. Old Lady. Such a funny name! Where does it come from?

Mr. Hill: Nobody knows exactly. Different explanations are given. Many of us associate this nickname with an old cartoon. This cartoon shows the Prime Minister asking an old lady sitting on the money-chest marked "Bank of England" for gold coins.

Participant: So, that's it! Very fascinating indeed!

Words and expressions

to suggest	[s≧'gest]	предлагать
He suggests that they should visit the museum		Он предложил им посетить музей.
afternoon		вторая половина дня (после 1200)
in the afternoon		днем
to be located		находиться, размещаться
the City (of London)		Сити
lot		партия
a lot of...		много
exhibit	[I'zIbIt]	экспонат
to show (showed, shown)		показывать

foundation		основание
sixteen ninety four		1694 г.
nation		нация, народ
central		центральный
visitor		посетитель
importance		важность
to emerge	[ɪ'mɜːʒ]	появляться, возникать
century		век
the seventeenth century		семнадцатый век
goldsmith		ювелир
to hold (held, held)		держат, сдерживать
to hold deposits		держат депозиты
to make (made, made)		предоставлять кредиты
loans to somebody		кому-либо
crown		корона
the Crown		английская корона, знак качества
wealth	[welθ]	богатство
wealthy		богатый
wealthiest		самый богатый
to carry on		вести, проводить
to carry on business		вести дела
to carry on a deposit		заниматься депозитами
business		
to carry on «i lending		заниматься кредитованием
business		
scale		масштаб
on the scale		в масштабе, в объеме
on the scale the Govern-		в объеме, установленном
ment		правительством
required	[rɪ'kwɑɪəd]	требуемый
joint stock company		акционерное общество
to raise money		собирать деньги, изыскивать средства
war	[wɔː]	война
to incorporate	[ɪn'kɔːpəreɪt]	регистрировать
The company was incor-		Компания была основана в
porated in 1694		1694 г.
It got to be known-		Это стало известно
title		заголовком
under the title		под заголовком, как
although	[ɔːl'θɔː]	хотя
essentially		существенно
to manage		управлять, руководить
debt	[det]	долг
to manage debts		управлять долгами
to print		печатать
banknote		банкнота
to mint coins		чеканить монеты
to execute a policy		проводить политику
on behalf of somebody	[ɒn bɪ'haʊf]	от имени кого-либо
to supervise something/		руководить чем-либо/кем-
somebody		либо
large		большой

market		рынок
largest		самый большой
sophisticated	[s≡'flstlkeItId]	изошренный, замысловатый
the most sophisticated market		самый богатый рынок
repository of gold		хранилище золота
to make a round of...		совершать обход по
nickname		прозвище
old		старый
funny		смешной
explanation		объяснение
to associate		ассоциировать
cartoon	[k÷'t n]	карикатура
prime minister		премьер-министр
money-chest		сундук с деньгами
fascinating	[f{sIneItI€]	прекрасный, очарователь- ный, зачаровывающий

Exercises

1. Read the following:

- the Bank of England
- the nation's central bank
- the museum of the Bank
- the history of the Bank
- the building of the Bank
- in the City of London one of the external visits
- on behalf of the Government
- the session
- the programme
- the markets
- the nickname

He suggested that the participants should go to the museum of the Bank.

2. Underline the answers true to the text:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • When did Mr. Hill suggest that the group should visit the museum of the Bank of England? | <ul style="list-style-type: none"> Before the session on Banking Sector. After the session on Banking Sector Diring the session on Banking Sector |
| <ul style="list-style-type: none"> • Was this visit on the Programme? | <ul style="list-style-type: none"> Yes, it was No, it wasn't It isn't quite clear |
| <ul style="list-style-type: none"> • Where is the museum of the Bank of England located? | <ul style="list-style-type: none"> In the very centre of the Bank of England. Rather far from the Bank of England. Practically in the building of the Bank of England. |
| <ul style="list-style-type: none"> • When was the Bank founded? | <ul style="list-style-type: none"> In 1694. In 1794. In 1894. |
| <ul style="list-style-type: none"> • What video can visitors see at the museum of the Bank of England? | <ul style="list-style-type: none"> On the history of the City. On the history of London. On the history of the Bank. |

• What original material does the Unit quote?	The video. The audio recording. The lecture of Mr. Hill.
• What did the participants do then?	They asked the lecturer a few questions. They asked Mr. Hill a few questions. They asked the Group Leader a few questions.

3. Underline the verbs and translate the sentences into Russian:

To understand the role and importance of the Bank better we should learn first how it emerged.
 In 1694 a joint stock company to raise money for the Government and finance wars was incorporated.
 This Bank is privately owned and financed.
 It raises money to finance the needs of the British Government.
 It manages the national debt.
 It prints banknotes and mints coins.
 In 1946 the Bank was nationalized.
 It operates today as the UK's central bank.
 It executes monetary policy on behalf of the Government.
 It supervises the markets in London.
 Besides it has always been a repository of gold.

4. Sum up what the film said about the history of the Bank of England.

5. Complete the dialogue:

- Excuse me, Mr. Hill, may I ask you.
- Why, ...
- One day ... Old Lady ... funny. Where ... from?
- Nobody ... Different ... are given. Many of us ... nickname ... old cartoon. This cartoon shows ... marked ... for gold coins.
- So, that's it! ... fascinating ...

6. Repeat where the nickname of the Bank comes from.

7. Make sentences:

- Example

Mr. Hill suggested that the participants should visit the museum of the Bank of England.

 - see the video film
 - make a round of the museum
 - make one of the external visits

8. Make complete dialogues:

- Example

✓ <i>state</i> — <i>государственный</i>	<ul style="list-style-type: none"> — Excuse me, may I ask you a question? — Why, certainly. — Where does the nickname of the Bank come from?
-----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Is the Bank a joint stock company now?
 Is it a private company now?
 Is it a *state* owned bank?
 Is it nationalized?
 When was it nationalized?

9. Role play:

Imagine you are an English lecturer. Read a short lecture on the history of the Bank of England.

10. Say what you know about the Central Bank of Russia.

Unit twenty two

The underground

Text

After their visit to the museum of the Bank of England the Group returns to the hotel by underground.

Londoners call their underground train network "the tube". It covers the whole city. It's a fast, convenient and easy way to travel. Stations are never far apart, especially in central London. Each of the eleven lines has its own name and a distinctive color to aid recognition.

There are two kinds of tube tickets: single and return tickets sold at tube stations. Besides they sell Travelcards for the tube, buses and the Docklands Light Railway, or DLR. Travelcards can be bought at underground stations, Travel Information Centres, British Rail stations and selected newsagents. Travelcards are valid either for one day or seven days.

At the tube station the participants buy single tickets and come up to the electronic gate. They put the tickets, magnetic strip down, into the slot machine on the right side of the gate. The gate opens and after removing the ticket each passes the gate. Then they go down by moving stairs.

David: Keep you tickets until your journey is completed.

Sergei: Why is it necessary?

David: Well, you see, sometimes inspectors check them. Besides you have to leave many stations in the same way as you get in. You should put the ticket into the slot machine again to have the gate open. Otherwise you won't be able to leave the station.

Sergei: I see. Thank you.

Ivan: This line on the wall is green. I suppose this corridor will take us to the green line.

David: You are quite right. We are to take the green line to get to Baker Stieet station.

Vladimir: By the way, can I get to Piccadily Circus by this line?

David: Let me see, no, I'm afaid not. You'll have to change trains at Charring Cross.

Vladimir: Thank you I'll remember it. Charring Cross.

David: Be carefull. Don't be lost

Vladimir: Thank you. I have got a map of London and there is the Underground map here too. I have heard so much about Piccadily. And I like the song about it. One of our pop stars sings it. The song is fantastic. And 1 should see the street of Picadilly with my own eyes!

Words and expressions

the underground		метро
to go by underground		ехать на метро
at the underground station		станция метро
to call		называть
network		сеть
to cover		покрывать, охватывать
whole	[houl]	весь
the whole city		весь город
fast		быстрый
convenient	[kɛn'vʌnjɛnt]	удобный
distinctive		отличительный, характерный
colour	['kʌlə]	цвет
to aid recognition		помогает узнавать
single ticket		билет в одну сторону
return ticket		билет туда и обратно
Travelcard		единый билет
bus		автобус
Docklands Light Railway (DLR)		рельсовая дорога в Док-ленд (без водителя, работающая только с помощью компьютеров)
selected newsagent		отдельные газетные киоски

• Where are Travelcards used?

For buses only.
For the tube only.
For railway only.
For all the above means of transport.

• Where can Travelcards be bought?

Only at tube stations.
Only at Travel Information Centres.
Only at rail stations.
At all the above points.

3. Insert articles:

Londoners call their underground train network " ... tube". It covers ... whole city. It's ... fast, convenient and easy way to travel. Each of ... eleven lines has its own name and ... distinctive colour to aid recognition.

4. Insert prepositions:

There are two kinds ... tube tickets: single and return tickets sold ... tube stations. Besides, they sell Travelcards ... the tube, buses and DLR. Travelcards can be bought ... underground stations, Travel Information Centres, British Rail stations and some newsagents. Travelcards are valid either ... one day or seven days.

5. Underline the verbs and translate the sentences into Russian:

Usually there are a few *counters* selling tickets. They sell single and return tickets. There are usually a few electronic gates at the tube stations. You should put the ticket, magnetic strip down, into the slot machine on the right side of the gate. The gate opens. You should remove the ticket then and pass the gate. You should keep ticket until the journey is completed. When you get to the *destination* you should put the ticket again into the slot machine and remove it. Otherwise the gate will not open.

✓ *counters* — окошко

✓ *destination* — пункт назначения

Простое будущее время (Future Indefinite)

Future Indefinite глаголов образуется с помощью вспомогательного глагола *shall/will* и основного глагола без частицы *to*:

I shall buy a single ticket.

He/ She will buy a single ticket.

We shall buy single tickets.

They will buy single tickets.

Вопросительные предложения образуются изменением порядка слов:

Вспомогательный глагол <i>shall/will</i>	+	Подлежащее	+	Инфинитив без частицы <i>to</i>
------------------------------------------	---	------------	---	---------------------------------

Will you buy a single ticket?

Will he/she buy a single ticket?

Shall we buy single tickets?

Will they buy single tickets?

— *Yes, I shall/No. I shan't.*

— *Yes, he/she will/No he/she won't.*

— *Yes, we shall/No, we shan't.*

— *Yes, they will/ No, they won't.*

Отрицательная форма образуется добавлением частицы *not* к вспомогательному глаголу: *shall not (shan't) / will not (won't)*

I shall not buy a return ticket.

(shan't)

He/ she will not buy a return ticket.

(won't)

We shall not buy return tickets.

(shan't)

They will not buy return tickets.

(won't)

6. Translate into Russian:

We shall keep the tickets until your journey is completed.

We shall go to the Baker Street station.

He will not go to the Baker Street station.

He will change trains at Piccadilly.

He will go to Piccadilly Circus.

He will return to the hotel later.

7. Write down a few sentences about the London tube.

8. Complete the dialogues and act out similar ones:

•

— Keep your tickets ..

— Why ... necessary?

— Well, you see .. inspector ... Besides, you have to leave many stations. You should put .. slot machine ... open. Otherwise you won't be able . .

— .. thank you.

•

— This line on the wall . . I suppose this corridor .. green line

— You are .. We are to take .

•

— By the way, can I get ...?

— Let me see ... You'll have to ...

— Thank you. I'll ...

— Be careful. Don't ..

9. Complete Vladimir's words:

I have got ... and there is ... I have heard ... I like the song . One of our pop stars .. The .. fantastic. And I should see ... with my own

Unit twenty three

The buses

Text

Londoners are proud of their "big red buses". These days some may not be red but they always carry the red roundel.

On many London buses passengers buy tickets from the driver when they get on. Some buses, however, have a conductor, and the passengers get on the bus and wait for the conductor to ask them where they are going and sell them the tickets.

Travelcards are very popular for bus travel

One day after the session the participants have free time. Ivan and Sergei decide to go to the National Gallery in Trafalgar Square. They get out of the hotel and go to the nearest bus stop.

Ivan: Excuse me, what bus can take us to Trafalgar Square, please?

Passer-by: I'm sorry. I'm afraid I don't know.

Ivan asks again.

Ivan: Excuse me. Can you tell me where to get a bus to Trafalgar Square, please?

Policeman: Yes. Cross over the road. Can you see the cinema?

The bus stop is just round the corner.

Ivan: Do you know the number of the bus?

Policeman: I think it's a thirteen.

Ivan: Thank you very much.

At the bus stop.

Ivan: Excuse me. Is this the stop for the Trafalgar Square bus?

Man: That's right. It's number 13. It stops at Trafalgar Square and goes on to Liverpool Station. Therefore ask the driver to tell you where to get off.

Ivan: Thank you very much.

On the bus.

Sergei: Two returns to Trafalgar Square.

Bus driver: 1 pound.

Sergei: Can you tell us when we get to Trafalgar Square, please?

Bus driver: OK.

Words and expressions

to be proud of something		гордиться чем-либо
these days		в эти дни
may be		может быть
to carry		нести, иметь
roundel		кружок
to sell (sold, sold)		продавать
free		свободный
free time		свободное время
to have free time		иметь свободное время
to decide		решать
square	[ˈskweɪ]	площадь
the nearest stop		ближайшая остановка
to cross		пересекать, переходить
to cross over the road		переходить через дорогу
cinema		кино
to go on (went, gone)		продолжаться
therefore	[ˈðeɪfə]	поэтому
to get off (got, got)		выходить
pound	[paʊnd]	фунт
pound sterling		фунт стерлингов
2 pounds (sterling)		2 фунта (стерлингов)
10 pounds		10 фунтов (стерлингов)
a 10 pound banknote = a 10 pound note		банкнота достоинством 10 фунтов (стерлингов)

Exercises

1. Read the following:

- the buses
- the red roundel
- the number of the bus
- the driver
- the conductor
- the passengers
- the nearest bus
- the National
- the cinema
- round the corner
- the number

- The conductor will sell them the tickets.

Cross over the road.

Is this the stop for the Trafalgar Square bus?

That's right.

2. Underline the answers true to the text:

- Are Londoners proud of their buses?
Yes, they are.
No, they are not.
The text doesn't speak about that.

- Are all the buses red in England?
Yes, they are.
No, they are not.
Some of them are, but all the buses carry red roundel.

- How are bus tickets sold? Only drivers sell them.
Only conductors sell them. Either drivers or conductors sell them.
- Are Travelcards valid for bus travels? Yes, they are.
No, they are not.
It's not quite clear.
- Where did Ivan and Sergei go by bus one day? To Piccadilly Circus.
To Trafalgar Square.
To Downing Street.
- Do both of them speak English? Yes, they do.
Only Ivan speaks English. Only Sergei speaks English.
- What tickets did they buy? Single ones.
Return ones.
Travelcards.

3. Insert articles:

These days some English buses may not be red but they always carry ... red roundel. On many London buses passengers buy tickets from ... driver when they get on. Some buses, however, have ... conductor, and ... passengers get on . . and wait for ... conductor to ask them where they are going and sell them ... tickets.

4. Insert prepositions:

Londoners are proud ... their "big red buses". Single and return tickets may be bought either ... drivers or conductors. Travelcards are very popular ... bus travel.

One day Ivan and Sergei decide to go ... the National Galleiy ... Trafalgar Square. They get ... the hotel and go ... the nearest bus stop.

5. Complete the dialogues and act out similar ones:

- - Excuse me, what bus can take ...?
 - I'm sorry, I'm afraid ...
 - ... Can you tell me where to get ...?
 - Yes. Cross over ... Can ... cinema? The bus stop ...
 - Do you know the number ...?
 - I think . .
 - Thank ..
- - Is this the stop for ...?
 - That's right. It's number . . It stops at ... and goes on to ... Therefore ask the driver ...
- - Two returns to ...
 - One . .
 - Can you tell us .. ?

6. Translate into Russian:

In a few minutes they'll be in Trafalgar Square. They will immediately see the National Gallery. It's in the centre of the Square. I believe they'll spend an hour or so visiting the Gallery.

Unit twenty four

Changing money

Text

In the evening a few participants went to a bureau de change next to the hotel to change some dollars into pounds.

In London money can be changed either at banks, at bureaux de change or at customers' services desks in big department stores.

Banks are usually open from 9.30 a. m. until 3.30 p. m. Some are open on Saturday, but never on Sunday. They accept plastic cards Visa, Access as well as Eurocheques, traveller's cheques and, of course, cash. Many banks have cash dispensing machine services.

Bureaux de change are usually open for longer hours and every day. They often charge a bigger commission than banks.

The exchange rates are often shown in the running lines placed in the windows or on the walls of the bureaux de change for everybody to see.

Now Sergei comes up to the counter of the bureau de change:

Sergei: Good evening.

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

Sergei: Could I change two hundred dollars into pounds, please?

Cashier: Yes, certainly.

Sergei: How much will it be?

Cashier: About one hundred and twenty pounds.

Sergei: Good. Here you are.

Cashier: Thank you. And how would you like it, in twenties, tens or smaller notes?

Sergei: In tens, please.

Cashier: Fine. Here is the money and your receipt, please.

Sergei: Thanks. Excuse me, will you be open tomorrow, on Sunday?

Cashier: Yes. But we work shorter hours on Sundays. We'll close at 7 p. m.

Sergei: Thank you. And one more thing. Can I change these coins of fifty cents each.

Cashier: I'm afraid I can't take small change. We change only notes.

Sergei: Do you believe I can change them somewhere else?

Cashier: I'm afraid you can't. This is a rule with banks and bureaux de change.

Sergei: I see. Thank you. *Cashier:* You are welcome.

Words and expressions

bureau de change	[ˈbjurɛru dɛ 'tʃeɪnʒ]	обменный пункт, пункт обмена валюты
bureaux de change		обменные пункты Note: вывеска "Обменный пункт" — Bureau de change, Change (Exchange — Биржа)
desk		письменный стол
at the customers' services		в отделе обслуживания
desk		покупателей
department stores		универсальный магазин
never		никогда
to accept	[ɪk'sept]	принимать
as well as		а также
traveller's cheque		дорожный чек
cash		наличные (деньги)
cash dispensing machine		автомат, выдающий на личные (деньги)
longer		более длинный
for longer hours		дольше
to charge		взимать, брать
to charge a commission		взимать комиссию
rate		курс
exchange rate		курс обмена валюты
to run (ran, run)		бежать
running		бегущий
in the running lines		бегущей строкой
window	[ˈwɪndəʊ]	окно

hundred		сотня
two hundred		двести
two hundred pounds		двести фунтов (стерлингов)
sterling		
receipt	[rɪ'sɪvt]	квитанция
short		короткий
shorter		короче
We work shorter hours		Мы закрываемся раньше.
to close		закрывать
cent		цент
There is one hundred cents in one dollar.		В долларе сто центов.
small change		сдача
to believe	[bɪ'lɪv]	полагать, верить
else		еще
somewhere else		где-либо ещё
rule		правило
I see.		Понятно.

Exercises

1. Find the answers in the text and write them down:

Where can money be changed in London?

Can only cash be changed?

Where can exchange rates be seen?

2. Complete as in the text:

Banks are usually open from ... until ... Some are ... on Saturday but never ... Many banks have machine services. Bureaux de change are usually ... longer hours and .. day They often charge than banks.

3. Read the following:

bureaux de change

either at banks or at bureaux de change or at customers' services desks

They are open every day.

They are open every day but not on Sunday.

They charge a commission.

They charge a bigger commission.

The exchange rates are shown in the windows.

They are shown in the running lines.

The running lines are sometimes placed on the walls for everybody to see.

4. Write down what the text said about:

- | | |
|--------------------------------|-------------------------------------|
| • exchange rates | • commissions |
| • forms of money to be changed | • cash dispensing machines |
| • working hours | • place, where money can be changed |

5. Underline the answer true to the text:

- | | |
|-------------------------------------------------------|---------------------------------------------------------------|
| • Where did the participants go to change some money? | To a bank.
To a bureau de change. |
| • Where was it located? | In the hotel.
Near the hotel.
Rather far from the hotel |
| • What money did they want to change? | Roubles.
Pounds.
Dollars. |

• How much money did Sergei want to change?	200 roubles. 200 pounds. 200 dollars.
• For what sum did he change that money?	120 roubles. 120 pounds. 120 dollars.
• In what notes did he get the money?	In tens. In fives. In twenties.
• Did he also change the coins he had?	Yes, he did. No, he didn't.
• Where can small change be changed?	At banks. At bureaux de change. Nowhere.
• Was the bureau de change open on Sunday, as the cashier said?	Yes, it was open 24 hours. No, it was closed. Yes, it was, but only till

6. Read the following:

- Here is the money. Here is the receipt
- I'm afraid you can't change it. I'm afraid banks don't accept coins either. I'm afraid other bureaux de change do not accept coins either. I'm afraid customer's services desks don't accept coins either.

7. Complete the dialogues and act out similar ones:

-
- Good ...
- Good ... Can I help ...?
- Could I ... 200 ...
- How much ...?
- About 120 ...
- Good. Here you ...
- Thank you. And how ... smaller notes?
- In ...
- Fine. Here is receipt, please.
- Thank you.
-
- Excuse me, will ... Sunday?
- Yes, but ... shorter ... We'll close ...
-
- One more thing. Can I .. coins .?
- I'm afraid I can't ... We .. notes.
- Do you believe ... somewhere else?
- I'm afraid ... This is a rule ...

Артикли

В английском языке существует два артикля: неопределенный, определенный.

• **Неопределенный артикль** употребляется с существительными в единственном числе, когда просто называется данное существительное. Например

This is a bank.

This is a bureau de change.

Во множественном числе в этих случаях не употребляется никакого артикля. Например.

These are banks These are bureaux de change.

Money can be changed either at banks, at bureaux de change or in big department stores.

Существует две формы неопределенного артикля — **a, an**. Например.

a bank an office

a dollar an Englishman

a pound an hour

• **Определенный артикль** употребляется с существительными в единственном и множественном числе, когда о данном предмете говорится как об уже известном. Например.

The participants are at a bureau de change now.

The bureaux de change are open on Sunday till 7.

Существует только одна форма определенного артикля — **the**.

В некоторых сочетаниях употребляется только определенный артикль. Например

• с наименованиями аэропортов, гостиниц:

the Sheremetievo airport

the Russia hotel

the Sherlock Holmes hotel

• с частями дня

in the evening

in the morning

in the afternoon

В некоторых случаях не употребляется никакого артикля. Например.

• с наименованиями городов, стран, улиц, площадей с именами людей.

England

London

Trafalgar Square, Baker Street

Mr. Hill

• с существительными, после которых стоят числительные.

Room 437

Unit 26

Exercise 10

в некоторых сочетаниях:

to go on business

to be on holiday

to have breakfast

to have lunch

to have dinner

8. Underline the articles in the text and explain their usage in every particular case.

✓ *particular* — *отдельный, частный, определенный*

9. Say up what you have learned from the text and dialogue about changing money in Great Britain.

10. Say what you know about:

• changing money in Moscow

• current exchange rates

✓ *current* — *текущий, последний*

Unit twenty five

Hotel services

Text

During their stay at the hotel the participants of the Group Head a few talks with the hotel staff, that is with the receptionist, waiters, chambermaids, operators etc. *Here are some of the talks:*

•

Participant: Excuse me, is there any message for me, please?
Receptionist: What's your room number, sir?
Participant: It's four one two.
Receptionist: Just a minute... Yes, Mr. Brown of Milton & Co telephoned you at three o'clock. And he will call you at eight this evening.
Participant: Thank you for the message.
Receptionist: Welcome.

•

Waiter: Would you like tea or coffee, madame?
Participant: I don't mind ... Tea, please.
Waiter: Here you are.
Participant: Thank you. May I also have some milk, please?
Waiter: Yes, here you are. And if you wish some sugar it's here on the table. Help yourself, please.
Participant: Thanks a lot.

•

Participant: Excuse me, is this channel paid?
Chambermaid (making the room): What's the number of the channel?
Participant: It's ten.
Chambermaid: No, it's not paid. Only Channel Twelve is paid.
Participant: Thank you very much. And will you remove these bags, please?
Chambermaid: If you don't need them I'll certainly remove them.

•

Participant: Excuse me, how can I make a local call from my room, please?
Receptionist: It's very easy. Dial 0 and then the number you want. But please note that all the calls are paid.
Participant: Do you mean all calls in the London area?
Receptionist: Yes, that's a rule practically with every hotel in England.
Participant: I see. When should I pay then?
Receptionist: Any time before you leave.
Participant: Thank you. I'll do that by all means.
Participant: Operator? Good morning? How can I call Moscow?
Operator: Do you mean a long distance call?
Participant: Yes, Moscow, Russia.
Operator: Dial 0 then..... and then your number in Moscow.
Participant: Thank you very much.
Operator: You are welcome.
Participant: Will you call me at 6 o'clock tomorrow morning?
Operator: What's your room number, madame?
Participant: Four three seven.
Operator: Good. Don't worry. Have a good sleep.

Words and expressions

staff		штат сотрудников, персонал
hotel staff		персонал гостиницы
chambermaid	[ˈtʃembɜːmeɪd	горничная
]	
operator		телефонист
tea		чай
milk		молоко

to wish		желать, хотеть
sugar	[ˈʒʊɪɹ]	сахар
to make a call		позвонить
easy	[ˈiːzi]	легкий
It's very easy		Это очень легко.
to dial		набирать (номер)
to note		обращать внимание, за мечать
Please note ...		Обратите внимание
to mean (meant, meant)		значить, означать
When should I ...?		Когда я должен ⁹
by all means		обязательно
long distance call		междугородный звонок
to worry	[ˈwʌri]	беспокоиться

Exercises

1. Underline the articles in the text and explain their usage.

2. Underline the nouns in the text with which no articles are used and explain why.

3. Complete as in the text:

During their stay at the hotel .. had a few talks with ... staff, ... receptionist, waiters ... etc. The text reproduces some ... talks.

4. Read the following:

Is there any message for me, please?

Is this channel paid?

What's the number of the channel?

That's a rule practically with every hotel in England.

5. Insert prepositions:

Is there any message ... me, please? Mr Brown telephoned you . three o'clock. He will call you . . eight this evening Thank you . the message. The sugar is ... the table.

What's the number ... the channel?

Can I make a local call... my room?

That's a rule practically ... every hotel in England.

I'll do that ... all means.

Образование вопросительных предложений

Общие вопросы

Вспомогательный глагол (или модальный глагол)	+	Подлежащее	+	Основной глагол
<i>Do</i>	+	<i>you</i>	+	<i>speak...</i>

Do you speak English?

Did they speak English much?

Have you read the text?

As he working now?

Can you repeat it please?

Специальные вопросы

Вопросительное слово	+	Вспомогательный глагол (или модальный глагол)	+	Подлежащее	+	Основной глагол
<i>Where</i>	+	<i>did</i>	+	<i>they</i>	+	<i>stay?</i>

Вопросительные слова

what что, какой

when когда

where где

why почему

Where did they stay?

Why are you learning English?

6. Underline *auxiliary* and *modal* verbs in the following questions:

Is there any message for me, please?

Is this channel paid?

Would you like tea or coffee?

May I also have some milk, please?

Will you remove these bags, please?

Do you mean all calls in the London area?

What's your room number?

What's the number of the channel?

How can I make a call from my room?

When should I pay then?

✓ *auxiliary* — *вспомогательный*

✓ *modal* — *модальный*

7. Complete the dialogues and act out similar ones:

•
— Excuse me, is there ... message ...?

— What's your ... number, sir?

— It's ...

— Just ... Yes, Mr. Brown ... at three o'clock. And he will ...

— Thank ...

•
— Would ... tea or ...?

— I don't ... Tea ...

— Here ...

— Thank you. May I ... milk ...?

— Yes, here ... And if... sugar ... table. Help ...

•
— Excuse me, is ... paid?

— What's the number ...?

— It's ...

— No ... Only channel 10 ...

— Thank you ... And ... remove ...

— If... need ... certainly ...

•
— ... how can I ... call from ...?

— It's very ... Dial 0 and then ... But please note ... paid.

— Do you mean all ... area?

— Yes ... rule...

— I see. When ... pay ...?

— Any time before ...

— ... I'll ... means.

Unit twenty six

Madame Tussaud's

Text

One day the group went to Madame Tussaud's, one of London's most popular tourist attractions, receiving well over a million visitors a year.

Madame Tussaud was born Marie Gresholtz in Strasbourg, France, in 1761. She spent her childhood in Paris with her mother and her uncle who, when she was rather young, took Marie to help mould the heads of the Revolution victims.

In 1802 Marie fled Paris, and arrived in Britain with her macabre collection, first touring the country. Then she set up an exhibition of historical figures, living and dead, in London in 1835. The collection moved to Marylebone Road, the present location of the museum, in 1884. Madame Tussaud died in 1850 at the age of 89.

The Great Hall of the museum shows the present royal family, kings and queens of England, present royals of other countries, public figures, pop stars, writers, famous sportsmen and other figures.

Some time after the group visited the museum David Hill asked one of the participants about his impressions:

David: Well, Ivan, and how did you like the museum?

Ivan: Oh, it's great. I heard so much about it. But the museum surpassed all my expectations.

David: It's really fantastic. And were you photographed with your personal hero or any celebrity?

Ivan: Oh, yes. With Arnold Schwarzenegger, Yeltsin, the Beatles and some others. And I wished my son could be with me when I enjoyed the Spirit of London.

David: Do you mean the ride through the old city in a car in the museum?

Ivan: Yes, quite so. It was superb. The historic sights of the past, sounds and smell of the city.

David: By the way, do you know how much all these innovations could cost?

Ivan: No idea.

David: About 21 million pounds.

Ivan: Quite a lot. But it's very impressive, especially for children, I mean the Spirit of London. As to the wax figures they are unforgettable for all, to my mind.

David: I agree with you.

Words and expressions

attraction		привлекательность, прелесть
over		свыше
well over 1 million		намного больше 1 миллиона
to be born		родиться
to spend (spent, spent)		проводить (время)
child		ребенок
children		дети
childhood		детство
mother		мать
uncle	[ˈʌŋkəl]	дядя
to mould		отливать форму
head		голова
victim		жертва
to flee (fled, fled)		бежать, спасаться бегством
macabre		мрачный, ужасный
to set up (set, set)		организовывать
exhibition	[ˌeksɪˈbɪʃən]	выставка
to live		жить, житие
living		жизнь
life		жизнь
dead		умерший, мертвый
to be dead		быть умершим
She is dead now.		Она умерла.
to die		умирать
She died in .		Она умерла в ..
location		месторасположение
age		возраст
at the age of		в возрасте
royal		королевский
king		король
queen		королева
public figure		общественный деятель
writer		писатель
famous	[ˈfeɪməs]	известный
impression		впечатление

to impress		производить впечатление
What impressed you most⁹		Что больше всего произвело на вас впечатление ⁹
to surpass		превосходить
to expect		ожидать
expectation		ожидание
It surpassed my expectations.		Это превзошло все мои ожидания.
hero	[ˈhɪrəʊ]	герой
celebrity		знаменитость
I wished he could be with me.		Жаль, что его не было вместе со мной
spirit		дух
ride		поездка
sound		звук
innovation		нововведение, новинка
to cost		стоить
to forget		забывать
unforgettable		незабываемый

Exercises

1. Translate into Russian:

It is one of the most popular tourist attractions receiving many visitors. receiving well over a million visitors a year

Her uncle who, when she was rather young, asked her to help him ..

who took Mary to help mould the heads of the French Revolution victims

In 1802 she fled Paris

... her macabre collection...

She arrived with her collection, first touring the country.

She set up an exhibition of famous figures, living and dead.

2. Complete as in the text:

Madame Tussaud's is one of London's. . attractions.

Madame Tussaud was born... She spent her childhood .. When Mary was still rather young her uncle took her to help mould... In 1802 Mary fled Paris and... collection, first touring the country. Then she set up . in 1835. The collection moved to Marylebone Road... in 1884. Madame Tussaud died.. at the age of. .

3. Insert articles, as in the text

. Great Hall of.. museum shows.. present royal family, .. kings and .. queens of... other countries,... public figures,... pop stars,... writers, . famous sportsmen and... other figures.

4. Underline the articles in the text and explain their usage.

5. Sum up what the text said about:

- Madame Tussaud herself
- her museum

6. Use the verb in the correct tense:

One day the group (*to go*) to Madame Tussauds's. Some time after the group (*to visit*) the museum Mr. Hill (*to ask*) one of the participants about his impressions.

6. Underline the auxiliary and modal verbs in the following questions:

How did you like the museum?

How do you like this figure?

How did you like the Spirit of London ride?

Were you photographed?

Do you mean the ride through old London?

Do you know how much it could cost?

7. Match English and Russian equivalents:

It is unforgettable. | между прочим

Oh, it's great.	по-моему
It surpassed my	что касается восковых
It was superb.	Это незабываемо.
It was fantastic.	Это превосходно.
It was very impressive.	Это фантастично.
my personal heroes and	Это великолепно.
many celebrities.	
I wished my son could	Это очень впечатляет.
be with me.	
I enjoyed the Spirit of	Это превзошло все мои
London.	ожидания.
Do you mean the ride	мои личные герои и
through the old city?	знаменитости
the sights of the past,	Мне понравилась
sounds and smell of the	экспозиция "Дух
innovation	Вы имеете в виду
	поездку по старому
How much could it	сцены из прошлого,
cost?	звуки и запахи старого
Do you know how much	нововведение, новинка
could cost?	
Quite a lot!	Сколько это могло
to my mind	Вы знаете, сколько это
	могло стоить?
by the way	О, очень большая
as to the wax figures	Я согласен с вами.
I agree with you.	Не имею понятия.
No idea.	Жаль, что со мной не
	было сына.

8. Complete the dialogue (You may change the original):

- How did... like...?
- Oh, it's... I heard... But... expectations.
- It's really... And were you photographed with...?
- Oh, yes, with... and others. And I... my son... the Spirit of London.
- Do you mean the ride through...?
- Yes, quite... It was... The historic sights...
- By the... do you know how much...
- .. idea.
- ... 21 million...
- Quite... But still it's... especially for... I... the... of London. As to... figures they are... to my...
- I... with you.

Unit twenty seven

Accounting

Text

At one of the sessions the participants of the Group discussed the subject of Accounting and International Accounting Standards.

Here is a part of the lecture:

What is accounting?

Accounting can be defined as the measuring and recording of all relevant financial data concerning a particular entity, that is business, government organisation, etc.

Financial reporting is the communicating of such information in appropriately summarised form. In the UK such summarised form is called "Accounts" In the USA it is called "Financial statements". These accounts or statements are communicated to interested parties both within and outside the organisation.

Financial reporting provides information that is useful to present and potential investors, creditors and other users in making rational investment, credit and other economic decisions.

Accounting is often referred to as the "language of business". And, as a direct result of the work of accountants and auditors. A wide range of different users of financial reporting are able to answer questions such as:

How much profit did the company make last year?

How much should I lend to the company?

Is this company more successful than its competitors?

How much can I withdraw from the company?

Was last year an improvement over the year before? etc.

Accountants are therefore those individuals specialised in the "art" of capturing the correct data, and preparing the most meaningful financial reports from that data. They are "producers" of financial information, which is then made available to "consumers" such as owners and lenders.

Accountants are assisted in their work by bookkeepers, who operate some form of accounting system, usually computerised, to help capture, accumulate, categorise, summarise and report the many thousands of transactions that affect an economic entity every year.

Words and expressions

accounting		бухгалтерский учет и отчетность
account		счет
to define	[dI'faIn]	определять
It can be defined as...		Это можно назвать ...
to measure	['meZ≅]	измерять
to record		записывать, учитывать
relevant		соответствующий
data		данные, факты
datum		факт
concerning		касательно
particular		определенный
entity	['entItI]	юридическое лицо, организация
to report		составлять отчет о
reporting		отчетность
to communicate		сообщать
communication		сообщение
information		сведения
appropriate	[≅'prouprIeIt]	соответствующий
appropriately		соответственно
to summarise		суммировать
summarised		суммированный
in summarised form		в соответствующем суммированном виде
to call		называть
to be called		называться
statement		заявление, отчет, выписка (по счету)
party		сторона
interested parties		заинтересованные стороны
within		внутри, в, в пределах
both within and outside		как внутри, так и вне самой
the organisation		организации

user		пользователь
decision	[dɪ'sɪʒn]	решение
auditor	['ɔːdɪtə]	аудитор
range		диапазон
a wide range of		широкий круг .
profit		прибыль
to lend (lent, lent)		давать кредит
lender		кредитор
successful	[sʊk'sesfʊl]	успешный
competitor		конкурент
to withdraw (withdrew, withdrawn)	[wɪΔ'drɪ, wɪΔ'drɪn]	отзывать, отметить, убирать (зδ снять со счета)
to improve	[ɪm'pruːv]	улучшать (ся)
improvement		улучшение
art		искусство
to capture		зδ. подбирать
capturing		зδ. подборка
meaning	['miːnɪŋ]	значение
meaningful		значимый
meaningfully		многозначительно
available	[ə'veɪləbl]	имеющийся в наличии
to be made available		представить
consumer		покупатель, потребитель
owner		владелец
to assist		помогать
accountant		бухгалтер
Accountants are assisted...		Бухгалтерам помогают ..
bookkeeper		учетчик, младший бухгалтер
thousand		тысяча
many thousands of...		тысячи
2 thousand		2 тысячи
to affect		влиять

Exercises

1. Read the following:

- | | |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| • at one of the sessions discussed the subject a part of the lecture | • it is the communicating of information both within and outside the organisation other users withdraw from the company |
|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

2. Translate into Russian:

- accounting accounts financial statements (*Am.*) measuring and recording of all relevant financial data data concerning a particular entity An entity is a business, government organisation or another organisation.
- communicating information in an appropriately summarised form

They are communicated to interested parties.

Interested parties are within or outside the organisations

This information is useful and informative.

It is useful to present and potential investors, creditors and other users.

It helps them to make rational investment, credit and other decisions.

Accounting is a direct result of the work of accountants and auditors

- It helps to answer their questions.

Accountants capture the correct data and prepare reports.

This financial information is then made available to owners, lenders and other users.

Bookkeepers operate some form of accounting system.

3. Complete as in the text:

Accounting can be defined... the measuring and recording. . all relevant financial data.

... the UK such summarised form of financial reporting is called...

... the USA it is called...

Financial reporting provides information that is useful to... and other users.

Accounting is a direct result of the work of...

Accountants specialise in the art ... capturing the correct data and preparing reports... that data.

This financial information is made available to consumers such as...

Accountants are assisted in their work... bookkeepers.

Accountants report the many thousands... transactions that affect... every year.

4. Make sentences:

• Accounting can be defined as	measurin g recording in the UK in the USA	financial data financial data financial statements accounts
--------------------------------	-------------------------------------------------------	----------------------------------------------------------------------

• This information is communicated to	owner mana invest credit lender other
---------------------------------------	------------------------------------------------------

• It helps them to make ra-tional	invest ment credit other	deci sions
-----------------------------------	-----------------------------------	---------------

5. Underline the auxiliary and modal verbs in the following questions:

How much profit did the company make last year?

How much can I withdraw from the company?

Is this company successful?

Was last year an improvement?

6. Match English and Russian equivalents:

Accounting is often referred to as the language of business	Бухгалтеры осуществляют
a wide range of users of financial reporting	выборку необходимой информации.
Accountants are individuals specialised in capturing the correct data.	Они также занимаются подготовкой отчетов.
They are also specialised in	Их финансовая информация предоставляется различным пользователям
	Бухгалтер делает выборку,

<p>preparing reports</p> <p>Their financial reporting is made available to different users</p> <p>Accountants capture, accumulate, categorise, summarise and report thousands of transactions.</p> <p>Usually thousands of transactions affect every economic entity every year</p>	<p>подбирает, классифицирует, суммирует и составляет отчет по огромному множеству сделок и операций.</p> <p>Обычно каждая фирма или юридическое лицо осуществляет огромное количество сделок или операций ежедневно.</p> <p>Бухгалтерский учет часто называют деловым языком</p> <p>широкий круг пользователей финансовой информации</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

7. Translate the text of the lecture into Russian.

8. Make word-combinations as in the model

числительное + *thousand* + существительное
thousands + *of* + существительное

• 3		transacti
5		bookkee
8	thousand	accounta
10		banks
25		compani
•	of	es
thousands		entities
		statement
		decisions
		consume
		owners

9. Agree or disagree:

- The use of the word "thousand" is very easy.
- The word "hundred" is used in the same way.
- The figures are very important in accounting
- The work of accountants is very important.

10. Sum up what the lecturer said about:

- accountants and bookkeepers
- financial accounting

Unit twenty eight

Balance sheets

Text

In the course of the lecture on Accounting the lecturer distributed material with diagrams, tables and other information.

Here is a balance sheet sample distributed:

ABICO INTERNATIONAL AND SUBSIDIARY		
COMPANIES CONSOLIDATED BALANCE SHEET as at		
December 31, 1997		
		1997 1996
◇ Current Assets:	15,000	11,800
Cash	9,000	6,920

Marketable Securities	1,200	1,080
Receivables	2,800	2,600
Inventories	2,000	1,200
◇ Long-term Assets:	5,443	3,200
Property, Plant and Equipment	1,056	0,950
Investments	0,200	0,100
Receivables	0,207	0,100
Goodwill	2,400	2,000
Deferred Expenditure	0,580	0,500
◇ Total Assets	20,443	15,000
◇ Current Liabilities:	3,000	2,600
Loans	2,000	1,800
Payables	1,000	0,800
◇ Long-term	4,300	3,200
Liabilities:		
Loans	4,000	3,000
Other liabilities and provisions	0,300	0,200
◇ Total Liabilities	7,300	5,800
NET ASSETS EMPLOYED	13,143	9,200
◇ Shareholder's	5,000	3,000
Interests:		
Share Capital	3,000	1,700
Reserves	2,143	2,000
Retained Earnings	2,000	2,000
◇ Minority Interests	1,000	0,500
◇ Total Shareholder's	6,000	3,500
Interest		

Words and expressions

table		таблица
balance sheet		баланс,(документ)
sample		образец
balance sheet sample		образец баланса
subsidiary	[s≅b'sIdj≅rI]	дочерняя компания
consolidated		консолидированный
consolidated balance sheet		консолидированный баланс (главной компании и ее дочерних компаний и филиалов)
as at		по состоянию на
syn as of		
current assets	[{'sets}]	текущий активы: собственность в самой различной форме (недвижимость, машины и оборудование, кредитные требования, ценные бумаги и т д)
market		рынок
marketable securities	[sI'kju≅r≅tIz]	рыночный ценные бумаги
receivables	[rI's√v≅blz]	причитающиеся суммы
inventories		запасы товаров
term		срок

long-term		долгосрочный
short-term		краткосрочный
property		собственность
plant		завод, промышленное предприятие
equipment	[I'kwɪpmɛnt]	оборудование
to invest		делать инвестиции
investor		инвестор
investment		инвестиция
goodwill		добрая воля; престиж; деловая репутация (контакты, клиенты и кадры компании, которые смогут быть оценены и занесены на специальный счет; эта оценка играет роль главным образом при поглощении и слиянии фирм.
to defer	[dɪfɜ]	отсрочить (платеж)
expenditure	[ɪk'spendɪtʃ]	расходы
deferred expenditure		отсроченные платежи по расходам
total		итог, итого
liabilities	[,laɪə'bɪlɪtiz]	пассив: обязательства, задолженности
provisions		резервы
net		чистый, нетто
to employ		использовать
net assets employed		стоимость чистых активов компании в расчете на одну акцию
share		акция
share capital		акционерный капитал
shareholder		акционер
shareholders' meeting		собрание акционеров
interest		процент
to retain		удерживать
to earn		получать, зарабатывать
earnings		поступления, прибыль
retained earnings		оставшаяся прибыль (после удержания налогов)
minority		меньшинство
minority interest		процент по акциям, выплачиваемый мелким акционерам

Exercises

1. Translate into Russian:

- | | |
|----------------------------|---------------------|
| • balance sheet | • current assets |
| consolidated balance sheet | current liabilities |
| balance sheet sample | |
| • receivables | • shares |
| payables | share capital |
| | shareholder |
| • interest | • earnings |

shareholder's interest	retained earnings
minority interest	
total shareholder's interest	
• cash	• current assets
loans	long-term assets
inventories	total assets
marketable securities	

2. Read all the numerals in the text as in the examples:

• Example	1997 nineteen ninety seven
• Example	15,000 fifteen thousand (1,500,000 one million five hundred
• Example	11,800 eleven thousand eight hundred (11,800,000 eleven million eight hundred thousand)
• Example	6,920 six thousand nine hundred <i>and</i> twenty (6,920,000 six million nine hundred <i>and</i> twenty thousand)
• Example	0,950 nine hundred and fifty (950,000 nine hundred <i>and</i> fifty thousand)

3. Read all the *items* of the balance sheet making the assets of the company.

✓ *items* — пункты

4. Translate this balance sheet sample into Russian.

5. Make sentences:

• The lecturer distributed	many materials a few diagrams a few balance sheets a few balance sheet
• It was a lecture on	samples accounting balance sheet making securities share capital reserves loans investments
• The balance	the assets of the Company

sheet says that	the liabilities the net assets the total share holder's interest	in 1997 are/is ..
-----------------	---------------------------------------------------------------------------	-------------------

6. Complete the sentences:

- Current assets *consist of* cash, marketable securities ...
 - Long-term assets consist of property, plant and equipment, investments ...
 - Total assets consist of current assets and ...
 - Current liabilities consist of loans and ...
 - Long-term liabilities consist of loans and ...
 - Total liabilities consist of current liabilities and ...
 - Total assets minus total liabilities make net assets ...
 - Shareholder's interests plus minority interests make total ...
- ✓ *to consist — состоять*

7. Answer the following questions:

- On what subject was the lecture mentioned in this Unit read?
- What sample did this Unit capture?
- What terms were rather difficult to remember?

Unit twenty nine

Taxes

Text

On a certain day after the lecture on the UK taxation system the Group was to visit the Tax Department of a lawyers' firm in the centre of London. Mr. Hill and the participants went there by tube which is the fastest means of transport when one wishes to move in the centre of the city. After they got into the building of the firm they went to the secretary's office.

Mr. Hill: Good afternoon.

Secretary: Good afternoon, sir.

Mr. Hill: My name is Hill and here is the Group of Russian businessmen. We have got an appointment with Mr. Brown for three.

Secretary: Mr. Brown is waiting for you in the conference room. Follow me, please.

In the conference room a few Englishmen were waiting for the Group. Mr. Brown, Head of the Department, welcomed the Group and introduced his colleagues. They were solicitors and legal assistants of different offices. Each of them spoke about his scope of business for some time. Thus the participants had some information on commercial taxes, international taxes. Project Finance taxes and other taxation matters.

A lot of questions were asked and answered then. The discussions were very useful and informative. Before the participants left they were offered latest Tax Guides containing current tax rates and tax saving hints.

Here is an extract from the Guide:

Corporation Tax Rates 1997

- ◇ Standard rate 33%
- ◇ Small companies rate (see the note) 25%

Note

Applicable if the company's total profits, including chargeable gains, are 300,000 pounds sterling or less. The threshold is reduced if the company has associated companies.

Examples: Corporation Tax calculations

Example 1. Standard rate of tax Company A has accounts year ending 31 December 1996. It has taxable profits for the year GBP 2,000,000.

Company A's Corporation Tax for 1996 is $GBP\ 2,000,000 \times 33\% = GBP\ 660,000$

Example 2. Small companies rate of tax Company B has accounts year ending 31 December 1996. It has taxable profits for the year of GBP 150,000. It has no associated companies.

Company B's Corporation Tax for 1996 is $GBP\ 150,000 \times 25\% = GBP\ 37,500$

Words and expressions

tax		налог
tax department		налоговый отдел
taxation		налогообложение
was to visit		Он должен был посетить
solicitor		адвокат (дающий советы и готовящий документы для суда)
legal assistant		юридический помощник
legal assistant		помощник по юридическим вопросам
scope		объем, диапазон
scope of business		объем бизнеса
commercial	[kə'mɜ:li]	торговый
commercial taxes		налог на торговые предприятия
Project Finance		проектное финансирование
matter		вопрос, дело
taxation matters		вопросы-налогообложения
guide	[gɑ:ld]	справочник
tax guide		справочник по налогам
rate		ставка
tax rate		ставка налога
to save		экономить
hint		намек, идея, отдельная рекомендация
tax saving hints		рекомендации для легального уменьшения уплаты налогов
corporation		корпорация
note		примечание
to apply	[ə'plɑ:ɪ]	применять
applicable		применяемый
to include		включать
including		включая
to charge		взимать, брать, взыскивать
charge		взимание
chargeable		взимаемый
gains		выручка
less		менее, за вычетом
threshold	['θreʃhəʊld]	порог
associated		ассоциированный
accounts year		отчетный год
taxable		налогооблагаемый

Exercises 1. Read the following:

• after the lecture on UK taxation system the Tax Department in the centre of London They went there by tube.

• It is the fastest means of transport.
They went to the secretary's office.
in the conference room
an extract from the guide
threshold

2. Underline the answers true to the text:

• After what lecture did the group visit a lawyers' firm?

On taxation.
On lawyers.
On lawyers' firms.

• By what means of transport did they go?

By taxis.
By tube.
By bus.

• Who is Mr. Brown?

Secretary.
Head of a department.
Head of the firm.

• How many lawyers were present at the talk?

Only Mr. Brown.
Mr. Brown and a colleague of his.
Mr Brown and a few colleagues of his.

• On what matters did they speak?

Only on commercial taxes.
Only on international taxes.
Only on Project Finance taxes.
On a few taxation matters.

• Did the participants ask any questions?

Yes, and quite a lot.
Yes, just a few.
No, they didn't.

• What guides were they offered?

Latest tax guides.
Latest project finance guides.
Latest corporation tax guides.

3. Match English and Russian equivalents:

containing current tax rates

общая прибыль

containing tax saving hints

отчетный год

standard rate

налогооблагаемая выручка

small companies iate

налогооблагаемая прибыль

the tax rate is applicable

пороговая сумма

total profits

иметь другие

chargeable gains

(ассоциированные) компании

содержать действующие

taxable profit

ставки налогов

содержать информацию о

легальных путях сокращения

выплаты налогов

the threshold is reduced	обычная ставка
to have associated	ставка для малого бизнеса
accounts yeai	эта ставка применяется к...

Пассивный залог Passive Voice

Глаголы в пассивном залоге употребляются, когда неважно или неизвестно, кто выполнял действие.

Образуется пассивный залог следующим образом:

глагол *to be* в соответствующем времени + 3-я форма глагола

The threshold is reduced.

They were offered latest tax guides.

A lot of questions were asked and answered.

4. Translate into Russian:

A lot of topics were discussed in the course of the Programme.

Many lecturers were invited.

Many materials were distributed.

Similar programmes are organised now too.

I believe similar programmes will be organised in future too.

5. Insert articles:

On... certain day after... lecture on... UK taxation system.... group was to visit... Tax Department of... lawyers' firm in... centre of London. Mr. Hill and... participants went there by tube which is... fastest means of transport.

6. Insert prepositions:

After they got... the building .. the firm they went. . the secretary's office. And Mr. Hill spoke... the secretary for some time. Then they moved... the conference room.... conference room a few Englishmen were waiting... the Group.

7. Complete the sentences:

Mr. Brown,..., welcomed the Group and introduced... They were solicitors... of different offices. Each of them spoke... Thus the participants had some information on... and other taxation matters. A lot of... answered then. The discussions were... Before the participants left they were offered .. hints.

8. Translate the extract of the Guide into Russian.

9. Complete and act out a similar dialogue:

—.. afternoon.

—.. , sir

— My name... group... We have got an appointment...

— Mr.... waiting... conference... Follow...

10. Read as in the examples:

• Example

31 December 1996
the thirty first of December nineteen
ninety six

25 December, 1997

1 January 1998

12 April 1996

31 March 1995

- ✓ 3-ű — *third*
- ✓ 4-ű — *fourth*
- ✓ 5-ű - *fifth*
- ✓ 6-ű — *sixth*
- ✓ 7-ű — *seventh*
- ✓ 8-ű — *eighth*
- ✓ 9-ű — *ninth*
- ✓ 10-ű — *tenth*

• Example

<p>2,000,000x33%=660,000 two million multiplied by thirty three percent is equal to six hundred and sixty thousand</p>

150,000x33%=49,500
150,000x25%=37,500
100,000x25%=25,000

11. Agree or disagree:

- Small companies of Russia also pay a smaller tax rate.
 - It is quite reasonable that small companies pay smaller tax rates.
 - Small companies should pay smaller tax rates only during the first years of their *existence*.
 - Tax rates should be the same for big and small companies.
- ✓ *existence — существование*

Unit thirty

Value added tax (VAT)

Text

Value Added Tax (VAT) is a Government tax. At present the standard VAT rate is 17,5%. Everyone in Britain must pay VAT on almost everything they buy. VAT is usually incorporated in the price.

Visitors to Britain can reclaim the tax when they leave Britain and present the appropriate documents issued by the shop. Usually when they buy rather expensive things like furs, gold, hi-fi goods etc., they should wonder if the shop operates the VAT scheme.

One day during their stay in London one of the participants went shopping and came into a small jeweler's shop to buy a gold chain for his wife.

Here is his talk with the shop assistant:

Participant: Excuse me, may I have a look at one of the chains displayed in the window?

Shop assistant: Certainly, sir. What number is it?

Participant: It's nine three five, over there.

Shop assistant: Just a minute.... Yes, here you are.

Participant: And how long is it?

Shop assistant: 25 inches, sir.

Participant: And how much is it in centimeters?

Shop assistant: Let me see... oh, here is the calculator... I should multiply it by two point five two. Oh, yes, sixty three.

Participant: Very good. Just the length I wanted to have. And how much is it?

Shop assistant: One hundred and ninety nine pounds.

Participant: Good. I'm buying it.

Shop assistant: ... Here is your box and the receipt please.

Participant: Excuse me, may I reclaim the VAT tax?

Shop assistant: And where are you from?

Participant: From Russia.

Shop assistant: Just a minute, I'll consult the book. Yes, you are eligible to the reclaim. May I have your passport to fill in the form?

Participant: Here you are.

Shop assistant: Here is your passport and the form. Please fill in this sheet before you give it to the customs. How are you leaving? By plane?

Participant: Yes, by plane. And what should I do about this form?

Shop assistant: Fill in this sheet before you leave for the airport and have it stamped at the customs, at the airport. Then post it. In a month or so you will receive a cheque by post. Have it cashed at the bank stated, in Russia.

Participant: I see. Thank you very much.

Shop assistant: You are more than welcome.

Words and expressions

value		цена, стоимость
value added tax		налог на добавленную стоимость (НДС)
government	[ˈgʌvnmɛnt]	правительство
at present		в настоящее время
everyone		каждый
price		цена
to reclaim		предъявить к возмещению
to issue	[ˈɪʃj]	выдавать, выписывать
shop		магазин
expensive		дорогой
fur		мех
hi-fi (=high fidelity)		аудио- и видеотехника (высокой надежности)
goods		товар (ы)
to wonder		интересоваться
I wonder if I can reclaim the VAT?		Могу поинтересоваться, смогу ли я получить обратно VAT.
scheme	[skɛm]	схема, система, программа
to operate the scheme		зд. участвовать в этой системе (выплачивать VAT)
to go shopping		делать покупки
jeweler	[ˈdʒɛlɛ]	ювелир
chain		цепочка
shop assistant		продавец
to display		выставлять
window		витрина, окно
a chain displayed in the window		цепочка на витрине
length		длина
inch		дюйм (2,54 см)
to multiply		умножить
box		коробка
receipt		чек, квитанция
to consult		проконсультироваться у, посмотреть в
book		книга (зд. справочник)
I'll consult the book.		Я посмотрю, что говорится в справочнике
eligible	[eˈlɪɡəbl]	имеющий право
sheet		лист
to stamp		поставить штамп на
to post		отправить по почте
by post		по почте
to cash		оплатить наличными
have it cashed		получить наличными
to state at the bank		указывать в указанном банке
stated You are more than welcome.		Пожалуйста.

Exercises

1. Match English and Russian equivalents:

the standard rate	дорогие вещи
to pay VAT	платить НДС
The tax is incorporated in the price.	обычная ставка
to reclaim the tax	Налог включен в цену.
appropriate documents	Если на данный магазин распространяется этот порядок...
The shop issues the documents.	соответствующие документы
If the shop operates the scheme ...	Магазин выписывает эти документы.
expensive things	попросить вернуть этот налог

2. Complete as in the text:

VAT is a... tax. At present the standard... Everyone in Britain must... on almost... VAT is usually incorporated... Visitors to Britain can... When they leave... and present the appropriate... issued by... Usually when they buy... if the shop operates...

3. Sum up what the text said about VAT.

4. Insert articles:

Excuse me, may I have... look at one of... chains displayed in... window?

Just... minute.

Here is... calculator.

Just... length I wanted to have.

Here is your box and... receipt, please.

May I reclaim... VAT tax?

I'll consult... book.

5. Insert prepositions:

Where are you...?

Yes, you are eligible... the reclaim.

Please fill in this form. You'll give it... the customs.

Are you leaving... plane?

What should I do... this form?

Fill it in before you leave... the airport.

Have it stamped... the customs,... the airport.

In a month or so you'll receive a cheque... post.

Have it cashed... the bank stated.

6. Translate into English:

Могу я получить НДС обратно?

Что мне делать с этой формой?

заполнить форму

предъявить форму на таможне

поставить штамп на этой форме

опустить форму (*конверт*) в почтовый ящик

получить деньги по чеку в банке

✓ *конверт* — *envelope*

7. Make sentences:

- I had

the form	stamped at the
two forms	customs
a few	

- I had the cheque cashed

yesterda
y last week

a month
ago

- What should I do about
this form
this cheque
this receipt

8. Complete the dialogues and act out similar ones:

- - Excuse me, may I... chain... window?
 - Certainly ... number...?
 - It's 9...
 - Just... Yes, here ...
 - And how long...?
 - ... inches.
 - And how centemetres?
 - Let me ... calculator... I should multiply...
 - Just wanted to have.
- - And how much...?
 - One hundred...
 - Good. I'm... box. receipt...
 - Excuse me, may I reclaim ... ?
 - And ... from?
 - From Russia.
 - Just a minute.... the book. Yes, you are eligible to...
- - May I have... passport to fill...?
 - Here you are.
 - Here is your passport and the form. Please fill... before you give it to .. How are you leaving? By...?
 - Yes, by. . And what should... form?
- - Fill in this form before... and have it stamped... Then post... In a month, ... at the bank...
 - I see. Thank ..
 - ... more than...

9. Translate into Russian:

VAT is usually incorporated in the price.
A rather big sum was reclaimed this time.
A rather small sum was reclaimed, to my mind.
The appropriate receipts and forms were issued.
I believe the envelope with the form stamped was properly posted.

10. Answer the following questions

- Had you heard anything about the VAT scheme in Great Britain before you read this text?
- On what goods can foreign visitors have VAT reclaimed when then leave Great Britain?
- What should they practically do to have VAT reclaimed?
- Do you find this procedure very *complicated*?
- Is a similar scheme practised in Russia, as rar as you know?
✓ *complicated* — *сложный*

Unit thirty one

Shopping

Text

In England most shops open from 9 a. m. to 5.30 p. m. on Monday to Saturday, although some stay open much later especially in London and other large cities. In small towns and villages many shops close early on Wednesdays. Not many shops are open on Sundays.

Besides cash, a lot of shops accept plastic cards. Some may also accept Eurocheques.

One day one of the participants went to Foyle's, a famous bookshop in the centre of London.

Here is his talk with the shop assistant after he chose a few things he wanted to buy:

Participant: Can I have this book and this poster, please? And these postcards and two first class stamps for America.

Shop assistant: The book, the poster and the cards come to ten pounds twenty. But we don't sell stamps.

Participant: And where can I buy a few?

Shop assistant: You have to get them from a post office

Participant: And where is the nearest one?

Shop assistant: Just round the corner.

Participant: Thank you.

Shop assistant: Welcome.

Here is another talk at a clothes department of a big department store, after the participant chose a certain dress she liked:

Participant: Excuse me, may I try it on anywhere here? *Shop assistant:* Yes, certainly. The fitting room is over there.

Participant: ... Thank you. It fits me well and I like it. Where shall I pay?

Shop assistant: The cashier's desk is just at the end of the aisle...

Cashier: Cash or credit?

Participant: Cash, please... Thank you.

Here is a talk at a shoe shop:

Participant: Excuse me, have you got size thirty seven in these shoes?

Shop keeper: This is a continental size. It must correspond to British size five. Just a minute I'll have a look if we have size five in these shoes.

Shop assistant: Can I help you?

Participant: Thank you. Being served.

Shop keeper: Here is your size... How does that feel?

Participant: A bit tight. Can I try the next size up?

Shop keeper: Here is five and a half.

Participant: Oh, this is much better. Thank you. I'm buying this pair.

Words and expressions

shop (Br.)		магазин
store (Am.)		магазин
to open		открывать (ся)
a. m.		до полудня
p. m.		после полудня
Monday		понедельник
Tuesday	[ˈtʃɪzdi]	вторник
Wednesday		среда
Thursday	[ˈθɜːzdi]	четверг
Friday		пятница
Saturday		суббота
Sunday		воскресенье
to stay		оставаться, находиться
to stay open		быть открытым
much later		намного позже
town	[taʊn]	город (небольшой), упот ребляется с артиклем ✓ В тексте относится к любому городу и поэтому используется без артикля

village	[ˈvɪlɪdʒ]	поселок, городок (в сельской местности)
to close		закрывать (ся)
early		рано
Eurocheque	[ˈjuːrɔːdʒk]	еврочек
Foyle's		Фойлз Крупнейший книжный магазин в Лондоне, называется по имени первого его владельца
bookshop		книжный магазин
to choose (chose, chosen)		выбирать
poster		плакат
postcard		почтовая открытка
stamp		марка
post office		почтовое отделение
corner		угол
round the corner		за углом
clothes		одежда
department		отдел
department store		универсальный магазин
dress		платье
to try		мерить
anywhere	[ˈeniweɪ]	где-либо
fitting room		примерочная
to fit		годиться, быть в пору
cashier's desk		касса
end		конец
at the end of		в конце
aisle	[aɪl]	проход (между рядами, стойками и т д)
size		размер
to correspond		соответствовать
to serve		обслуживать
Being served.		Многие уже занимаются
to feel (felt, felt)		чувствовать
tight	[taɪt]	тесный
a bit tight		немного тесно
half		половина
much better		намного лучше
pair		пара

Exercises

1. Translate into Russian:

- | | |
|-------------------------|----------------|
| • to go shopping | • fitting room |
| to pay cash | cashier's desk |
| to accept plastic cards | shop keeper |
| department stores | shop assistant |
| bookshops | to buy — to |
| shoe shops | to try on |

2. Underline the answers true to the text:

<ul style="list-style-type: none"> • Are most shops open on Sundays in England? 	<p>Yes, they are. No, they are not. Only in London most shops are open on Sundays.</p>
<ul style="list-style-type: none"> • Are most shops open till late at night on working days? 	<p>Yes, they are. No, they are not. Only in London most shops are open till midnight.</p>
<ul style="list-style-type: none"> • What money do shops accept from customers? 	<p>Only cash. Cash and Eurocheques only. Cash, plastic cards and Eurocheques.</p>

3. Complete as in the text:

In England most shops open... on Monday to Saturday, although some stay open much later... In small towns and villages... Not many... on Sundays. Besides cash a lot of shops... Some... Eurocheques.

4. Sum up what the text said about English shops.

5. Read the following:

- | | |
|-----------------|-----------------------------|
| • this book | • Where is the nearest post |
| this poster | office? round the corner |
| these postcards | at the end of the aisle |
| these shoes | Can I try the next size up? |

6. Insert articles:

... book,... poster and... cards come to 10.20.

You have to get stamps at... post office.

Where is... nearest post office?

7. Use the verbs in the right form:

The fitting room (*to be*) over there.

It (*to fit*) me well and I (*to like*) it.

The cashier's desk (*to be*) just at the end of the aisle.

8. Insert prepositions:

Have you got size thirty seven... these shoes?

I'll have a look if we have size... these shoes.

It must correspond... British size five.

The nearest post office is just... the corner.

The cashier's desk is... the end... the aisle.

9. Complete and act out similar dialogues:

- - Can I have... book... poster... And these postcards and two... America.
 - The book... 10.20. But... stamps.
 - Where can I...
 - You have to get...
 - Where... nearest...
 - Just...
 - Thank...
- - Excuse me, may I... anywhere...
 - Yes, certainly. The fitting...
 - Thank you. It fits... and... like... Where... pay?
 - The cashier's... aisle.
 - Cash or...
 - Cash...

- — Excuse me, have you got... shoes?
- This... continental... It must correspond... Just a minute, I'll have a look if...
- Can I help you?
- ... served.
- Here is... How... feel?
- ... tight. Can I try...
- Here is...
- Oh, this is much... Thank you. I'm...

Модальные глаголы

(Modal Verbs)

Основные модальные глаголы:

t	may <i>May I try on this dress?</i> can <i>Can I help you?</i> must <i>It must correspond to size 5.</i>	Можно померить это платье? Чем могу вам помочь? Он должно быть соответствует размеру 5.
ld	shall <i>Where shall I pay?</i> should <i>You should go to the post office.</i>	Где я должна заплатить? Вам следует пойти на почту.

10. Make sentences:

- | | |
|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| • You should | visit London one day
visit Madame Tussaud's
speak English as much as you
can learn English as long as you
can |
| • What shall we | do for our next session
(lesson) do for tomorrow |
| • Shall I | read the text
translate the text repeat it
put it down put down these
words
do Exercise 1 |
| • May I | speak to Mr. ...
see this book
try on... |
| • He
They | can speak English
drive a car
read balance
discuss taxation |
| • It must | be late

be open
be closed
be somewhere
be far away
be too big
be too small
be 5 o'clock |

11. Answer the following questions:

- What time is it now?
- On what days and at what time do you usually go shopping?
- When did you last go shopping and what did you buy?

12. Say a few words about shops of the city you live in.

Unit thirty two

Entertainments

Text

London is wonderful for theatres, but the popular shows especially the big musicals are usually fully booked months in advance. Sometimes one may be lucky to get rickets on the day from the thea-tie or booking agency. It is usually much easier to buy tickets for matinees (afternoon performances).

One day one of the participants bought a weekly entertainment guide *Time Out* for information about theatres, cinemas, concerts and other entertainments. One of the ads attracted his attention. It said:

PRINCE EDWARD. Tel. 01- 4376877

Tim Rice and Andrew Lloyd Webber's

EVITA

THE WORLD'S GREATEST MUSICAL

Dir. by Hal Prince Evgs 8.0

Low price Mats. Thurs. and Sat. 3.0

Evg. perfs. end 10.15

Grp sales 01—3796061

He and his friend decided to go to the box office and try their luck.

Participant: Excuse me, what's on tonight?

Ticket officer: It's Evita, sir.

Participant: Have you got any tickets by any chance?

Ticket officer: You are lucky. There are still a few, at 20 and 15 pounds.

Participant: And where are the 20 pounds seats?

Ticket officer: In the upper circle. You may see it in the map on the wall, over there.

Participant: ... Then may we have two seats in the upper circle.

Ticket officer: Yes, certainly. Forty pounds, please.

Participant: Here you are.

Ticket officer: Thank you... Here are the tickets. Row K, seats 24 and 25

Participant: Excuse me, and when does the performance finish?

Ticket officer: It starts at 3.00 and finishes at 5.15.

Participant: Thank you very much.

Words and expressions

entertainment	[,ent≋'teInm≋ nt]	развлечение
wonderful	['w\nd≋ful]	удивительный, замеча- тельный
theatre		театр
show		шоу
musical		мюзикл
to book		заказывать
month		месяц
in advance		заранее
matinee=mat.	['m{tIneI]	дневной спектакль
performance		спектакль
to buy (bought, bought)		покупать
weekly		еженедельник
concert		концерт
ad (advertisement)		реклама
to attract		привлекать

attention		внимание
to attract somebody's		привлечь чье-либо вни
attraction		мание
It said: ...		В нем говорилось: ...
world		мир
greatest		величайший
to direct	[dI'rekt]	ставить (о режиссере)
to be directed		поставленный режиссером
evg = evening		вечер
low		низкий
low price		низкая цена
to end		заканчивать (ся)
Grp. = Group		группа
sales		продажа (и)
box office		касса (театральная)
to try		пытаться
luck		удача
to try one's luck		попытать счастье
lucky		удачливый
to be lucky		повезти
What's on tonight?		Что сегодня идет ⁷
upper circle	[ˈʉpɛ's ʉkl]	балкон (в театре, но в доме — balcony)
in the upper circle		на балконе

Exercises

1. Translate into Russian:

• ticket officer	• musical
to book a ticket	opera
booking agency	ballet
booking office of the	concert
theatre	
entertainment	cinema
an entertainment guide	to go to the
	cinema
to go to the theatre	advertisement

2. Complete as in the text:

London is for theatres, but the popular shows especially... are usually fully... advance. Sometimes one may be lucky to get... agency. It is usually ... matinee.

One day one of the participants... "Time out"... and other entertainments. One of the ads..

3. Match full and contracted words:

tel.	Thursday
dir.	Saturday
evgs.	directed
mats.	evenings
Thurs.	evening
	performances
Sat.	group
evg. perfs.	matinee
grp.	telephone
✓	<i>contracted — сокращенный</i>

4. Answer the following questions:

What musical did it advertise?

Is the name of Andrew Lloyd Webber, a famous English composer, familiar to you?

Is Tim Rice scenario writer of Evita?

Who is director of Evita?

At what theatre was Evita performed?

How was Evita described?

At what time do evening performances begin and end?

On what days and at what time do matinees of Evita start?

For what performances are prices lower?

What telephone number is given for booking group tickets?

What is the telephone number for other bookings and information?

5. Read the following:

There are still a few tickets.

Where are the seats?

Here are the tickets.

Row K.

very much

6. Say in what way the following questions are formed:

Have you got any tickets for this afternoon?

What's on tonight?

Where are the 20 pounds seats?

When does the performance finish?

May we have two seats?

7. Make sentences:

- | | |
|----------------------------|---------------------------------------------------------------------------------------------------|
| • Have you got any tickets | this afternoon
tomorrow matinee
this evening
Evita
Phantom of the
Sunset Boulevard |
| • We were lucky | to get tickets

to see this musical
to see this
to get to the theatre |
| • You should go and see | in time
Evita

this wonderful
this performance |

8. Complete the dialogue and act out a similar one:

— Excuse me, what's...

— It's Evita, sir.

— Have you got any...

— You were lucky. There are still... 15 pounds.

— And where... seats?

— In the upper... You may see... over there.

— Then, may we have... circle?

— Yes... Forty...

— Here...

— Thank you. Here... tickets. Row... seats...

— Excuse me,... finish?

— It starts...

9. Agree or disagree:

• The name of Andrew Lloyd Webber is familiar to every Russian.

• Evita was performed in Moscow one day too.

- London is the most wonderful city for theatres.
- Theatrical performances are the most popular entertainments in every country.
- All the entertainments are very expensive every where.

10. Role play.

Imagine you are speaking with an Englishman. Discuss your *approaches* to entertainments.

✓ *approaches* — отношение

Unit thirty three

The British pub

Text

One day David Hill invited a few participants to a pub. The participants were happy to satisfy their curiosity and they accepted the invitation willingly. In the evening they went to the nearest pub.

Pubs are "typically English". Most pubs are friendly and relaxed places where visitors can have some beer and, usually, a simple meal. These days one can also get wine in most pubs. Many also serve coffee, but not tea. You go to the bar to order and pay for your drink. A typical lunch in a pub is a "ploughmans" — bread, cheese and pickle, and sometimes a little salad.

Pubs are not open all day. The owners themselves can decide when to open. Most open for 3 or 4 hours at lunchtime and again from about 6 p. m. to about 11 p. m. In busy areas, pubs may stay open from 11 a. m. to 11 p. m.

Here is the talk between David and Sergei:

Sergei: This looks nice.

David: I like it too. I sometimes come here with my friends.... Let me buy you a few drinks. What would you like to have?

Sergei: Thank you. Just a minute... Well, two halves of bitter and one half of lager, if you please.

David (to Barman): Two halves of bitter and two halves of lager, please.

Barman): And four packs of crisp.

Barman: Seven pounds ninety.

David: Here you are... Thank you... Let's go to that table over there.... Cheers!

Sergei: Cheers! Ah, very good beer, indeed.

David: I'm not a beer addict but I like it.... Would you like the game of darts? It's very popular in our pubs.

Sergei: Yes, but I don't know how to play. Can you show me?

David: Certainly, come on.... You take three darts...

Words and expressions

pub		пивная (сокр. от public house)
happy		счастливый
to be happy		быть счастливым; радоваться
to satisfy	['s{tɪsfɑ]	удовлетворять
will		воля, желание
willing		готовый (сделать что-либо)
willingly		охотно, с готовностью
friendly	['frendlɪ]	дружеский, по-дружески
to relax		расслабляться
relaxed place		место отдыха
beer		пиво
simple		простой
wine		вино
to order		заказывать
ploughman	['plɑʊmən]	пахарь
bread		хлеб
cheese		сыр
pickle		соленье; соленые или

themselves		маринованные огурцы (они)сами
bitter		горькое (темное) пиво
lager		легкое (светлое) пиво
pack		упаковка
crisp		хрустящий картофель
Cheers!	[tʃIeɪz]	Ваше здоровье!
addict	[ˈdɪkt]	увлекающийся; наркоман
beer addict		любитель пива
game		игра
darts		стрелы (как игра)

Exercises

1. Translate into Russian:

- | | |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| • Pubs are friendly and relaxed places.
a simple meal
in most pubs
many serve coffee | • bread, cheese and pickle
the owners of pubs
at lunchtime
in busy areas |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

2. Underline the answers true to the text:

- | | |
|---------------------------------------------|------------------------------------------------------------------------------|
| • Are pubs very popular places in Britain? | Yes, they are.
No, they are not.
It's not quite clear from the text. |
| • What is the most popular drink in pubs? | Beer.
Wine.
Tea. |
| • Can visitors also have a meal in a pub? | Yes, they can.
No, they cannot.
It's not clear from the text. |
| • What is a ploughman? | Bread and cheese.
Cheese and salad.
Bread, cheese and pickle. |
| • When are pubs usually open? | At night only.
In the afternoon only.
At lunchtime and in the evening. |
| • Who regulates the working hours of pubs? | The government.
Nobody
The owners. |
| • When are pubs usually open in busy areas? | Till midnight.
All night long.
Till eleven in the evening. |

3. Sum up what the text said about pubs.

4. Use the verbs in the right forms:

One day David Hill (*to invite*) a few participants to a pub. The participants (*to be happy*) to satisfy their curiosity and they (*to accept*) the invitation willingly. In the evening they (*to go*) to the nearest pub.

5. Make sentences:

- The pub looks nice

It

This place

• I	sometimes	come here	my friends
	often	with	my wife
	usually		my son
			my daughter

- Let me buy you a drink
some beer
some wine
some lager
some bittel

6. Say in what way the following questions are formed:

- What would you like to have?
- Would you like the game of darts?
- Can you show me how to play the game?

7. Complete the dialogues and act out similar ones:

-
- This looks...
- I like... I sometimes come here... Let me buy... What would you...?
- Thank you. Just... Well, two halves... and lager, if you...
- Two halves... And four packs...
- Seven...
- Here... Thank...
-
- Let's go to... Cheers!
- Ah,... beer, indeed.
- I'm not a beer... but... Would you like the game...? It's very...
- Yes, but... Can you...
- Certainly, come... You...

Повелительное наклонение

Imperative Mood

Утвердительная форма 2-е л. <i>Speak English,</i> <i>please.</i> 1-е л. мн. ч. <i>Let's</i> <i>speak English.</i>	Отрицательная форма <i>Don't speak Russian.</i> <i>Don't let's speak Russian</i> <i>now.</i>
----------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

8. Translate into Russian:

- Let's translate it into Russian. Make sentences.
- Complete the dialogue. Act out similar dialogues.
- Let's do this exercise.
Don't let's read this text.
- Let's read it again.
Look up this word!
Let's see this film!
- Let's visit one of the pubs

9. Write down a few questions you would ask an Englishman about pubs.

✓ you would ask — которые бы вы задали

10. Agree or disagree:

- There are a few English pubs in Moscow.

- Beer is a very popular drink in many European countries.
- Beer originated in North America.

11. Role play.

Imagine you are speaking with an Englishman. Discuss British pubs.

Unit thirty four

Greenwich and the Thames

Text

Greenwich is a very beautiful parkland on the outskirts of London, on the bank of the River Thames. The Thames, a major waterway of England, flows from Cotswolds to the North Sea and is about 210 miles long. It flows via Oxford, Reading and London.

Greenwich is famous for Greenwich Mean Time, the Royal Observatory and the National Maritime Museum.

The National Maritime Museum tells the story of Britain and the sea. The star attraction of the Museum is the Neptune Hall, which explains the development of boats from prehistoric times to the present day. In the Nelson Galleries you can see the uniform jacket, with a bullet hole in the left shoulder, which Nelson was wearing when he was fatally wounded at the Battle of Trafalgar in 1805.

The old Royal Observatory is part of the Maritime Museum and consists of a few historic buildings, high on the Hill above the Thames. Early telescopes and time-measuring instruments are displayed in Flamsteed House where John Flamsteed, the first Astronomer Royal, lived. The large Gate Clock measures Greenwich Mean Time, the standard by which time is set all round the world. And you can stand astride the Greenwich Meridian, marked by a brass strip crossing the Observatory courtyard.

On the eve of the visit to Greenwich Mr. Hill and the Group Leader had a talk:

David: Well, tomorrow we are to visit Greenwich, a very picturesque spot of London.

Andrew: Yes, I remember that. I have heard so much about it but I've never been there.

David: I'm sure you all will enjoy the visit. I hope the weather will be as good as it is today.

Andrew: I hope so. The weather has been wonderful these days.

David: I just wanted to ask you for advice. What way would you prefer to get to Greenwich?

Andrew: And what ways are there?

David: Well, we can get there by train, by boat or by DLR. It is not very far.

Andrew: And what way would you like?

David: By DLR. It's a few minutes' ride from the centre. Then we should cross the Thames. There is a special tunnel beneath the Thames to Greenwich. It is called the Greenwich Foot Tunnel. There are two elevators on both banks of the river.

Andrew: Let me ask the participants... I'll be back in a minute... Yes, David, they also prefer DLR. and the walk beneath the Thames. It must be very curious.

Words and expressions

Greenwich	[ˈɡrɪnɪdʒ]	Гринвич, юго-восточная часть Большого Лондона
Greenwich Mean Time		время по-Гринвичу
mean time		среднее солнечное время
the Thames	[ˈtɛmz]	Темза
		✓ С
		наименованиями рек, морей, озер употребляется определенный артикль
the River Thames		
on the outskirts of	[ˈaʊtskɪts]	на окраине
bank		берег
on the bank of		на берегу
major		главный
waterway		водная артерия
to now		течь
Cotswolds=Cotswold		возвышенность Кот-свольд,

Hills		высота 1083 фута (1фут= 30, 48 см)
the North sea		северное море
the North Sea		Северное море
mile		миля (=1,609 км)
via Oxford		через Оксфорд, Город в графстве Oxfordshire севернее Лондона
Reading		Ридинг (город в графстве Berkshire)
observatory	[≡b'z {v≡trI]	обсерватория
maritime		морской
the National Maritime Museum		Национальный морской музей
to tell (told, told)		сказать, говорить, рассказывать
story		история
to tell the story of		рассказать историю
star		звезда
the star attraction		основная достопримечательность
Neptune		Нептун Бог моря, покровитель морей в римской мифологии, в греческой мифологии— Посейдон
the Neptune Hall		Зал бога Нептуна
prehistoric	[,pr'v'hI'storIk]	доисторический
Nelson		Нельсон (1758-1805) Английский адмирал, национальный герой, под его командованием английский флот одержал ряд побед над французским, португальским, датским и испанским флотами
the Nelson Galleries		галерея Нельсона
uniform		военная форма
jacket		френч, куртка
bullet		пуля
hole		отверстие
shoulder		плечо
to wear (wore, worn)	[we≡, w], w]n]	носить
fatal		смертельный
fatally		смертельно
to be wounded	['w]ndId]	раненный
battle		сражение
Trafalgar		Трафальгар, мыс, недалеко от Гибралтарского пролива, принадлежит Испании Здесь в 1805 г английский флот под командованием Нельсона разбил франко-испанский флот, положив конец владычеству

Наполеона на море Тяжело
раненный Нельсон вскоре умер
от полученных ран

to consist of		состоять из
hill		возвышенность, холм
to measure	['meɪzə]	измерить
instrument		прибор
time-measuring instrument		прибор, измеряющий/ показывающий время
to set time (set, set)		ставить время
to stand astride (stood, stood)		стоять, расставив ноги
to mark		отмечать
brass		медный
strip		полоса
to cross		пересекать
courtyard	['kɔːtjɑːd]	двор
eve		канун
*		
on the eve of		накануне
picturesque	[ˌpɪkʃərə'sk]	живописный
spot		место, и^стечко, уголок
advice		совет
to ask somebody for advice		спросить совета у кого либо
to prefer		предпочитать
tunnel		тоннель
beneath		под
foot		1) нога, 2) пешеходный
elevator		лифт
curious	['kjʊəriəs]	любопытный, любозна- тельный

Exercises

1. Read the following:

- | | |
|-----------------------|-------------------------|
| • Greenwich | • the National Maritime |
| Greenwich Mean Time | the Neptune Hall |
| Greenwich Meridian | Nelson |
| John Flamsteed | Trafalgar |
| the first Astronomer | the Thames |
| Flamsteed House | Cotswold Hills |
| the Royal Observatory | Oxford |
| | Reading |

2. Insert articles:

Greenwich is ... very beautiful parkland on ... outskirts of London, on ... bank of River Thames ... Thames, ... major waterway of England, flows from Cotswolds, to ... North Sea and is about 210 miles long.

3. Insert prepositions:

Greenwich is famous ... Greenwich Mean Time, the Royal Observatory and the National Maritime Museum. The Museum tells the story ... Britain and the sea. The star attraction... the Museum is the Neptune Hall. It explains the development... boats.. prehistoric times . the present day ... the Nelson Galleries you can see the uniform jacket... a bullet hole... the left shoulder, which Nelson was wearing when he was fatally wounded ... the Battle... Trafalgar... 1805.

4. Use the verbs in the right forms:

The Old Royal Observatory (*to be*) part of the Maritime Museum and (*to consist*) of a few historic buildings Early telescopes and time measuring instruments (*to display*) in Flamsteed House. The large Gate Clock (*to measure*) Greenwich Mean Time, the standard by which time (*to set*) all round the world.

5. Translate into Russian:

You can stand astride the Greenwich Meridian marked by a brass strip crossing the Observatory courtyard

6. Sum up what the text said about:

- the Thames
- the National Maritime Museum
- the Royal Observatory

7. Match English and Russian equivalents:

on the eve	погода
picturesque spot	предпочитать
the weather	любопытный
to ask for advice	живописное
	местечко
to prefer	поездка
ride	накануне
beneath	спросить совета
curious	под

8. Make sentences:

• Greenwich is	a wonderful place a picturesque spot of London located on the bank of the Thames not far from the centre of London
• I've never been to	London Greenwich Oxford Reading London
• I've heard so much about	Oxford Madame Tussaud's Webber and his musicals
• I'm sure you'll enjoy	the visit the performance the music
• You can get to Greenwich	by bus by train by DLR by taxi by boat

9. Underline the answers true to the text:

• What way of getting to Greenwich did David prefer?	By taxi. By boat. By DLR.
• What is DLR?	It's Docklands Light Railway. It's Dickens Light Railway. It's Dogs Light

• What is the Greenwich Foot Tunnel?

Railway.
It's a tunnel along the Thames. It's a tunnel beneath the Thames.
It's a tunnel between the Thames and Greenwich.

10. Complete the dialogues and act out similar ones:

-
- Well, tomorrow we are to visit... spot...
- Yes, I remember that. I have heard... but...
- I'm sure you all... I hope the weather...
- I hope... The weather has been...
-
- I just... advice. What way...
- And what ways...
- Well, we can get... It's... far.
- And what.. like?
- By DLR. It's... ride from the centre. Then we should cross... There is a special... It is called... There are two...
- Let me ask... I'll be back... Yes, they also prefer... and the walk .. It.. curious.

Конструкции there is, there are

Конструкции употребляются, когда необходимо сказать, что (кто) и где находится

Утвердительная форма	Вопросительная форма	Отрицательная форма
ед.ч. <i>There is a tunnel beneath the Thames near Greenwich.</i>	— Is there a tunnel near Greenwich? — Yes, there is one No, there isn't any.	There is no tunnel near Big Ben
мн. ч. <i>There are a few tunnels beneath the Thames.</i>	— Are there a few tunnels there? — Yes, there are a few. No, there aren't any.	There are no tunnels in Oxfordshire.

11. Make sentences:

- There is a | place | to visit | i
- spot
- park
- There are a | picturesque | in
- parks
- museums
- There are a | things | to
- few | matters | discuss now
- questions
- problems

- To my mind there are no | tunnels beneath ...
- | Maritime ...Museums
- | ... observatories...

12. Say a few words about:

- a maritime museum in Russia
- your favourite museum
- a picturesque spot in the city where you live
- a river flowing through your town.

Unit thirty five

Business contacts

Text

On a certain day Ivan, one of the participants of the group decided to telephone the English businessman with whom he had been doing business for some time. Before he left Moscow he had contacted the Englishman and told him he would be in London soon. And they decided to meet in the London office of the Englishman. *Thus he telephoned the Englishman to make an appointment for the next day.*

Ivan: My name is Smirnov. I'd like to speak to Mr. Frieser, please.

Voice: There is no one by name of Freiser. I'm afraid you have the wrong number. What number were you calling?

Ivan: I was dialing 7—2992.

Voice: Oh, but this is 7—2993.

Ivan: I'm sorry to have bothered you.

Voice: That's quite all right.

Secretary: Mr. Freiser's office here.

Ivan: May I speak to Mr. Freiser, please?

Secretary: Who is that calling, please?

Ivan: My name is Smirnov. I came from Moscow a few days ago and I wanted to meet Mr. Freiser. We spoke about our meeting while I was still in Moscow.

Secretary: I'm sorry Mr. Freiser is busy now. He is in conference. How could he contact you later?

Ivan: I'm staying at the Sherlock Holmes Hotel. My room number is 346. I'll be in at about six in the evening.

Secretary: Very good. He will contact you then.

Mr. Freiser: Ivan, is that you? Good evening.

Smirnov: Good evening, Frank. I'm very glad to hear you.

Mr. Freiser: So am I. When shall we meet?

Smirnov: I have some free time tomorrow morning.

Mr. Freiser: Splendid. Let's make an appointment for ten. *Smirnov:* It suits me all right.

Mr. Freiser: Then our driver will pick you up at the hotel at a quarter to ten. Our office is not far away.

Smirnov: I'll be happy to see you and discuss our enquiry then.

Mr. Freiser: Likewise. I'll be grateful if you could join me for lunch.

Smirnov: Thank you. I'll be glad to. See you tomorrow.

Words and expressions

with whom		с кем
He had been doing business with...		Он работал (имел дело) с ...
wrong	[rɒɪ]	неправильный
to bother		беспокоить
while		пока
to dial	[daɪəl]	набирать (номер)
to be in conference		быть на конференции (переговорах и т. д.)

to suit		устраивать
It suits me all right		Меня это очень устраивает.
enquiry	[In'kwaɪɜrɪ]	запрос
I'll be grateful if you could...		Буду вам благодарен, если вы ...

Exercises

1. Match English and Russian equivalents:

on a certain day	До того как уехать из Москвы, он связался с этим англичанином.
He telephoned an Englishman with whom he had been doing business for some time.	Он сказал англичанину, что скоро будет в Лондоне.
Before he left Moscow he had contacted the Englishman.	Он позвонил англичанину, чтобы договориться с ним о встрече на следующий день.
He told the Englishman he would be in London soon.	Он позвонил англичанину, с которым он уже работал некоторое время.
He telephoned the Englishman to make an appointment for the next day.	в один определенный день

2. Sum up whom Ivan wanted to telephone that day.

3. Choose the correct variant:

- My name (*is, are*) Smirnov. I'd like (*speak, to speak*) to Mr. Freiser, please.
- There (*is, are*) no one by name of Freiser. I (*am, is*) afraid you (*have, has*) the wrong number. What number (*was, were*) you calling.
- I (*was, were*) calling 7—2992.
- Oh, but this (*is, are*) 7—2993.
- I'm sorry (*to have, have*) bothered you.
- That (*is, are*) quite all right.

4. Insert articles, if necessary:

- I came from Moscow... few days ago.
- He is in... conference.
- I'm staying at... Sherlock Holmes Hotel. My room number is... 346.
- I'll be in at about six in... evening.
- Let's make... appointment then.
- Oui diiver will pick you up at... hotel at... quarter to ten.
- I'll be grateful if you could join me for... lunch.

5. Insert prepositions:

- I'd like to speak... Mr. Freiser, please.
- There is no one... name of Freiser.
- I came... Moscow.
- We spoke.. our meeting while I was still... Moscow.
- I'm staying... the Sherlock Holmes Hotel.
- I'll be in... about six.... the evening.

Let's make an appointment... ten.
Our driver will pick you up... the hotel... a quarter... ten.
I'll be grateful if you could join me... lunch.

6. Find the English equivalents in the text:

- Вы набрали неправильный номер. • Когда мы встретимся? Давайте встретимся в де
- Какой номер вы набирали? сять.
- Извините за беспокойство. Меня это устраивает.
- Кто звонит? Наш шофер заедет за
- Г-н Фрейзер занят. Он на вами.
- заседании. Наш офис совсем
- недалеко.
- Буду рад встретиться с
- Как с вами связаться позже? вами
- Я буду в гостинице около и обсудить наш запрос.
- шести. И я тоже.
- Буду благодарен, если вы
- согласитесь на ланч.

7. Complete the dialogues and act out similar ones:

-
- My name is Smirnov. I'd like...
- There is no one... I'm afraid you have... What... calling?
- I... 7-2992.
- Oh... 7-2993.
- I... to have bothered you.
- That's...
-
- Mr. Freiser's office...
- May I...
- Who... calling...
- My name is Smirnov. I came... ago and I wanted... We spoke about our meeting...
- I'm sorry... busy... conference. How... contact you...
- I'm staying... My... 346. I'll be in...
- Very... He will...
-
- Ivan, is... . evening.
- Good evening, Frank. I'm very...
- So am... When... meet?
- I have.... tomorrow morning.
- Splendid. Let's... for ten.
- It suits...
- Then our driver... Our office... away.
- I'll be happy...
- Likewise. I'll... lunch.
- Thank you. I'll be glad to. See...

Правила согласования времен

The rules of the sequence of tenses

Если в главном предложении глагол стоит в одном из прошедших времен, то в придаточном дополнительном предложении (отвечающем на вопрос "Что?"), также употребляется одно из прошедших времен. Например:

He told him she was in London.

He told him she had been to London a few times.

He told him he would be in London soon.

I said my name was Mary.

I said I had been to London a few times.

I said I would try to go to London the next summer.

8. Translate into Russian:

• Ivan said his name was Smirnov.
He said he wanted to speak to Mr. Freiser.

The stranger said there was no one by name of Freiser there.

He said Ivan had dialed the wrong numbek.

Ivan said he was sokky.

• The secretary answered that Mr. Freiser was in conference. She promised that Mr. Freiser would contact him later.

Mr. Freiser said that their driver would pick him up.

They decided they would discuss the enquiry.

They also decided they would have lunch together.

9. Make sentences:

Mr. Freiser said

the office was not far away
he would be glad to have lunch together with Mr. Smirnov
he would be happy to see Ivan

10. Complete the following sentences:

Ivan said ...

The secretary answered that ...

Ivan told Mr. Freiser that ...

They decided that ...

Mr. Freiser said he would be grateful...

The text said the businessmen had agreed to meet ...

Unit thirty six

At the office

Text

At the appointed time Ivan arrived at Mr. Freiser's office by car. Mr. Freiser greeted Ivan with warm smiles and kind words.

Frank: Oh, Ivan I haven't seen you for ages. How are you getting on these days?

Ivan: Not bad. I hope you are doing well too.

Frank: I would say so. How are your classes, young man?

Ivan: I understand you are kidding but I like the sessions we are having here. There are a few important things I have learned here. And I've met some businessmen whose business looks very promising for us.

Frank: Good for you. And would you like some tea or coffee before we get down to business.

Ivan: Some coffee, please.

Frank: The secretary will bring coffee for us in a minute.

Ivan: I believe we could speak about our business now, if you don't mind.

Frank: I agree with you here. We studied your enquiry for our security devices and we could offer you some very modern ones.

Ivan: Could I see them while I'm here? Then it will be much easier for me and the General Director of my company to make a decision about the range of devices to buy.

Frank: No problem. Our Production Director will take you to our production shop and you will see all the devices we are offering to our customers at present. We have sold quite a lot of each type and we have not got a single complaint. They have never failed our customers.

Ivan: It sounds very convincing. And will the Production Director be coming soon?

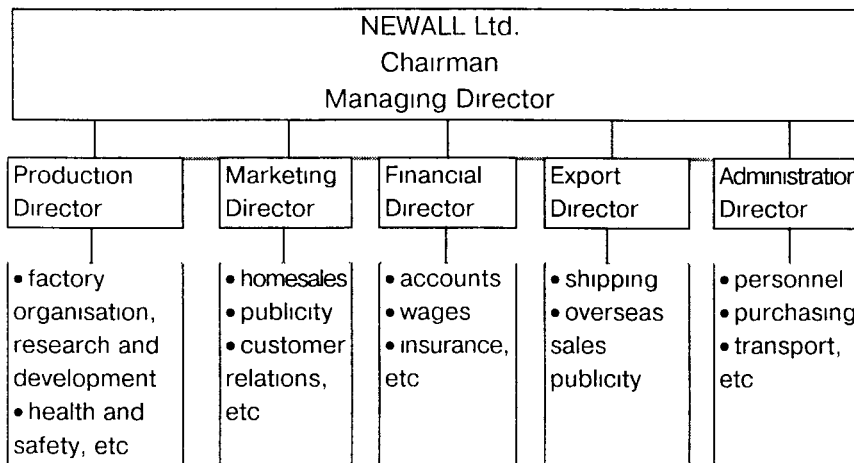
Frank: The Secretary will invite him after we have coffee.

Ivan: I see.

Frank: By the way, here is the latest organigram of our company. You may have a copy if you wish.

Ivan: Thank you. It will help me to speak with the Production Director.

Here is the organigram of Mr. Freiser's company:



Words and expressions

warm	[w]m]	теплый
smile		улыбка
age		век, возраст
I haven't seen you for ages.		Не видел вас целую вечность.
get on		поживать
How are you getting on?		Как поживаете?
to kid		шутить
Are you kidding?		Вы шутите?
security		безопасность
device		прибор, приспособление
modern		современный
much easier		намного легче
production		производство
production director		начальник производства
production shop		цех
type		тип, вид
complaint		жалоба, претензия
to fail		подводить; не суметь ✓ Часто переводится от-рицательной частицей не. Например: He failed to send a letter in time. (Он не отправил вовремя письмо)
to fail somebody		подводить кого-либо
to convince	[kɛn'vɪns]	убеждать
convincing		убедительный
to sound convincing		звучать убедительно
organigram		схема управления
managing		управляющий
research	[rɪ'sɜːtʃ]	исследования
health	[helθ]	здоровье, охрана здоровья
safety		безопасность
homesales		продажи внутри страны,

publicity		внутренняя торговля
relations		реклама, известность
customer relations		отношения
		отношения (связи) с покупателями
wages		заработная плата, обычно — для рабочих; для служащих — <i>salary</i>
insurance	[In'ʃuərəns]	страхование
shipping		отгрузки (транспорт)
personnel to purchase	[,pɜːsnəl]	штат, персонал покупать
<i>syn. to buy</i>		

Exercises

1. Read the following:

- | | |
|----------------------------------|---------------------------------------|
| • How are you getting on? | • I like the sessions we are having. |
| I hope you are doing well. | This business looks promising for us. |
| How are your classes, young man? | The secretary will bring some coffee. |
| I understand you are kidding. | We are offering these devices now. |
| | He is Managing Director. |

2. Underline the answers true to the text:

- | | |
|-----------------------------------------------------------------|----------------------------------------------------------------|
| • With what did the businessmen start the talk after greetings? | With Ivan's sessions. |
| | With speaking about devices Mr. Freiser's company produced. |
| | With discussing the company's organigram. |
| • Did Mr. Freiser offer anything to drink? | Yes, he did, he offered tea only. |
| | Yes, he did, he offered coffee only. |
| | Yes, he did, he asked what Ivan wanted to have, tea or coffee. |
| • Had Ivan sent any enquiry to Mr. Freiser? | Yes, he had. |
| | No, he hadn't. |
| | It is not quite clear. |
| • What devices did Mr. Freiser offer? | Some security devices. |
| | Some modern transport devices. |
| | Some safety devices. |
| • Did Ivan want to see these devices on the production floor? | Yes, he did. |
| | No, he didn't |
| | It is not quite clear. |
| • Who was to show Ivan round the factory and offices? | The Managing Director. |
| | The secretary. |
| | The Production Director. |

3. Insert prepositions:

... the appointed time Ivan arrived... Mr. Freiser's office... car. Mr. Freiser greeted Ivan... warm smiles and kind words.

Oh, Ivan, I haven't seen you.. ages.

Would you like tea or coffee... we get down... business?

The secretary will bring some coffee... us... a minute.

I believe we could speak... our business now.

I agree. . you.

4. Insert articles, if necessary:

It will be much easier for me and ... General Director of my company to make .. decision about... range of devices to buy.

Our Production Director will take you to our production shop and you will see all... devices we are offering to our customers at... present.

We have sold quite... lot of each type and we have not got... single complaint.

5. Choose the correct variant:

They (*have, has*) never failed our customers.

It (*sound, sounds*) very convincing.

And will the Production Director (*coming, be coming*) soon?

The secretary will invite him after we (*have, had*) coffee.

You may (*have, had*) a copy of the latest organisation of our company.

6. Match English and Russian equivalents:

I haven't seen you for ages.	Вы хотите кофе, пока мы
How are you getting on?	не приступили к делам.
I hope you are doing well	Мы могли бы поговорить о
too. Would you like some	делах, если вы не возражаете.
coffee before we get down to	Я с вами согласен.
business?	Мы не виделись целую
We could speak about our	вечность. Как у вас идут
business, if you don't mind.	дела?
I agree with you here.	Надеюсь, что у вас тоже
	все хорошо.

7. Find equivalents in the text:

Мы рассмотрели ваш запрос на наши охранные устройства, и можем предложить вам очень современные устройства.

Можно, их посмотреть, раз уж я здесь?

Мне и генеральному директору будет намного легче решить, какие именно устройства нужно купить.

Наш начальник производства покажет вам производственный цех.

Вы увидите все устройства, которые мы предлагаем сейчас нашим покупателям.

Мы уже продали достаточно большое количество. Мы не получили ни одной жалобы.

Они ни разу не подвели наших покупателей.

Это звучит очень убедительно.

8. Complete the dialogue and act out a similar one:

— I believe we could get down to business, if you don't...

— I agree with you here. We studied... and we could offer...

— Could I see...? When it will be much easier... range of devices to buy.

— No problem. Our... take you to our production... and you will see all... We have sold... not a single... They... failed...

— It sounds...

9. Translate into Russian:

Frank said they had not met for ages.

He asked Ivan how he was getting on.

Ivan answered that he was doing well.

When Frank asked him about his classes he understood that Frank was kidding a little.

Ivan confirmed that he liked the sessions and the Programme on the whole.

Before they got down to business Frank asked him if he wanted some coffee or tea.

Frank also said the secretary would bring some coffee very soon.

10. Have a look at the organigram of Mr. Freiser's company and say for what each director was responsible.

11. Say what director Mr. Freiser was, to your mind.

12. Imagine you work for a certain company. Make its organigram.

Unit thirty seven

The goods to be bought

Text

The Production Director showed Mr. Smirnov round the factory and answered a lot of questions of his. There were especially many questions asked on the production floor. The Production Director told Mr. Smirnov about the products of the company. Mr. Smirnov was greatly impressed by the number of the new products and by their sophistication. Then the Production Director showed Mr. Smirnov the different departments of the company and introduced him to the management team. When all was seen and spoken of the Production Director took Mr. Smirnov to Mr. Freiser's office.

Frank: And what do you think of all that you've seen?

Ivan: Oh, it's very interesting and impressive. It's a very good set-up: modern factory, good labour force.

Frank: That's true. We have been in this business for over ten years. Besides we are planning to expand. Our annual turnover is about twenty million pounds.

Ivan: Then our business will be too small for you, I'm afraid.

Frank: You are wrong here, I'm sure. We try to satisfy all our customers. And we treat them all with high esteem.

Ivan: By the way, could I have some material on your products? I should study the assortment you offer before we discuss other matters relating to the enquiry, or to our future contract.

Frank: Naturally you will have all the publicity brochures and leaflets. They contain all the technical details. We have prepared a pack for you. *Ivan:* Thank you very much. That's very considerate of you.

Frank: And when will you be able to tell us what devices exactly interest you?

Ivan: Most probably I'll look through all the materials tonight, then contact our General Director and tomorrow I'll give you our reply.

Frank: Hard work, isn't it? But certainly it's better to discuss all the details while you are here in London. Now let's make a break and enjoy lunch at the restaurant just across the street.

Words and expressions

factory		завод, фабрика
to show somebody round		показать кому-либо
the factory		завод/фабрику
lot		много
a lot of questions of his		много его вопросов
product		продукт, товар
impressive		впечатляющий, значи- тельный
sophistication	[,sɒfɪstɪ'keɪʃn]	изощренность, утонченность
team		команда
management team		команда руководителей
labour	['leɪbə]	рабочая сила
to expand		расширять (ся)
annual		ежегодный, годовой
turnover	['tɜːn,əʊvə]	товарооборот
to treat somebody		относиться к кому-либо
high	[haɪ]	высокий
esteem		уважение
to relate		относиться
relating to...		относящийся к
brochure	['brɒʃʊə]	брошюра
leaflet		брошюра, рекламная лис- товка
to contain		содержать
considerate		внимательный
That's considerate of you		Вы очень вниматель

to interest	ны/любезны
to reply	интересовать
reply	отвечать
hard	ответ
	твёрдый, упорный, тяжёлый
across	через (на другой стороне)
Just across the street	через дорогу

Exercises

1. Underline the answers true to the text:

• Where did Ivan ask especially many questions?	At Mr. Freiser's office. On the production floor. In one of the departments of the company.
• Did the Production Director speak about the products?	Yes, he did. No, he didn't. It is not quite clear
• What was Ivan's impression of the devices?	He wasn't impressed at all. The text said nothing about it. He was positively impressed.
• Did the Production Director show Ivan only the production shop?	Yes, he did No, he didn't. He also took Ivan to one of the departments. No, he didn't. He also took Ivan to a few departments of the company.
• Did Ivan meet any other directors of the company?	Yes, he did. No, he didn't. It was not quite

2. Read the following:

• in this business by the way That's true	• That's very considerate of you. Then our business will be too small for you, I'm afraid. We treat them all with high esteem. Let's enjoy lunch at the restaurant just across the street
-------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

3. Insert prepositions:

What do you think .. all that you have seen?

We have been this business over ten years.

We treat our customers... high esteem.

Could I have some material... your products?

I should study the assortment before we discuss other matters relating the enquiry, or.. our future contract.

We have prepared a pack of materials ... you.

That's very considerate. . you.

I'll look... all the materials tonight.

4. Insert articles:

It's.. very good set-up: modern factory, good labour force.

I should study... assortment you offer.

Then we shall discuss other matters relating to... enquiry.

You will have all ... publicity brochures and leaflets.
They contain all... technical details.
I'll look through all. materials tonight.
It's better to discuss all .. details.
We have prepared... pack for you.
Now let's make... break.

5. Choose the correct variant:

What do you think of all that you (*have, has*) seen?
We (*have, has*) been in this business for over ten years.
I should study the assortment before we (*discuss, discusses*) other matters
We (*have, has*) prepared a pack for you.
When will you be able to tell us what devices exactly (*interests, interest*) you?

6. Use the verbs in the right forms:

Most probably I (*to look*) through all the materials tonight, then (*to contact*) our General Director and tomorrow I (*to give*) you our reply.

It's better to discuss all the details while you (*to be*) here in London.

Now let's make a break and (*to enjoy*) lunch at the restaurant

7. Complete the dialogues and act out similar ones:

- — And what do.. you've seen?
— Oh, it's set-up: modern ...
— That's true. We have been in. ten years. Besides... to expand. Our annual turnover...
— Then our... too small for you..
— You are wrong ... We try to satisfy ... And we treat them all .
- — By the way, could I have... I should study... before... or to our future...
— Naturally, you .. publicity... and leaflets. They contain. . We... a pack .
— Thank you... That... considerate...
- — And when .. to tell us what devices... ?
— Most probably I'll look through... then contact... and tomorrow.. reply.
— Haid woik, isn't it? **But** certainly it is better... while you... Now let's... and enjoy... across the street.

8. Make sentences:

- Mr. Freiser said | they had been in business...
| they were planning to expand...
| their annual turnover was about. .

9. Complete the sentences:

- Frank asked Ivan what he thought ..
- Ivan answered it was interesting ...
- Frank underlined they had been in this business ...
- He also added they were planning ...

10. Repeat what else each of the businessmen said.

11. Write down all the sentences relating to:

- the factory
- the company
- the goods to be bought

Unit thirty eight

Ordering the devices

Text

After Ivan Smirnov had a fact-finding visit to Newall Ltd. *he* studied the materials he got and reported the results of his visit and survey to the General Director. In the morning he telephoned Mr. Freiser and made an

appointment for 11 a. m. the same day. Thus they met at Mr. Freiser's premises at 11 and after some preliminaries they got down to business.

Frank: Judging by your early call this morning you have brought us good news, haven't you?

Ivan : That's true. Last night I spoke with my General Director and he gave me the go-ahead to the purchase. And here is the list of the devices we are interested in.

Frank: And how many devices of each type are you ordering?

Ivan : 5 of each the five types, or 25 all in all.

Frank: It is rather disappointing, I should say.

Ivan : I agree with you here. It's a rather small order. But it's a trial order. If our customers are satisfied with the devices they will order some more. Meanwhile we'll contact our customers in a few other cities in Russia. They might be interested too.

Frank: And speaking about your trial order, when do you need the devices?

Ivan: Can you deliver them next month?

Frank: At the earliest we can deliver them during the second half of the month. And how do you want us to ship the goods?

Ivan: By air, this time. They are not very heavy and besides our customers are impatient to test them as soon as possible.

Frank: If I understand you properly you would like us to ship them on cif terms by plane. The cif prices will be much higher than the basic prices stated in our brochures.

Ivan: Then let's discuss the price now.

Frank: Shall we have some coffee or tea first?

Ivan: I don't mind a break at all.

Words and expressions

fact		факт
to report		сообщать
result		результат
survey	[s≡'veI]	обследование, обзор
preliminaries	[prI'lImIn≡rIz	вступительная беседа,
]	подготовительные пере-
		говоры /мероприятия
to judge	[≥\≥]	судить
judging by		судя по
news		новости
go-ahead		одобрение
all in all		всего
to disappoint		разочаровывать
I should say		я бы сказал
trial		пробный
trial ordeI		пробный заказ
meanwhile	[,m√n'waII]	тем временем, пока
to deliver		поставлять
next month		в следующем месяце
at the earliest		самое раннее
to ship		отгружать
air		воздух
by air		самолетом
this time		на этот раз
heavy	['hevI]	тяжелый
impatient		нетерпеливый
to test		испытывать
test		тест, испытание
properly		должным образом
cif (CIF, c.i.f., C.I.F.) =	['si 'ai 'ef]	сиф (стоимость, страхование,

cost, insurance, freight

фракт); условия поставки сиф,
при кото

рых продавец отвечает за
транспортировку и стра
хование товара
на условиях сиф
намного выше

on cif terms
much higher

Exercises

1. Read the following:

- during morning in the morning fact-finding
- ordering judging speaking disappointing

- It's rather disappointing. He had a fact-finding visit. In the morning he telephoned Mr. Freiser.
- How many devices are you ordering? We can deliver them during the second half of the month.

2. Underline the answers true to the text:

• Did Ivan Smirnov contact his chief before he telephoned Mr. Freiser?

Yes, he did.
No, he didn't.
It's not quite

• For what time did he make an appointment with Mr. Freiser?

clear
For 10 o'clock.
For 11 o'clock.
For 11.30.

• Where did the meet?

At the hotel.
At Mr. Freiser's office.
The text did not mention it.

• Who gave OK to the purchase?

Mr. Freiser did.
Mr. Smirnov did.
Mr. Smirnov's chief.

• How many devices did the Russian company want to buy?

20.
5.
25.

• Was it a trial order?

Yes, it was.
No, it wasn't. It was the only order the Russian company wanted to make.

• When did the Russian company want to have the devices?

Mr. Smirnov said nothing
The same month.
The next year.
The next month.

• On what terms did they want to have the goods delivered?

On cif terms.
Mr. Smirnov said nothing about it.

• How did Mr. Smirnov want the goods to be shipped?

Mr. Freiser proposed cif
By ship.
By plane.
He said nothing about it.

3. Match English and Russian equivalents:

fact-finding visit	Тем временем мы
He reported the results of his survey to the Director.	свяжемся с нашими другими клиентами. Возможно, они тоже проявят интерес.
After some preliminaries they got down to business.	Он доложил директору о результатах ознакомления.
Judging by your early call.	визит с целью выяснения отдельных вопросов
He gave me the go-ahead to the purchase.	Он дал согласие на эту закупку.
It's rather disappointing.	Судя по вашему раннему звонку...
Meanwhile we'll contact some other customers	После обмена некоторыми предварительными фразами они перешли к делу
They might be interested too.	Я очень разочарован!

4. Insert prepositions:

He reported the results of his visit ... the General Director
The businessmen made an appointment... 11 o'clock the same day
They met... Mr. Freiser's premises.
After some preliminaries they got down ... business.
Judging... your early call the news is good.
The Director gave me the go-ahead... the purchase
Here is the list ... the devices we are interested.
If our customers are satisfied ... the devices they will order some more

5. Insert articles:

It's ... rather small order.
It's... trial order Meanwhile we'll contact our customers in... few other cities in Russia.
When do you need.. devices?
At... earliest we can deliver them during ... second half of... month.
How do you want us to ship ... goods?
... cif prices will be much higher than ... basic prices stated in our brochures
Let's discuss ... prices now.
I don't mind... break now.

6. Use the verbs in the right forms:

Judging by your early call you (*to bring*) us good news.
Last night I (*to speak*) with my General Director and he (*to give*) me the go-ahead to the purchase.
If our customers (*to be satisfied*) with the devices they will order some more.
If our customers (*to like*) your devices they (*to order*) some more.
If they (*to be happy*) about your devices they (*to make*) another order.
If they (*to be interested*) in your goods we (*to make*) a few more contracts.

7. Complete the dialogues and act out similar ones:

- - Judging by.... good news, haven't you?
 - ... true. Last night.... go-ahead to... And here is.. interested in.
 - And how many...
 - ... all in all...
 - ... disappointing...
 - I agree.. It's... But... trial... If our customers... Meanwhile we'll contact... They might...
- - And speaking about your trial. . when... need...

— Can... next..

— At the earliest... half... And how do you want us

— By air, this... They... not heavy and besides... impatient... as possible.

•

— If I understand you properly you.... cif terms by... The.... much higher than...

— Then let's..

— Shall we have...

— I don't mind...

8. Sum up how the devices were ordered.

Разделительные вопросы, вопросы-переспросы

Disjunctive questions

Эти вопросы образуются с помощью соответствующего вспомогательного глагола в отрицательной форме и местоимения, соответствующего подлежащему главного предложения.

Например:

We shall have a break, shan't we?

You have brought us good news, haven't you?

You speak English, don't you?

They are discussing the terms of delivery, aren't they?

В русском языке в аналогичных случаях мы употребляем слова "... да?", "... нет?" или "правда?".

9. Translate into Russian:

Last night you spoke to the General Director, didn't you?

Mr. Smirnov had a fact-finding visit, didn't he?

He studied all the materials, didn't he?

He reported the results to the Director, didn't he?

He telephoned Mr. Freiser in the morning, didn't he?

They made an appointment for 11, didn't they?

It's a small order, isn't it?

It's rather disappointing, isn't it?

You agree with me, don't you?

You agree to that, don't you?

We shall discuss it after the break, shan't we?

10. Answer the following questions:

- It is very easy to put disjunctive questions, isn't it?
- All the examples are very clear, aren't they?
- These questions are used very often, aren't they?

Unit thirty nine

Prices

Text

After a coffee break the businessmen resumed their talk:

Ivan: And now comes the price problem.

Frank: As far as I understand you want us to pay airfreight and insure the devices during their shipment.

Ivan: For our trial order these terms are preferable for us. Could you give me your idea of the cif price for each of the devices then?

Frank: Before the break I made some calculations and asked the secretary to type the price list on this basis.

Ivan: Very good.

Frank: Oh, here it is ... Thank you, Nancy.... Now, Mr. Smirnov, you may have a look at the prices. The total sum is three thousand pounds.

Ivan: I certainly admit it's a small order. Therefore I shall not mention discounts you usually grant us. But don't take it as a precedent. When we make contracts in future we hope we shall have a certain discount off

prices. *Frank*: We shall certainly discuss this matter in every particular case. If you mention future contracts there is a question I would like to ask you. Will you always prefer cif prices and shipment by plane?

Ivan: Oh, no. Far from it. Only in this particular case we have chosen shipment by plane and cif terms. But in future, if nothing extraordinary happens, we shall practice fob Tilbury terms, as usual.

Frank: Fine. No objections on our part. Shall we have a standard contract for your trial order? *Ivan*: I suppose so. If you can have it prepared now it would be splendid. I'll sign it. I have the power of attorney.

Frank: And what would you say if I propose to sign it in the evening before our dinner. We could have dinner at the restaurant of your choice.

Ivan: OK. There is a good cosy restaurant near the hotel. It's called White and Red Roses.

Frank: Fine. I'll be waiting for you in the lobby at seven p. m.

Ivan: See you at seven then. Goodbye.

Words and expressions

airfreight	[ˈeɪfrɛɪt]	авиафрахт — стоимость перевозки груза на самолете
to insure shipment		страховать отгрузку
preferable	[ˈprefrəbəl]	предпочтительный
to type		печатать
price list		прейскурант
to admit		допускать
to mention		упоминать
precedent	[ˈpresɪdɛnt]	прецедент
particular		частный, особый, особенный, данный
in every particular case		в каждом отдельном случае
far from it		ничего подобного
extraordinary	[ˌɛkˈstrɔːdnəri]	чрезвычайный
ant. ordinary		обычный
to happen		случаться
fob (FOB, f.o.b. F.O.B.) = free on board	[ˈfəʊbɔːrd]	фоб, свободно на борт — условия поставки, при которых продавец несет ответственность за товар до момента его поставки на борт судна/самолета
on fob terms		на условиях фоб
as usual	[əzˈjuːl]	как обычно
objection		возражение
to object		возражать
No objections on our part.		Никаких возражений с нашей стороны.
power of attorney	[ˈpaʊər əv ˈɔːnɪ]	доверенность
cosy		уютный

Exercises

1. Read the following:

- | | |
|--------|---------------------------------------|
| • when | • It would be splendid. |
| will | What would you say to that? |
| want | I have the power of attorney. |
| where | I'll be waiting for you in the lobby. |
| would | We could have dinner later. |
| wait | |
| what | |

- Shall we have a standard contract?
- Shall we discuss the terms of delivery?
- Shall we discuss the fob terms?
- Shall we discuss the cif terms?
- Shall we discuss the price then?
- Shall we discuss the discount then?
- Shall we have a break?

2. Underline the answers true to the text:

• What first matter did the businessmen discuss after the break?	The time of delivery. The price problem. The terms of delivery.
• Who was to pay the air-freight?	The Russian company, the Buyers. The English company, the Sellers. The businessmen did not mention this fact.
• Who was to insure the devices?	The Buyers. The Sellers. It is not quite clear.
• Did Mr. Freiser give Mr. Smirnov the cif prices during the talk?	No, he didn't because Mr. Smirnov didn't ask for them. No, he didn't because the secretary didn't type them. Yes, he did, as the secretary typed them and brought them to Mr. Freiser during the talk.
• Did Mr. Smirnov ask Mr. Freiser to give them a discount for this particular order?	No, since he admitted it was a small order. Yes, though he admitted it was a small order. Mr. Smirnov never mentioned a discount during the talk.
• Did Mr. Freiser make a hint that in future they might give a discount?	Yes, he did. No, he didn't. He mentioned a discount of 10 per cent.
• What terms of delivery did the Buyers usually practice in dealing with this particular company?	FOB Tilbury. CIF Sheremetievo. It is not quite clear.
• When did the businessmen plan to sign the Contract?	The next morning after Mr. Smirnov got the power of attorney. As soon as Mr. Smirnov could get the power of attorney. The same evening, since it was necessary only to prepare the Contract itself.

3. Underline the verbs in the following sentences:

- Shall we sign the Contract then?
- Shall we resume the talks?
- Shall we discuss the price problem first?
- Could you give me your idea of the price?

Could we hope to have discounts for our future Contracts?
 Could we sign the Contract tonight?
 Will you always prefer cif terms?
 Will you always prefer shipment by air?
 Will you give us your fob prices now?
 Would you give us your fob prices now?
 Could you give us your fob prices now?
 May I have your fob prices now?

4. Match English and Russian equivalents:

And now comes the price problem.	Насколько я понимаю...
As far as I understand...	Для пробного заказа именно эти условия предпочтительны.
You wanted us to pay air-freight, didn't you?	Вы хотели, чтобы мы оплатили стоимость авиаперевозки, да?
You wanted us to insure the goods, didn't you?	Вы хотели, чтобы мы застраховали товар, да?
For our trial order these terms are preferable.	А теперь обсудим вопрос о цене.

5. Insert prepositions:

Could you give me your idea... the price... each . the devices then?
 ... the break I asked the secretary to type the price list.. this basis.
 Now you may have a look... the prices.
 When we make contracts... future we hope we shall have a certain discount... the prices.
 We shall discuss this matter... every particular case.

6. Insert articles:

There is... question I would like to ask you.
 Shall we have... standard contract for your trial order?
 I have... power of attorney.
 I propose to sign it in... evening.
 We could have dinner at... restaurant of your choice.
 There is... good restaurant near... hotel.
 I'll be waiting for you in... lobby.

7. Choose the correct variant:

If you mention future contracts there (*is, are*) a question I (*would, will*) like to ask you.
 Only in this particular case we (*has, have*) chosen shipment by plane.
 Only in this particular case we (*are, have*) chosen cif terms.
 If nothing extraordinary (*happen, happens*) we shall practice fob Tilbury term.
 If you can (*have, has*) prepared it now it (*would be, is*) splendid.

Придаточные предложения условия и времени "If" and "when" clauses

Если в придаточных предложениях условия и времени говорится о действиях, которые должны произойти в будущем, то, глагол в этих предложениях употребляется в настоящем времени.

Например:

*When we **make** contracts in future we shall give you a discount.*
*If we **make** contracts in future we shall always give you discounts.*
*If we **meet** in the evening we shall sign it then.*
*We shall sign it when we **meet** in the evening.*

8. Use the verbs in the right forms:

When we (to *make*) contracts in future we hope we shall have a certain discount off the price.
 If nothing extraordinary (to *happen*) we shall practice fob Tilbury terms.
 If nothing extraordinary (to *occur*) we shall buy goods on fob terms.
 If you (to *prepare*) it today we shall sign it today.
 We shall sign it as soon as you (to *prepare*) it.
 We shall sign it after we (to *discuss*) all these details.

We shan't sign it before we (*to discuss*) all these particulars.

9. Complete the dialogues and act out similar ones:

- — I certainly... small... Therefore... mention discounts you usually... But don't take it as a... When we make ...
- We shall certainly...
- — If you mention future Contracts there... question... ask... Will you always prefer...
- Oh no. Far from it. Only in this particular... But in future if nothing extraordinary... as usual.
- Fine. No... on our part.

10. Act out the dialogues between Ivan and Frank:

- When they speak about airfreight, insurance and prices for this Contract.
- When they agree to sign the Contract in the evening.

11. Sum up how the businessmen agreed on the prices.

12. Agree or disagree:

- It is usually very difficult on the price.
- The Sellers always agree to give a discount.
- The Buyers always ask the Sellers to grant them a discount.

Unit forty

Contracts in foreign trade

Text

Here is a part of the Contract Mr. Freiser handed over to Mr. Smirnov in the evening:

Contract № 27/97

This number must be quoted
on all correspondence

London

20 November 1997

Newall Ltd., hereinafter referred to as the *Sellers* on the one hand and Messrs. **Rusimport**, hereinafter referred to as the *Buyers*, on the other hand, have concluded this Contract, whereby the Sellers sold and the Buyers bought on the terms and conditions stated herein, subject to the Standard Conditions of Sale attached to this Contract and forming an integral part thereof 25 SECURITY DEVICES as set out in the Specification attached to the Contract and forming another integral part thereof.

The total price is 3,000 pounds sterling to be understood CIF She-remetievo Airport, Moscow, Russia.

The goods are to be delivered before the 25 December, 1997.

Payment is to be effected in GBP under an irrevocable divisible letter of credit established by the Buyers with the first class bank correspondent of Barclays Bank, London against the following shipping documents:

- Air Waybill
- Shipping Specification
- Packing List
- Work's Test Certificate
- Invoice
- Insurance Policy

The Letter of Credit is to be valid for 60 days for shipment and presentation of the documents. The Letter of Credit is to be opened

within 10 days after receipt by the Buyers of the Seller's advice of readiness of the goods for shipment.

Newall Ltd. Bank Account Details:

Account Name	Newall Ltd.
Account Number	60205818
Bank	Barclays Bank plc
Branch	Cheapside Branch
Branch Address	Atlas House, 1—7 King Street
	London EC2V 8AU United Kingdom
Sort Code	20-19-90

Partial deliveries and delivery ahead of schedule are allowed.

Legal addresses of the Parties:

<i>The Sellers:</i>	<i>The Buyers:</i>
.....
For and on behalf of the Sellers	For and on behalf of the Buyers
.....

Words and expressions

to hand something over to somebody		передавать кому-либо
to quote to conclude		называть, назначать что-либо (цену)
to conclude a contract		заключать
<i>syn.</i> to make a contract		заключать контракт
whereby	[we≋baI]	по которому
condition		условие
standard conditions on the terms and conditions		стандартные условия на условиях
herein	[hI≋r'In]	здесь
subject to		при условии (соблюдении)
to form integral	['intIgr≋l]	составлять, образовывать неотъемлемый
to form an integral part of thereof		составлять неотъемлемую часть его (зд. этого документа)
to effect payment		осуществлять платеж
to effect payment		осуществлять платеж
<i>syn.</i> to make payment under		по; в соответствии с; под
irrevocable	[I'rev≋k≋bl]	безотзывный
divisible		делимый
letter of credit		аккредитив — документ, направляемый одним банком другому с указанием произвести платеж при отгрузке товара
to establish		устанавливать
to establish a letter of credit		открывать аккредитив
<i>syn.</i> to open a letter of credit		
correspondent		корреспондент

against		против
air waybill		авианакладная
packing list		упаковочный лист
work's test certificate		сертификат заводского испытания
invoice	['Invoɪs]	счет
insurance policy		страховой полис
advice		извещение, уведомление, авизо
readiness		готовность
account		счет
pie = public limited com- pany		компания с ограниченной ответственностью — компания, выпускающая свои акции на свободный рынок и публикующая свои отчеты о финансо вой деятельности
sort code		сортировочный код
partial		частичный
schedule	['ʃedjʌl]	график
delivery ahead of sched- ule		поставка ранее сроков, указанных в графике
to allow		разрешать
legal		юридический, законный, легальный
legal address		юридический адрес
for and on behalf of		от имени и по поручению

Exercises

1. Match English and Russian equivalents:

hereinafter	в данном документе
herein	которого
thereof	по которому
whereby	далее в данном документе
the Contract whereby the	на условиях, указанных в
Sellers sold and the Buyers	на
bought...	стоящем Контракте
on the terms and conditions	с одной стороны
stated herein	с другой стороны
the Standard Conditions	Контракт, по которому
forming an integral part	Продавец продал, а
thereof	Покупатель купил...
on the one hand	Общие условия,
on the other hand	являющиеся
Newall Ltd. referred to as	неотъемлемой частью Кон-
the	тракта
Sellers	фирма Ньюолл, именуемая
RusImport referred to as the	Продавцом
	фирма РусИмпорт,
	именуемая Покупателем

Buyers	
They have concluded this Contract subject to the Standard Conditions	Они заключили настоящий контракт на основе стандартных условий.
the Specification attached to the Contract	25 приборов охраны в соответствии со Спецификацией
25 Security Devices as set out in the Specification	Спецификация, приложенная к Контракту

2. Translate the first paragraph of the Contract into Russian.

Модальный глагол to be Modal verb to be

Если глагол *to be* употребляется как модальный глагол, то следующий за ним глагол употребляется с частицей *to*.

Модальный глагол *to be* переводится как "должен" (в соответствии с планом, указанием и т.д.) Например:

The Group is to come to London on 12 November. Группа должна приехать в Лондон 12 ноября.

В документах модальный глагол *to be* и следующий за ним глагол часто переводятся одним глаголом в настоящем времени. Например:

The goods are to be delivered before the 25 December

Товар поставляется до 25 декабря.

3. Translate into Russian:

The price is to be understood CIF Sheremetievo.

Payment is to be effected in GBP.

Payment is to be effected under a letter of credit.

The letter of credit is to be established with the first class bank.

The letter of credit is to be established against certain shipping documents.

The letter of credit is to be valid for 60 days.

The letter of credit is to be opened within 10 days.

The Sellers are to send the Buyers an advice of the readiness of the goods for shipment.

4. Translate into English:

страховой полис	банковский счет
авианакладная	отделение банка
отгрузочная спецификация	адрес отделения банка
упаковочный лист	сортировочный код
заводской сертификат об ис	отгрузка по частям
пытаниях	досрочная отгрузка
счет-фактура	юридические адреса сторон
номер счета	от имени и по поручению
владелец счета	

5. Translate the Contract starting with the words " The total price.

6. Read as in the examples:

• Example

GBP 3,000
three thousand
pounds sterling

GBP	USD 4,000	DM
GBP	USD 2,000	DM

GBP	USD 5,000	DM
GBP	USD 7,000	DM

• **Example**

GBP 200 two hundred pounds sterling

GBP 300	GBP 100
USD 400	USD 700
DM 700	DM 600

• **Example**

GBP 225 two hundred and twenty five pounds sterling

GBP 675	GBP 834
USD 389	USD 572
DM 173	DM 311

• **Example**

GBP 3,250 three thousand two hundred and fifty pounds

GBP	2,97	GBP 3,333
USD	7,12	USD 5,110
DM	1,56	DM 7,123

7. Translate into Russian and answer the questions as in the example:

- **Example**
- | | |
|--|----------------------------------------|
| | — You remember these rules, don't you? |
| | — Yes, I do. / No, I don't. |

These rules are easy to remember, aren't they?

This Unit was very easy to read, wasn't it?

You know many English words now, don't you?

You like the English language, don't you?

You can translate some papers into Russian now, can't you?

You remember the part of the Contract quoted in this Unit, don't you?

8. Write a similar text of another Contract, changing:

- the names of the companies
- the goods
- the dates

9. Role play.

Imagine you are discussing the above contract with the Sellers before it is signed.

Unit forty one

London taxis

Text

One day after an external visit Vladimir Antonov one of the participants of the Programme decided to go sightseeing by himself. Just to economise time, he decided to go by taxi.

The famous London black taxi cabs can be hailed in the street. Some cabs are now painted different colours and carry limited advertising, but are still bound by the same strict regulations. They are available for hire if the yellow light above the windscreen is lit. All these taxis have meters which the driver must use

on all journeys within the Metropolitan Police District. The District covers most of Greater London and goes out to the Heathrow Airport. For longer journeys the price is usually negotiated with the driver beforehand. There is also a minimum payable charge which is shown on the meter when you hire the cab. Passengers are expected to pay extra for large luggage, journeys between 20.00—06.00, at weekends and holidays.

There are over 500 ranks throughout London, including all major hotels and British Rail stations.

Besides black cabs there are mini-cabs which practically render similar services. But they cannot be hailed in the street, they are indistinguishable from private cars. Unlike the black cabs they are not licensed and their drivers do not take the same stringent tests. They are cheaper than black cabs. Usually they are ordered by telephone. They are listed in Yellow Pages.

When Vladimir saw a cab with a yellow light he signaled it to halt:

Vladimir: Excuse me, could you take me to Westminster Bridge?

Driver: Yes, certainly. Get in please. Where do you want me to stop?

Vladimir: Near Big Ben or just opposite the Houses of Parliament.

Driver: Good..... Here you are.

Vladimir: How much is it?

Driver: The meter says three forty.

Vladimir: Here it is... Keep the small change.

Driver: Thank you. Good-bye. Enjoy the sights.

Words and expressions

taxi		такси
cab		такси
<i>syn.</i> taxi cab, taxi		
to go by taxi		поехать на такси
by himself		сам, самостоятельно
to economise		экономить
to hail		останавливать
to hail a taxi		останавливать такси
in the street		на улице
to paint		окрашивать, красить
to be painted different colours		быть окрашенным в разные цвета
to be painted red		быть окрашенным в красный цвет
to be painted green		быть окрашенным в зеленый цвет
limited		ограниченный
advertising	[ˈdʌvɪtɪzɪŋ]	реклама
to bind (bound, bound)		связывать
strict		точный, строгий
regulation	[ˌreɪjʊˈleɪʃn]	предписание, правило
yellow		желтый
light	[laɪt]	огонек, огонь, свет
to light (lit, lit)		освещать
windscreen		переднее /лобовое стекло
meter		счетчик
metropolitan		столичный
police		полиция
district		район
to cover		покрывать, охватывать
Greater London		Большой Лондон
to negotiate		обсуждать, вести перего- воры о ..
to negotiate the price		обсуждать цену
beforehand		заранее
payable		подлежащий оплате

charge		плата (за услуги)
passenger		пассажир
passengers are expected		предполагается, что пассажиры заплатят...
to pay		уикенд: выходные дни, начиная с вечера пятницы, включая субботу и воскресенье
weekend		стоянка такси
rank		
<i>syn taxi rank</i>		
throughout	[Tr] 'aut]	повсюду, по всему ..
major	['meI≥s]	главный
rail		железнодорожный
<i>syn railway</i>		
railway station		железнодорожная станция/вокзал
indistinguishable		неразличимый
to distinguish	[dIs'tInywIΣ]	различать
distinguishable		различимый, отличимый
unlike		непохожий на
license	['laIs≡ns]	лицензия
to license		выдавать
licensed		лицензированный
stringent		строгий, обязательный
cheap		дешевый
cheaper		дешевле
to list		перечислять
Yellow Pages		Желтые страницы — телефонный справочник
to signal		подавать сигнал
to halt <i>syn.</i> to stop		останавливать (ся)
bridge		мост
Westminster Bridge		Вестминстерский мост (по названию района, где он находится, построен в 1854-1862 гг.)
Big Ben		"Биг Бен", "Большой Бен". Колокол часов-курантов на здании Парламента, назван по имени лорда Бенджамина Холла, смотрителя работ по установлению и восстановлению колокола в 1855— 1860 гг.
opposite		противоположный
the Houses of Parliament		здание Парламента на берегу Темзы на Парламентской площади, где проходят заседания обеих палат Парламента — Палаты Лордов (the House of Lords) и Палаты Общин (the House of Commons)
small change		сдача, мелочь
sight		вид

Exercises

1. Insert prepositions:

Vladimir decided to go sightseeing... taxi.

He hailed a taxi... the street.

The charge is usually shown... the meter.

Mini-cab companies are mainly listed... Yellow Pages.

Mini-cabs are usually ordered... telephone.

Could you take me... Westminster Bridge, please?

Will you stop... Big Ben just... the Houses... Parliament?

2. Insert articles:

... famous London taxi cabs can be hailed in... street.

They are bound by... same strict regulations.

They are available for hire if... yellow light above... windscreen is lit.

... driver must use meters on all... journeys within...

Metropolitan Police District.

... District covers most of Greater London and goes out to... Heathrow Airport.

There is... minimum payable charge which is shown on .. meter when you hire. . cab.

3. Underline the verbs in the Passive Voice and translate the sentences into Russian:

• The famous London black cabs can be hailed in the street.

Some cabs are now painted different colours.

They are bound by the same strict regulations.

They are available for hire if the yellow light above the wind screen is lit.

For longer journeys the price is usually negotiated.

• The minimum payable charge is shown on the meter when you hire the cab.

Passengers are expected to pay extra for large luggage.

Mini-cabs cannot be hailed in the street.

Mini-cabs are not licensed.

They are usually ordered by telephone.

4. Find the answers in the text:

• What place of interest did Vladimir want to see that day?

Did he hire a taxi cab or a mini-cab?

Can taxi cabs be hired only in the street in London?

How many taxi ranks are there in London, approximately?

Where are they located mostly?

What colour are they?

• Do they usually carry advertising?

What helps people to distinguish a free taxi?

What is the function of meters?

Are the prices or fares negotiated with the driver?

Must the driver always use the meter?

When are passengers expected to pay extra?

5. Complete as in the text:

Besides black... there are mini... which.. render similar... But they cannot... in the street. They are indistinguishable from... Unlike the black cabs they are not... and their drivers do not... stringent... They are cheaper... Usually they are ordered... They are listed in...

6. Sum up what the text said about:

the famous London black cabs

mini-cab services in London.

7. Read the following:

where what when why Wednesday

want wish well winter Westminster

Could you take me to Westminster Bridge, please?

Excuse me, how can I get to Westminster Bridge, please?

8. Complete the dialogue and act out a similar one:

— Excuse me, could you...

— Yes.. Get.. Where do you want me...

- Near... just opposite...
- Good. Here...
- How much...
- The meter says..
- Here it is. Keep..
- Thank you. Good-bye. Enjoy...

9. Make short dialogues as in the examples:

- Example

the talk/short
 — The talk is very short,
 isn't it?
 — Yes, it is. / No, it
 isn't.

the journey/short
the charge /big
the sight /wonderful

- Example

the sights / wonderful
 — The sights are wonderful,
 aren't they?
 — Yes, they are. / No, they
 aren't.

the tests / stringent
the tests of taxi cab drivers /
stringent
the regulations / strict

- Example

he / go by taxi
 — He went by taxi, didn't he?
 — Yes, he did. / No, he didn't.

he / hire the cab in the street
the driver / stop near Big Ben
the meter / say three forty
Vladimir / ask the driver to keep
the smal change

10. Role play.

Imagine you are speaking with an English businessman. Tell him about taxi services in your town.

Unit forty two

London and the City

Text

London was not built as a city in the same way as Paris or New York. It began life as a Roman fortification at a place where it was possible to cross the River Thames. A wall was built around the town for defence, but during the long period of peace which followed the Norman Conquest, people built outside the walls. This building continued over the years. In 1665 there was a terrible plague in London which killed too many people. In 1666 the Great Fire of London ended the plague, but it also destroyed much of the city. Although many people who had fled London during the plague returned to live in the rebuilt city after the plague and the Great Fire, there were never again so many Londoners living in the city centre.

These days London has spread further outwards into the country, including surrounding villages. Today the metropolis of Greater London covers about 610 square miles (1580 sq. km), and the suburbs of London continue even beyond this area. Some people even commute over 100 miles (over 150 km.) every day to work in London.

The gradual growth of the city helps to explain the fact that London does not have just one centre, it has a number of centres, each with a distinct character: the Government centre in Westminster, the shopping and entertainment centre in the West End, the financial and business centre called the City.

The City is rather a small area east of the centre which includes the site of the original Roman town. It is an area with a long and exciting history, and it is proud of its independence and traditional role as a centre of trade and commerce. The City of London is one of the major banking centres of the world and you can find the banks of many nations in the famous Threadneedle Street and the surrounding area. Here, too, the Bank of England, the central bank of the nation, is located. Nearby is the Stock Exchange where shares of commercial companies are bought and sold. A little further is Lloyd's, the most famous insurance company in the world.

During weekdays in the City one can see the City gents with their bowler hats, pin-striped suits and rolled umbrellas. This is the 'uniform' only of those men involved in banking and business in the City.

Words and expressions

to build (built, built)	[bɪld, bɪlt]	строить
to rebuild (rebuilt, rebuilt)		перестраивать
fortification		укрепление
to cross		пересекать
defence		защита
peace	[piːs]	мир
Norman		норманнский
conquest		завоевание
to continue		продолжать (ся)
terrible		ужасный
plague	[pleɪ]	чума
to destroy		разрушать
fire		пожар
Londoner		житель Лондона
to spread (spread, spread)		простираться, разверты
further		вать (ся)
outwards		дальше, далее
ant inwards		наружу
to surround		внутри
surrounding		окружать
metropolis		окружающий
square (=sq.)	[skweɪ]	столица
kilometre (^km.)		квадратный
suburbs		километр
beyond		пригород
gradual		за, за пределами
growth		постепенный
a number of		рост
distinct		несколько
character		четкий
the West End		характер
east		Уэст-Энд (западная фе-
east of the centre		шенебельная часть Лон
site		дона)
original		восток
Roman		к востоку от центра
exciting	[ɪk'saɪtɪŋ]	местоположение, участок,
independence		площадка
traditional		первоначальный
		Римский
		интересный, волнующий
		независимость
		традиционный

role		роль
commerce	['kɒmɪs]	торговля
thread		нить
needle		игла
stock		акции и облигации
stock exchange		фондовая биржа
gent = gentlemen		
bowler		котелок
hat		шляпа
pin-striped		в полоску
suit		костюм
rolled		закрытый
umbrella	[ˈʌmˈbrɛlə]	зонт
to involve		привлекать
men involved in business		люди, занятые в бизнесе

Exercises

1. Translate into Russian:

Roman fortification

Norman Conquest

the plague of 1665

the Great Fire of 1666

Many people fled London during those years.

The city was rebuilt later.

2. Read as in the examples:

- Example

1665 sixteen sixty

1 1 1

- Example

1580 sq. km.
one thousand five hundred
and eighty square kilometres

158 1520 151 1

3. Choose the correct form of the verb:

London (*was not built, did not build*) as a city in the same way as many other cities.

First at this place a Roman fortification (*built, was built*).

Then a wall around the town (*built, was built*).

People (*built, were built*) outside the walls during a long period after the Norman Conquest.

This building (*continued, was continued*) over the years.

The city (*was, has been*) practically destroyed during the plague and the Great Fire in the seventeenth century.

The city (*was, has been*) rebuilt later.

4. Complete as in the text:

London was not built as a city in the same...

It began life as a Roman. . to cross the River Thames.

A wall was built around the town for.. but during the long period of peace which followed .. people built outside...

This building continued over .

In 1665. .. plague which killed ..

In 1666 the Great.. ended the plague but it also. .

Many people who had fled London during... returned to live in ...after.. Fire

But there were never again so many Londoners... centre.

5. Insert prepositions:

These days London has spread further outwards... the country.

Today the ... Greater London covers about 1580 square miles and the suburbs. London continue even... this area.

Some people even commute ... 100 miles every day to work ... London

6. Insert articles:

... gradual growth of ... city helps to explain ... fact that London does not have just one centre, it has.. number of centres

Each centre is with.. distinct character ...

Government centre is in Westminster ... shopping and entertainment centre is in ... West End ..

... financial and business centre is called . City.

7. Use the verbs in the right forms:

The City (*to be*) rather a small area east of the centre.

The City (*to include*) the site of the original Roman town.

It (*to be*) an area with a long and exciting history.

It (*to be*) proud of its independence and traditional role as a centre of trade and commerce.

The City of London (*to be*) one of the banking centers of the world.

Threadneedle Street (*to be*) famous for its numerous banks.

Here, too, the Bank of England (*to locate*).

Nearby (*to be*) the Stock Exchange where shares of commercial companies (*to buy and sell*).

8. Match the names and their description:

✓ *description — описание*

Westminster	the most famous insurance company
the West End	in the world
the City	the institution where shares of
Thieadneedle	commercial companies are bought and
Stieet the Stock	sold in London
Exchange Lloyd's	the financial and business centre of
	London
	the London street where numerous
	banks are located
	the Government centre
	the shopping and entertainment centre
	of London

9. Find the answers in the text:

Is the City a big area?

Is it located at the site of the Roman town?

Has it been traditionally a centre of trade and commerce?

Are the City gents involved in banking and business?

What 'uniform' do they wear?

Are there many banks in the City?

Is the Stock Exchange also located here?

What is Lloyd's?

10. Sum up what the text said about:

the history of London

the size of the present London

the City of London

its other centres

11. Make short dialogue as in the example:

• Example

<i>the text / too long</i>
— The text is too long, isn't it?
— Yes, it is. / No, it isn't.

*the text / very
informative London / very
old
London / very big
The City gents/ curious*

Разделительные вопросы

Disjunctive questions

Дополнения к правилам урока 38

Разделительные вопросы могут начинаться с отрицания и заканчиваться переспросом в утвердительной форме.

Например

*The City is **not** very big, is it?*

*He **didn't** take a mini-cab, **did** he?*

*You **haven't been** to London, **have** you?*

12. Make questions as in the examples:

• Example

*London
You haven't been to
London, have you?*

*England
New York
the USA
Paris
France*

• Example

*London
London hasn't got a
character, has it?*

the City

*Westminster
the West End
Threadneedle Street
New York
Paris
Moscow*

13. Role play.

Imagine you are speaking with an English businessman. Ask him a few questions about London and also show how much you know about it. Then he will ask you a few questions about your town. Answer these questions.

Unit forty three

Driving a car

Text

One of the evenings Mr. Hill and a few participants decided to go to the cinema to see the film, the latest Oscar Award winner. Before the film was to start they had an hour at their disposal. And they decided to have a ride around London by Mr. Hill's car.

David: What would you like to see during this hour in London?

Anton: And what would you recommend?

David: We might have a ride through this entertainment area around Leicester Square and then through the Strand famous for its rich hotels. Then we could also drive to St Paul's Cathedral. It looks majestic in the evening lights.

Anton: We would be glad to see all that.

David: Then let's start the journey.

Anton: ... By the way, I know that when you were in Russia you hired a car and drove it a few days. Was it very difficult to drive on the right?

David: Oh, it was very difficult at first. It was necessary to concentrate... especially when I wanted to overtake. But the hardest were roundabouts. Well, you know, we Englishmen have always driven on the left and are accustomed to that.

Anton: Did you usually find the ways very easily?

David: I wouldn't say so. Once it was terrible. I was in a traffic jam for an hour and then I got lost. But finally everything was all right. I should let bygones be bygones.

Anton: I always wonder how fast your cars and buses go along these narrow streets. It is fantastic. You must be all very good drivers!

There are speed limits — 30 or 40 miles per hour in or near towns in England and 70mph on motorways. The driver must wear a seat belt and so must the front seat passenger. Two yellow lines on the road mean no parking. One yellow line means parking is restricted. In some big towns the car may be clamped and towed away if it is parked illegally. It is very expensive to get the car back. All the rules and regulations on driving are fully described in The Highway Code.

Petrol stations or garages are often self-service. The driver can select 4 star (super), unleaded petrol or diesel from the automatic pump and pay the cashier. If the pump is not automatic there is an attendant to help.

Words and expressions

to drive (drove, driven)		вести (машину), ехать
to drive a car		вести машину
film		диплом
latest		последний
award	[≐'w]d]	награда, приз
to win (won, won)		выигрывать
winner		победитель, призер
Leicester Square		Лестер-Сквер Площадь в Лондоне, на которой и вблизи которой находится много театров, кинотеатров и ресторанов В старину здесь часто устраивались дуэли.
through	[Tr]	через
the Strand		Стрэнд. Одна из главных улиц Лондона, соединяющая Уэст-Энд и Сити. в старину улица шла вдоль Темзы.
cathedral	[k≐'TIdr≐]	собор
St Paul's Cathedral (=St. Paul)		Собор Св. Павла Главный собор английской церкви Построен архитектором К. Реном в 1657-1710 после Великого лондонского пожара.
majestic		величественный
to overtake		обгонять
roundabouts		развязка (дорожная)
accustomed	[≐'k)st≐md]	привычный
to be accustomed to something		привычный к чему-либо
jam		пробка (автомобильная)
syn traffic jam		

to be in a traffic jam		попасть в пробку
finally		наконец, в конце концов
bygones	[ˈbaɪɡɒns]	прошлый
Let bygones be bygones		Кто старое помянит, тому глаз вон
narrow		узкий
speed		скорость
speed limit		предел скорости
front		передний
to restrict		ограничивать
to clamp		зажимать
to tow away		отбуксировать
illegal		незаконный
illegally		незаконно
to describe		описывать
highway		шоссе
code		код
petrol	[ˈpetrəl]	бензин
petrol station		бензозаправочная станция
syn garage		
to select		выбирать, отбирать
super		первоклассный
lead		свинец
unleaded		без свинца
diesel		горючее
automatic	[ˌɒtəˈmætɪk]	автоматический
pump		ПОСОЛ
cashier	[kæʃɪɪ]	кассир
attendant		служитель

Exercises

1. Find the answers in the text:

Where did the participants plan to go that evening?

Was it an ordinary film?

How much free time did they have before the film?

Did they go sightseeing by tube?

Did they talk with Mr. Hill during the ride?

About what did they speak?

2. Use the verbs in the right forms:

There (*is, are*) different speed limits in towns and on motorways in England.

Two yellow lines on the road (*to mean*) no parking.

One yellow line (*to mean*) parking (*to restrict*).

I know that when you (*to be*) in Russia you (*to hire*) a car and (*to drive*) it a few days. (*to be*) it very difficult to drive on the right?

Oh, it (*to be*) very difficult at first.

It was especially difficult when I (*to want*) to overtake

But the hardest (*to be*) roundabouts.

We, Englishmen always (*to drive*) on the left.

3. Insert prepositions:

One .. the evenings they decided to go .. the cinema. .. the film was to start they had an hour... their disposal.

They decided to have a ride. . London. . Mr. Hill's car.

We might have a ride . this entertainment area... Leicester Square.

The Strand is famous .. its rich hotels.

We could also drive... St Paul's Cathedral.

4. Insert articles:

The Cathedral looks majestic in... evenings lights.

Let's start ... journey.

When you drove in Russia, did you always find... ways very easily?

Once I was in... traffic jam for... hour

5. Underline the modal verbs and translate the sentences into Russian:

The driver must wear a seat belt.

The front seat passenger must also wear a seat belt.

You must be all very good drivers.

In big cities the car may be clamped and towed away.

Before the film was to start they had an hour at their disposal.

What would you like to see?

We would be glad to see all that.

And what would you recommend?

I wouldn't say so.

I should let bygones be bygones.

We might have a ride through this area.

Then we could also drive to the Cathedral.

6. Make sentences:

St Paul's		majesti
it		fantast
Leicester	is	fascina
the Strand	looks	wonde
Big Ben	seems	beautif
Westminster	was	colouf
the City		curiou
Trafalgar		distinc
Madame		impres
		superb
		super

7. Complete the dialogues and act out similar ones:

•

— What would you like to see during...

— And... recommend?

— We might... Leicester Square and... the Strand... hotels. Then... Cathedral. It looks...

— We would be glad...

— Then let's start...

•

— By the... I know that when you were in... hired... drove... Was it very...

— Oh... at first. It was... to concentrate especially when... overtake But the hardest were... Well, you know, we, Englishmen, have always, and are accustomed...

— Did you ... the ways .

— I wouldn't... Once... terrible. I was in... and... lost. But finally... all right. I .. bygones.

8. Complete the disjunctive questions:

The streets of London are very narrow...

The cars and buses move fast in London...

There are speed limits in towns...

There are speed limits on motorways...

The speed limits are not very high..

You have never driven on the left...

9. Make sentences:

The speed	30km	per	in town	in
limit is	.	hour		England
	70km		on	in
			motorway	Russia

90km		
60km		
110k		
m.		

10. Sum up what the dialogue and the text said about driving in Britain.

11. Role play.

Imagine you are speaking with an English businessman. Discuss:

- traffic jams
- speed limits
- parking facilities etc.

Unit forty four

Windsor and Eton

Text

On Sunday morning the group started on an excursion for Windsor by coach.

Windsor lies 34 km west of London and is famous, first and foremost for Windsor Castle, the residence of the royal family. Many parts of this historic castle are open to the public while some other parts are always closed and some are closed when the royal family is in residence.

The site of Windsor Castle was first defended by William the Conqueror in 1070 and for the next 900 years the building was continually enlarged, growing from a medieval castle to a vast and complex royal palace.

The most impressive of all the castle buildings is St. George's Chapel, a masterpiece of perpendicular Gothic architecture. The State Apartments, which are closed to the public, comprise 16 rooms, and each is a treasure house of superb furniture, porcelain, and armour. The rooms are decorated with carvings by Grinling, Gibbons, ceilings by Verelst and works from the royal collections. They include Van Dyck's paintings.

The star attraction, open to the public, is Queen Mary's Doll's House, designed by Sir Edwin Lutyens and given to the nation in 1923. The furnishings are designed at one-twelfth lifesize.

Part of Windsor Central Railway Station has now been converted to a waxworks museum run by Madame Tussaud's, recreating the scene in 1879 when a special train arrived here to celebrate Queen Victoria's Diamond Jubilee. Queen Victoria, the longest ruling monarch in Britain, who lived in 1837-1901, symbolises the unity of the nation, the British Empire and the progress of the nation in the nineteenth century.

After visiting Windsor the group walked to Eton. They went along Thames Street from Windsor Castle down to the river, where Windsor Bridge took them to Eton, Windsor's twin town, on the northern bank. Eton is the home of Eton college, the public school that has produced no fewer than 20 prime ministers. It was term time and they saw a lot of students around, dressed in their distinctive tail coats and wing collars.

Words and expressions

Windsor

Виндзор. Небольшой город,
муниципальный центр,
население около 30,000 чел

Eton

Итон, маленький городок
напротив Виндзора

to lie (lay, lied)

лежать, находиться

west

запад

first and foremost

прежде всего

castle

[k÷sl]

замок

Windsor Castle

Виндзорский замок. Одна из
загородных резиденций
английской королевы / короля

residence

резиденция

to be in residence		находиться в своей резиденции
public		публика, народ
to be open to the public		открыт для посетителей
William the Conqueror		Вильгельм Завоеватель (1027—1087). Будучи герцогом Нормандии разбил под Гастингсом английские войска в 1066 г. и стал королем Англии
to enlarge		расширять
medieval		средневековый
vast		обширный
complex		комплекс
palace		дворец
chapel		часовня
masterpiece		шедевр
perpendicular	[,p ʌ pɛn'dɪkju lɛ]	перпендикулярный
Gothic		готический
architecture	[ə ÷ kɪ tɛk tɜ ð]	архитектура
state		государственный
apartment		комната, (Ам.) квартира
treasure		сокровище
furniture	['f ʌ nɪ tɜ ð]	мебель
porcelain		фарфор
armour		вооружение, доспехи
to decorate		украшать
carving		разная работа
ceiling	['s ʌ lɪ ɪ]	потолок
works		работы (произведения искусства)
collection		коллекция
painting		картина
doll		кукла
to design		задумывать, проектировать
furnishings		меблировка
lifesize		натуральная величина
at one-twelfth lifesize		1/12 реального масштаба
to convert		превращать
waxworks		восковые фигуры
to recreate	['rekrɪeɪt]	воссоздать
scene		сцена
diamond		бриллиант
jubilee	[,z ɪ bɪ lɪ ɪ]	юбилей
to celebrate diamond jubilee		праздновать бриллиантовый юбилей
to rule		править
monarch		монарх
to symbolise		символизировать
unity		единство
empire		империя
progress		прогресс
to walk		идти пешком

bank		берег
on the bank		на берегу
northern bank		северный берег
southern bank		южный берег
college	['kɒlɪʒ]	колледж
Eton college		Итон-колледж
public school		частная школа
Eton public school=Eton college=Eton		Итон (одна из девяти престижных частных школ Англии)
no fewer than		не менее (чем)
prime minister		премьер министр
term		семестр
student		студент
to dress		одевать
to be dressed		одеваться
tail coat		фрак
wing collar		стоячий воротник с отворотами

Exercises

1. Insert prepositions:

Sunday morning the group started... an excursion .. Windsor ... coach.

Windsor lies 34 km west... London.

Windsor is famous first and foremost. the Windsor Casle.

Many parts of the Castle are open . the public

Some parts are closed when the royal family is residence.

The site Windsor Castle was first defended .. William the Conqueror 1070.

2. Insert articles:

... most impressive of all... castle buildings is St. Georege's Chapel, ... masterpiece of perpendicular Gothic architecture

... state apartments, which are always closed to... public comprise 16 rooms

Each room is treasure house of superb furniture, porcelain and armour.

... rooms are decorated with carvings by famous artists

star attraction open to . public is Queen Mary's Doll House.

3. Choose the correct form:

The site of Windsor (*defended, was defended*) by William the Conqueror

The building of the Castle (*enlarged, was enlarged*) continually.

The rooms (*decorated, are decorated*) with carvings by famous artists.

The furnishings of the Doll's House (*design, are designed*) at one-twelfth lifesize

Part of the Railway Station (*has converted, has been converted*) to a waxworks museum

The museum recreates the scene in 1879 when a special train (*has arrived, arrived*) here to celebrate Queen Victoria's Diamond Jubilee

4. Match the names of famous figures and their contributions into the history:

Queen Victoria	He designed the Doll's House for
Madame Tussaud	Queen Mary.
Grinlin	She contributed a lot to the unity
Van Dyke	and progress of the nation in the
Sir Edwin Lutyens	nineteenth century.
William the Conqueror	She was the first to establish a
	wax-works museum.
	He is famous for his superb
	carvings.
	He is famous for his master-
	pieces in

painting.

He defended Windsor in 1070.

5. Read as in the example:

• **Example**

1070

in ten seventy

	1	1	
87	837	901	92
9			3

6. Complete the sentences:

In 1070 William the Conqueror ...

Queen Victoria was born in...

She died in... at the age of...

In 1879 she arrived in Windsor to celebrate...

In 1923 the Doll's House of Windsor Casle was given to...

7. Translate into Russian:

For the next 900 years the Castle was continuously enlarged growing from a medieval castle to a vast and complex royal palace.

Part of the Railway Station has been converted to a waxworks museum recreating the scene of Queen Victoria's arrival in Windsor.

8. Sum up what the text said about:

Queen Victoria

the history of Windsor Castle

the decorations of the Castle

the Doll's House

the places of the Castle open to the public.

9. Find the answers in the text:

Is Eton far away from Windsor?

How did the participants get there?

What famous college has it got?

How many English prime ministers graduated from Eton?

How are Eton students usually dressed?

Did the participants see any students in the streets of Eton?

Was it term time?

10. Complete the disjunctive questions:

After visiting Windsor the participants walked to Eton...

They went down to the river and crossed it over the bridge...

Eton is Windsor's twin town...

Eton is the home of Eton college...

About 22 British prime ministers graduated from Eton college...

Eton students wear very curious clothes...

You have never seen Eton students...

11. Role play.

Imagine you are speaking with an Englishman who is living in Windsor. Ask him a few questions about Windsor and Eton.

Unit forty five

Payments in international trade

Text

On Monday morning the participants resumed their work and listened to the lecture on payments in international trade.

Here is a part of the lecture:

With any form of international trade it is essential to ensure that payment will be received in accordance with the terms of the underlying commercial contract. The most secure and established methods of settling international trade transactions are:

- by documentary letters of credit and
- by documentary collection bills.

Documentary letters of credit are opened by the importer's bank with a bank in the exporter's country, usually the importing bank's correspondent in the exporting country. Exporters submit to the bank in their country all the shipping, insurance and other documents specified in the letter of credit issued by the importer's bank. If the documents are in order the bank in the exporting country will credit the exporters with the proceeds. The proceeds are reimbursed-by the importer's bank in due course.

Documentary collection bills are presented to the importer's bank or its correspondent by the exporters together with all the shipping, insurance and other documents, specified in the contract. If the documents are in order the importers instruct their bank to pay and they collect the shipping documents then.

There are a few ways of transferring money from bank to bank. In the recent past these ways were:

- mail transfers and
- telegraphic transfers.

Now these two types of messages are practically replaced by SWIFT messages. SWIFT stands for the Society for Worldwide Interbank Financial Telecommunication. It is a network serving now more than 3,000 banks in about 100 countries. It speeds up payment messages between banks immensely. If sending and receiving banks are both 'logged-in', a message can be delivered in under 20 seconds. Over 1 million messages are sent every day via the computers of SWIFT and its member banks.

The role of correspondent banks is permanently growing. They facilitate and expedite international payments. A correspondent bank is one which carries a deposit balance for another bank located in another city or country and engages in an exchange of services with that bank.

Words and expressions

essential	[ɪ'senʃ]	важный, значительный
it is essential to do something		необходимо/важно сделать ...
to ensure		обеспечить
in accordance with ...		в соответствии с ...
underlying		лежащий в основе
secure		надежный
established		широко используемый, утвердившийся
method		способ, метод
to settle		оплатить
documentary		документарный, с приложением отгрузочных документов
collection bill		инкассовое поручение: банковский документ — инструкция получить платеж в краткий установленный срок или в пределах данного срока получить обоснованный отказ плательщика от платежа
to submit		представлять, передавать
to issue	[ɪ'sj]	выпускать, открывать
to credit somebody with something		кредитовать кого-либо чего-либо
exporter		экспортер
proceeds		средства, выручка

to reimburse	[,rʌ:ɪm'bi:z]	возмещать, платить
due		должный, причитающийся
in due course		должным образом
to present		представлять, предъявлять
together with		вместе с
to be in order		быть в порядке
in the recent past		в недавнем прошлом
mail		почта
mail transfer		почтовый перевод
to replace		заменять
SWIFT	[swɪft]	СВИФТ — Международное общество межбанковских (финансовых) телекоммуникаций
to stand for		обозначать
wordwide		всемирный
to speed up		ускорять
to be logged-in		(тех) быть включенным в систему
second		секунда
member		участник, член
member bank		банк, вошедший в/подключившийся к СВИФТ

**Притяжательный падеж существительных
The Possessive Case of the Nouns**

Существительное в притяжательном падеже отвечает на вопрос Чей?. Для образования притяжательного падежа существительного в единственном числе используются апостроф ' и буква s. Для образования притяжательного падежа существительного во множественном числе используется только один апостроф '. Например:

the exporter's bank банк экспортера
the exporters' bank банк экспортеров

Exercises

1. Use the nouns as in the example:

- Example

<p>importer/country y the importer's</p>

exporter/country	exporting bank/country
exporter/bank	importing bank/country
exporters/country	exporting bank/correspondent
exporters/bank	importing bank/correspondent
	Mr. Hill/lecture
	Mr. Hill/words

2. Match English and Russian equivalents:

in accordance with the terms and conditions of the contract	Они дают указание банку об оплате.
the underlying commercial contract	Затем они забирают документы.
the documents specified in the contract	Существует несколько способов перевода денег из одного банка в другой.
to submit the documents. specified	Банк переведет средства на счет экспортера.

the letter of credit issued by the importer's bank to reimburse the proceeds in due course	перевести средства должным образом в соответствии с условиями контракта
The bank will credit the ex- porters with the proceeds.	данный коммерческий кон- тракт
They instruct the bank to pay.	документы, указанные в контракте
They collect the shipping documents then.	представить указанные документы
There are a few ways of transferring money from bank to bank.	аккредитив, выданный банком экспортера

3. Underline the verbs in the Passive Voice and translate the sentences into Russian:

It is essential to ensure that payment will be received.
 Documentary letters of credit are opened by the importer's bank.
 The proceeds are reimbursed by the importer's bank.
 Documentary collection bills are presented to the importer's bank
 Now mail and telegraphic transfers are replaced by SWIFT messages.
 A message can be delivered in under 20 seconds.
 Over 1 million messages are sent every day.

4. Insert prepositions:

... Monday morning the participants listened... the lecture... payments.. international trade.
 It is essential to ensure that payments will be received ... terms and conditions... the contract.
 The most secure methods are payments.. documentary letters... credit and. . documentary collection bills.
 Documentary letters. credit are opened... a bank.. the exporter's country.
 Exporters submit ... the bank all the shipping documents.
 If the documents are... order the bank will credit the exporter... the proceeds.
 Documentary collection bills are presented... the importer's bank.
 ... the recent past there were two ways... transfer! ing money... bank... bank.

5. Translate the parts of the text speaking about:

documentary letters of credit
 documentary collection bills.

6. Translate into Russian:

the receiving bank
 the sending bank
 if the banks are logged in...
 It carries a deposit balance for another bank.
 It carries a deposit balance for another bank located in another city or country.
 The correspondent bank engages in an exchange of services with that bank

7. Complete as in the text:

SWIFT stands for the Society...
 It's a network serving... banks... countries.
 It speeds up payment messages between...
 If. . banks are logged-in a message can be delivered...
 Over one million... via computers of SWIFT and...
 A correspondent bank is one which carries...

8. Find English equivalents in the text:

платеж по документарному аккредитиву —
 платеж по документарному инкассо —
 представить документы в банк —
 открыть аккредитив в банке —
 перевести средства —
 отправить сообщение по СВИФТ —

банк-корреспондент —

Это ускорит платеж. —

9. Sum up what the text said about:

SWIFT and SWIFT messages

correspondent banks

10. Make short dialogues as in the example:

• Example

letters of credit

— The information on letters of credit is not very clear, is it?

— I agree with you here. It is not clear at all. (or)

— I can't agree with you I'm afraid. Everything is absolutely clear.

collection bill

SWIFT correspondent banks

payments bank transfers

11. Role plays.

• Imagine you are one of the participants of the Group.

Ask the lecturer a few questions about:

documentary letters of credit

documentary collection bills.

• Imagine you work at a SWIFT member bank. Make a short speech introducing yourself and also speak about the high technical level of services offered by your bank.

Unit forty six

Problems settled

Text

In the evening when Anton returned to the hotel he had a telephone call from Coventry, located to the north of London. It was a call from Mr. Snow, a business associate of the Russian company for whom Anton worked.

Mr. Snow: Mr. Smirnov, I'm calling to send my apologies to Mr. Nikolaev, your chief, for our default.

Anton: Don't worry we have received your payment and everything seems all right. I spoke with Mr. Nikolaev before my departure. He does not bear any grudges against you.

Mr. Snow: I'm very glad to hear that. But still I want to assure you that such things will never happen again.

Anton: Good. I'll pass it on to Mr. Nikolaev on my return to Moscow.

Here are two letters relating to the default mentioned by Mr. Snow received and sent by him some time before this talk took place:

1.

Dear Mr. Snow,

15 October 1997

According to our records payment of our Invoice 3582, sent to you on 10 August, has not yet been made. As an exception we specified payment on an open account terms 30 days net. Our Invoice has now been outstanding for 50 days. In the case of unsettled debts of this duration it is our company policy to take legal action. We would naturally prefer not to have to go so far. In case you have lost or mislaid the original we are enclosing a copy of our invoice. We look forward to receiving your payment this week

Yours sincerely,

Nick Nikolaev

General Director

2.

Dear Mr. Nikolaev,

1 November 1997

As you will remember from our telephone calls, we have been recently experiencing a number of difficulties with several large customers. This has resulted in unfortunate delays in paying outstanding accounts. We are extremely sorry that your company has been affected by these developments. We are doing everything possible to rectify the situation. Indeed we hope to make the payment which is about a month overdue in the very near future.

Yours sincerely,
John Smith
Managing Director

Words and expressions

Coventry		Ковентри. Крупный индустриальный центр в графстве Йоркшир на северо-западе от Лондона
associate	[≅'souΣIeIt]	партнер
apology		извещение
to send one's apologies		принести свои извинения
chief		начальник; главный
default	[dI'f]It]	неуплата, нарушение
to bear (bore, borne)		нести
grudge	[γr)≥]	недовольство, обида
not to bear grudges against somebody		иметь претензии к кому-либо
to assure		заверить
relating to ...		относящийся к
acceding to ...		как сообщил. , как заявил ..., согласно
records	['rek]dz]	записи
according to our records		согласно нашим записям
exception		исключение
as an exception		в виде исключения
open account		открытый счет — форма расчета между продавцом и постоянным покупателем, при которой товары отправляются без подтверждения оплаты, а покупатель в оговоренные сроки должен оплатить товар
to pay on an open account		платить на открытый счет
net		часто, частый, нетто, за вычетом всех расходов и налогов
outstanding	[,aut'st{ndI€]	неоплаченный
duration		длительность
legal		зд судебный
legal action		судебное дело
to take legal action		передать дело в суд, возбуждать судебное дело
to go so far		заходить так далеко
to lose (lost, lost)		потерять
to mislay (mislaid, mislaid)		затерять (положить не туда)

the original	оригинал
to enclose	прилагать
to enclose something	прилагать что-либо к чему-
with something	либо

Exercises

1. Match English and Russian equivalents:

for our default	Я передам это начальнику
He doesn't bear any grudges against you.	Хочу вас заверить, что впредь этого не случится.
I want to assure you that such things will never happen again.	Он не имеет уже к вам никаких претензии.
I'll pass it on to my chief.	За то, что мы не заплатили вовремя.

2. Read the following:

- | | |
|--------------|-----------|
| • everything | • bearing |
| asking | happening |
| receiving | returning |
| importing | calling |
| exporting | speaking |

- I'm calling to send my apologies to Mr. Nikolaev.

I'm calling to ask you to accept my apologies.

- not to bear any grudges

for our default

I apologise for our default.

He does not bear any grudges.

3. Find the answers in the text:

When did Anton have a call from Mr. Snow?

Who is Mr. Snow?

Why did he call Anton?

What did Anton say about the payment in question?

What promise did Mr. Snow make?

Did Anton promise to pass it on to his chief?

4. Complete the dialogue and act out a similar one:

— I'm calling to send my apologies to...

— Don't worry we have received... and everything... I... before my departure. He... grudges...

— I... glad... But still I want to assure... again.

— Good. I'll pass... on my return...

5. Translate into Russian:

- | | |
|----------------------------|----------------------------------|
| • as an exception | • to lose or mislay the original |
| payment on an open account | to look forward to receiving |
| the outstanding invoice | the payment |
| unsettled debts | to experience a number of |
| to take legal action | difficulties |
| not to go so far | to result in an unfortunate |
| | delay |
| | to be affected by these devel |
| | opments |
| | to rectify the situation |

in the very near future

The payment is one month

overdue.

6. Insert prepositions:

According... our records payment... our Invoice 3582 sent... you... 10 August has not yet been made.

As an exception we specified payment... an open account terms.

Our invoice has been outstanding... 50 days.

... the case... unsettled debts... this duration we take legal action.

This has resulted... unfortunate delays... paying outstanding accounts.

Your company has been affected... these developments.

We shall make payment... the very near future.

7. Underline the verbs and translate the sentences into Russian:

We are enclosing a copy of our Invoice.

We are doing everything possible to rectify the situation.

Payment has not been made yet.

Our invoice has been outstanding for 50 days.

In case you have lost or mislaid the original...

This has resulted in unfortunate delays.

We have been recently experiencing some difficulties.

As you will remember from our telephone calls...

8. Underline one sentence in each letter which seems most important to you.

9. Read the following dates:

- Example
15 October 1998
the fifteenth of October
nineteen ninety eight
1 November 1998
17 October 1996
1 May 1997
1 January 1998

10. Complete the letters and write similar ones:

• According to our records payment .. has not yet been made. As an exception we specified... Our invoice has now been outstanding In the case of unsettled debts... take legal action. We would naturally prefer... In case you have lost... We look forward to...

• As you will remember from... difficulties with... This resulted in... outstanding accounts. We are extremely sorry... affected... We are doing everything possible to .. Indeed we hope... in the very near future.

Unit forty seven

Mass media

Text

The British are a nation of newspaper readers. Many of them have a daily paper delivered to their home just in time for breakfast.

British newspapers can be divided into two groups: quality and popular. Quality newspapers are more serious and cover home and foreign news thoughtfully while the popular newspapers like shocking, personal stories as well as some news. These two groups of newspapers can be distinguished easily because the quality papers are twice the size of the popular newspapers.

• Quality daily newspapers:

The Times

The Guardian

The Daily Telegraph
The Financial Times
The Independent

• **Quality Sunday newspapers:**

The Sunday Times
The Observer
The Sunday Telegraph

• **Popular daily newspapers:**

The News of the World
The People
The Mail on Sunday
The Sunday Mirror
The Sunday Express

British newspapers are often associated with Fleet Street, located in Westminster City of London. Fleet Street was the home of the nation's newspapers till the recent past. But not long ago practically all the newspapers moved their headquarters to Docklands, a newly developed business centre in the eastern part of London. Only two newspapers *The Daily Express* and *The Daily Telegraph* are still in Fleet Street. However, people still say 'Fleet Street' to mean 'the press'.

Watching television is one of the great British pastimes! Broadcasting in the United Kingdom is controlled by the British Broadcasting Corporation (BBC) and the Independent Broadcasting Authority (IBA). The BBC receives its income from the Government, but the private companies controlled by the IBA earn money from advertising. The BBC has two TV channels. The IBA is responsible for looking after the regional independent TV companies who broadcast their own programmes and those they have bought from other regions.

National radio is controlled by the BBC, and listeners can choose between four stations. There are many local stations, some private and some run by the BBC. Their programmes consist mainly of music and local news.

Words and expressions

mass media		средства массовой информации
paper = newspaper		газета
reader		читатель
daily		
quality	[kwɒlɪtɪ]	ежедневная газета
serious		серьезный
thought	[t] t]	мысль
thoughtful		внимательный
thoughtfully		внимательно
shock shocking		удар, потрясение
personal		скандальный
twice		личный
they are twice the size		дважды
guardian	['gɑːdʒɪən]	они вдвое больше по размеру
independent		наставник
observer		независимый
mirror		обозреватель
headquarters	[ˌhedəkwɔːtəz]	зеркало
]	штаб-квартира
press		пресса
television		телевидение
to watch		наблюдать
to watch television		смотреть телевизор
pastime		времяпрепровождение
to broadcast (broadcast,		передавать по радио/по

broadcast)		телевидению
authority	[j 'Tɒrɪtɪ]	власти, администрация
income		ДОХОД
to look after		следить за, присматри вать за
region		регион
regional		региональный
to choose (chose, chosen)		выбирать
to run		управлять, руководить
to run a station		направлять деятельность радиостанции
to run a shop		владеть магазином

Exercises

1. Read the following:

the British
 many of them delivered to their home
 the quality newspapers
 the popular newspapers
 the home of the nation's newspaper
 moved their headquarters
 in the eastern part
 one of the great pastimes
 the BBC
 the IBA

2. Insert articles:

... British are... nation of newspaper readers.
 Many of them have... daily paper delivered to their home.
 Fleet Street was... home of... nation's newspapers till... recent past.
 Docklands is... newly developed business centre in... eastern part of London.
 ... *Financial Times* is widely read by businessmen.
 Watching television is one of... great British pastimes. Broadcasting in... United Kingdom is controlled
 by... BBC and... IBA.
 ... BBC receives its income from... government.
 ... private companies controlled by... IBA earn money from advertising.

3. Insert prepositions:

The IBA is responsible... looking... the regional independent TV companies.
 They also broadcast programmes they have bought... other regions.
 National radio is controlled... the BBC.
 Listeners can choose... four stations.
 Some local stations are run... the BBC.
 Their programmes consist mainly... music and local news.

4. Sum up what the text said about:

- English newspapers
- the BBC
- the IBA

Сравнительные степени прилагательных Degrees of comparison of adjectives

Большинство прилагательных имеют сравнительную и превосходную степени сравнения. Как правило, односложные прилагательные образуют сравнительную степень с помощью суффикса *-er*, а превосходную — с помощью суффикса *-est*. Например:

warm — warmer — warmest

Многосложные прилагательные образуют сравнительную степень с помощью слова *more*, а превосходную — с помощью слова *most*. Например:

serious — more serious — most serious

Некоторые прилагательные образуют степени сравнения не по правилам. Например:

good — better — best *little — less — least*
bad — worse — worst *much — more — most*

4. Write as in the examples:

• Example short
 short — shorter —
shortest
 long

 cheap

 strange

 near

 poor

• Example popular
 popular—more
popular—most
popular

 pra beneficia
 ex sophistic
 cur

• Example short reply
 a shorter reply
the shorter reply
shorter replies
the shortest
reply
 long story

 big city

 large university

 high chaige

• Example important event *a*
 more important
event the more
important event
more important
events the most
important event
 curious custom

 sophisticated
 device
 expensive tour

difficult language

marketable goods

most interesting
programme

6. Find English equivalents in the text:

Английские газеты можно разделить на две группы.
Эти две группы можно легко отличить друг от друга
Английские газеты часто ассоциируют с Флит стрит
Радио Англии контролирует Би-Би-Си.

7. Translate as in the example:

• Example

a paper delivered to their home газета, доставляемая на дом

Fleet Street located in Westminster
the private companies controlled by
the talks resumed after lunch
the point mentioned in the letter
the goods shipped
the letters of credit opened with the
all the problems settled
the news broadcast over the radio
the news televised

8. Complete as much as you remember:

• The British are a nation...

Many of them have ... delivered.

British newspapers can be divided...

Quality newspapers .. while popular newspapers

These two groups... distinguished... British newspapers are often associated...

Fleet Street was the home...

But not long ago. . Docklands

Only... Fleet Street.

However... to mean 'the press'.

• Watching .. pastimes

Broadcasting... the BBC and... the IBA

The BBC receives... but... advertising .

The BBC... channels.

• National radio is controlled... and... four...

There are many local... private... the BBC.

Their programmes consist...

9. Translate into Russian the sentence starting with:

'The IBA is responsible....'.

10. Role play

Imagine you are speaking with an English businessman. Ask him a few questions about:

• English newspapers

• English radio

• English television programmes

Tell him what television programmes you like.

Unit forty eight

Financial news

Text

Here is an item on financial news published by *The Financial Times* which some participant read:

DOLLAR AND POUND RISE

The dollar and the pound resumed their advances of 1996 against the yen and the D-Mark yesterday.

The US currency was helped chiefly by the US stock and bond markets, which rebounded from Thursday's falls.

The dollar was also boosted by US construction spending for November, which rose where a fall had been forecast. The figures added to the evidence of recent weeks that the American economy has resumed stronger growth. "The US deceleration is probably coming to an end", said Mr. Peter von Maydell, senior currency economist at UBS in London.

The dollar gained 1,5 pfennigs against the D-Mark and YO.5 against the yen to close in London at D.M. 1.557 and Y11.2. But the Tokyo market remained closed for the National Holiday.

Sterling rebounded 2.8 pfennigs against the D-Mark after losing 3 pfennigs on Thursday. With trading thin, dealers say that one sale of GBP 50m worth of D-Marks sent sterling about a pfennig higher.

The pound closed in London at DM2.635 to the German currency and USD 1.692 to the dollar. It gained on strong consumer credit data and on rising oil prices

Pound in New York

Nov 18	latest	prev close
GBP spot	1.6870	1.6945
1 mth	1.6860	1.6935
3 mth	1.6798	1.6906
1 yr	1.6675	1.6769

Sterling has been the strongest major currency over the Holiday period appreciating almost 2 per cent.

Words and expressions

item		короткая статья (в газете)
to publish		опубликовать
to read (read, read)		читать
to rise (rose, risen)		поднимать (ся)
advance		(фин) повышение
yen (=y)		йена
chiefly	[ˈtʃiːfli]	главным образом
bond		облигация
stock and bond market		рынок ценных бумаг и облигации
to rebound		вернуться на прежние позиции
fall		падение
to boost		ускорить
to forecast (forecast, forecast)		предсказывать
figure	[ˈfɪɡə]	цифра
evidence		данные
deceleration		замедление
UBS = United Bank of Switzerland		Объединенный банк Швейцарии
to gain		повышаться
pfennig		пфениг
to close		курс валюты в конце рабочего дня биржи
trading		торги, операции с ценными бумагами и другими

thin		финансовыми инструментами
with trading thin		вялый, неактивный
dealer		поскольку торги идут вяло
GBP = Great Britain		биржевой маклер
Pound		английский фунт стерлингов
worth		стоящий
spot		слот условия сделки, означающие расчет на второй рабочий день после ее заключения
to appreciate	[≡'prɪʃi'eɪt]	повышаться (о курсе ва- люты)

Exercises

1. Match English and Russian equivalents:

against the yen	повысить, вырасти
to come to an end	против (по сравнению с)
to gain	иеной
with trading thin	поскольку операции с бумагами идут неактивно
GBP 50m worth of D- Marks	подойти к концу немецкие марки на сумму 50
to close at D. M. 1.557	млн. фунтов стерлингов Рынок закрылся на период праздничных дней.
The market closed for the holiday	Курс марки на момент за- крытия биржи составил 1.557
The dollar resumed its ad- vances	Курс доллара стал расти благодаря ...
The dollar was boosted by.	Курс доллара снова стал рас- ти.
The sterling rebounded. It sent sterling higher.	Курс фунта вырос. Активность рынка ценных бумаг и облигаций снова возросла.
The stock and bond markets rebounded. It rose where a fall had been forecast.	Благодаря этому курс фунта вырос. Он возрос, хотя предсказали его падение.
The figures added to the evi- dence of recent weeks. The American economy	Положение экономики США снова стало улучшаться. Эти цифры говорили о том

has resumed stronger growth | же, что и данные последних
недель.

2. Find the sentences in the text with the following words:

- to rise
- to send the pound
- to gain
- higher fall
- to resume its advances
- to lose
- to rebound from falls
- deceleration
- to be boosted

3. Insert articles:

Here is... item on financial news published by.. *Financial Times*.

dollar and.. pound resumed their advances.

US currency was helped chiefly by... US stock and bond markets

... dollar was also boosted by US construction spending for November

... dollar rose where... fall had been forecast

The figures also say that... American economy has resumed stronger growth.

4. Read as in the examples:

- Example | November 18, 1996
the eighteenth of November
nineteen ninety six
- | May 1, 1997 April 1, 1999
- | December 25, 1998 July 4,

- Example | **2%**
two per cent

1 7 1

- Example | **1.692**
one point six nine

1.55 1
1.68 2
1.68 3
1.67 9

- Example | **0.5**
o point five

0 0

- Example | **50**
one sale of 50 million
English pounds sterling
worth of Deutsch Marks

1 1

5. Insert prepositions:

The dollar gained 1.5 pfennigs... the D-Mark... and Y 0.5... the yen.

But the Tokyo market remained closed... the national holiday.

Sterling rebounded 2.8 pfennigs... the D-Mark after losing 3 pfennigs. . Thursday.

The pound closed. London... DM 2.635 .. the German currency. It gained... strong consumer credit data.

6. Make sentences:

• this is these are	the news the item the facts the information the figures	published by the <i>Financial</i> (<i>FT</i>)
• the pound the yen the dollar the D-Mark the franc the lira	is the currency	the German Great Japan Italy France

7. Give full words for the following:

UBS mth
GBP yr
FT prev. close

8. Underline the verbs and translate the sentences into Russian:

The dollar rose where a fall had been forecast.

The figures added to the evidence that the American economy has resumed stronger growth.

The US deceleration is coming to an end.

The dollar was boosted by US construction spending for November.

With trading thin it sent sterling about a pfennig high.

It gained on strong consumer credit data and rising oil prices.

9. Write out a few sentences from the text about the position of the pound at that time.

10. Find the answers in the text:

What was the strongest currency over the holiday?

What sale sent the pound a pfennig higher?

What was the position of the pound for spot transactions in New York on November 18?

11. Role play

Imagine you are speaking with an Englishman. Ask him a few questions about the words and sentences which were not quite clear to you at the beginning.

Unit forty nine

A visit to Oxford

Text

On the eve of their departure to Moscow the participants had some free time and Mr. Hill proposed they should make a trip to Oxford.

Oxford, first and foremost, is known for its University. The University began itself in the middle of the 12th century, and by 1300 there were already 1,500 students. At this time, Oxford was a wealthy town, but by the middle of the 14th century, it was poorer, because of a decline in trade and because of the terrible plague, which killed many people in England.

Relations between the students and the townspeople were very unfriendly, and there was often fighting in the streets. On the 10th February 1355, the Festival of St. Scholastica, a battle began which lasted two days. Sixty-two students were killed. The townspeople were punished for this in two ways: they had to walk through the town to attend a special service on every St Scholastica's day until 1825. Worse than this, the University was given control of the town for nearly 600 years.

Nowadays there are about 12,000 students in Oxford, and the University and the town live quietly side by side.

When the coach came to Oxford the participants bought some colourful books on Oxford, maps and some souvenirs. Then they went sightseeing and stopped near Trinity College.

Tatjana: The college looks great. I wonder how old it is.

David: I myself am an Oxford graduate but I don't remember when exactly it was founded. Let's look in the guide book. Oh, it was started in 1315.

Tatjana: Is it the oldest college?

David: Oh, no. Jesus College and some others are much older.

Tatjana: It's very beautiful. I'd like to study here. Is the chapel open to the public?

David: Yes, it is. Let's go and look. The choir of this college is famous in England They sing on TV every year at Christmas

Words and expressions

university	[ˈjuːnɪvɜːsɪtɪ]	университет, институт
middle	ɪ]	середина
in the middle of		в середине
poor		бедный
poorer		беднее
decline		снижаться
to kill		убивать
townspeople		горожане
to fight		бороться
fighting		сражение
Festival of St. Scholastica		праздник студентов Средние века
to last		длиться
to punish		наказывать
nearly		около, почти
quiet	[kwaɪət]	спокойный
quietly		спокойно
side		сторона
side by side		рядом, бок о бок
colourful		цветной, яркий
Trinity		Троица
graduate	['grɜːdʒuːeɪt]	выпускник
to found		основывать
Jesus		Иисус
choir	[kwaɪə]	хор

Exercises

1. Read as in the examples:

• Example

the twelfth
the twelfth century

the first	the sixth	the eleventh
the second	the seventh	the thirteenth
the third	the eighth	the fourth
the ninth	the fifth	the tenth

• Example

1300
thirteen hundred

1 1 :

• Example

1,500
one thousand five hundred
students

1 2 3 4

• Example	12,000 twelve thousand
-----------	---------------------------

1 2 3 4

• Example	on the 10th February 1355 on the tenth of February thirteen fifty five
	on the 1st May 1267 on th 2nd April 1487 on the 3id December 1533

2. Insert prepositions:

The University began itself... the middle... the 12th century, and... 1300 there were already 1,500 students.

... this time Oxford was a wealthy town.

But ... the middle... the 14th century it was poorer, because... the terrible plague.

The plague killed many people... England.

Relations... the students and the townspeople were very unfriendly.

There was often fighting... the streets.

... the 10th February 1355 the Festival of St. Scholastic a battle began.

Now they live quietly side... side.

Many colleges and chapels are open... the public now.

The choir of the University sing... TV every year... Christmas.

3. Translate into Russian:

Oxford is known for its University.

62 students were killed.

The townspeople were punished for killing 62 students.

The University was given control of the town.

The University was started in 1315.

We may also say it was founded in 1315.

4. Make sentences:

• Oxford Cambridge Eton Windsor Manchester Liverpool	is known for its	University public castle factories Beatles
---------------------------------------------------------------------	------------------	--------------------------------------------------------

• Mr. Hill proposed that they	visit Oxford make a trip make a tour go to... see...
-------------------------------	------------------------------------------------------------------

5. Complete as in the text:

At this time Oxford was a wealthy town, but by... it was poorer because of a decline in... and the terrible...

On the 10th February the Festival.. a battle... two days.

Sixty-two...

The... punished... two ways.

They had to walk through... to attend the special... until 1825.

Worse than this, the University... for nearly 600 years.

6. Write out the sentences speaking about Oxford:

of the 12th century

of 1300

of the middle of the 14th century

of 1355

of 1825

of the present time.

7. Read the following:

• the college — an older college — the oldest college

the chapel — a taller chapel — the tallest chapel

the most beautiful building

the wealthiest town

I wonder how old it is.

I wonder when it was founded.

I wonder who the first students were.

I wonder how many people live here now.

I wonder if the students pay for their education.

8. Complete the dialogue and act out a similar one:

— The college looks... I wonder how old ... I myself am an Oxford graduate but... founded. Let's look in...
Oh, 1315.

— Is it... oldest...

— Oh no. Jesus... and others... older.

— It's very .. I'd like. Is the... open.

— Yes, it is. Let's The choir .

9. Sum up what you have learned about:

• Trinity College

• the history of Oxford

10. Role play

Imagine you are one of the participants of the Group. Ask the lecturer during an informal talk if he is an Oxford graduate. Then ask him a few questions about Oxford and tell him about our universities.

Unit fifty

Good-bye to London

Text

In the evening Mr. Hill invited all the participants to a farewell party at the Beefeater restaurant near the Tower of London. In general Beefeaters are warders of the Tower, dressed as in the days of the Tudor kings. The restaurant is famous for its medieval ages performance and the spirit of the time. It's like a costume drama with the history of England unfolding before the eyes of the guests. The participants enjoyed the performance immensely, had a very nice meal and a few drinks. A few toasts were pronounced like these:

To the success of our business!

To our prosperous business! Cheers!

To your very good health!

There were also many thanks like these:

Thank you very much for having us.

Thank you for the nice stay we had here in London.

We were very happy here. Thank you very much.

Everything was unforgettable. I thank you a lot.

We 've really enjoyed the visit.

In the morning the Group checked out and the coach took them to the Heathrow Airport. There was no queueing up they checked in very quickly and went upstairs to the Passport Control point. Here they said good-bye and expressed thanks to Mr. Hill. In reply he said many kind words and wished them a safe journey.

The journey back home was really very smooth and enjoyable. A few days later Pete Smirnov, General Director of Economtraining, sent the following letter to Mr. Hill:

Dear Mr. Hill,

Let me thank you and your esteemed company on behalf of the Group and our company for the hearty atmosphere of their stay in London, for very informative lectures and very useful external visits they had. They also thank you heartily for the chances to do some business of their own and to make a few visits they had planned. I hope that we shall arrange similar programmes in future as well to the satisfaction of our both parties.

Let me send you and your family my best wishes for Christmas and a very prosperous New Year.

Yours faithfully,

Pete Smirnov

Words and expressions

farewell	[e≐'wel]	прощание
farewell party		прощальный вечер
beefeaters	['bʌfʌtɜz]	"мясоеды" — прозвище дворцовой стражи или стражи Тауэра
tower		башня
the Tower of London		Тауэр
warder		стражник
Tudors		династия Тюдоров (1495-1603) - период реформации и усиления централизованной власти
costume	['kɒstj] m]	костюм
drama		драма
costume drama		костюмированное представление, драма
to unfold		раскрывать (ся)
toast	[təʊst]	тост
unforgettable	[,ʌnfə'getəbl]	незабываемый
to check out		выезжать из гостиницы
upstairs		наверх (у)
to express safe		выражать безопасный
enjoyable esteemed	[In'ɔIɜbl]	приятный уважаемый
hearty atmosphere		сердечный атмосфера
informative		информативный, содержательный
to arrange		организовывать, договориться о

Exercises

1. Insert prepositions:

the evening Mr. Hill invited all the participants... a farewell party... Beefeater restaurant... the Tower... London.

... general Beefeaters are warders... the Tower dressed as... the days... the Tudor kings.

the restaurant is famous... its medieval ages performances.

It's like a costume drama with the history of England unfolding... the eyes... the guests.

2. Insert articles:

... participants enjoyed... performance immensely.

They had... very nice meal and... few drinks.

... few toasts were pronounced.

To... success of our business!

Thank you for... nice stay we had here in London.

I thank you... lot.

We've really enjoyed... visit.

3. Read the sentences you like the best used as:

toasts the words of thanks.

4. Sum up what you have learned about:

the Beefeater restaurant the farewell party.

5. Translate the letter into Russian underlining the most important sentences, to your mind.

6. Complete the letter and write a similar one:

Let me thank you and your... on behalf of.. for the hearty..., for very informative... and very useful... They also thank you heartily for the chances... their own and make... they had planned. We hope... similar programmes... of our both parties. Let me send you... Christmas... prosperous New Year.

7. Look through all the Units. Imagine you are one of the participants of the Group. Say what you remember best of all and why:

• Entertainments in London:

the medieval ages performance at the Beefeater restaurant

the musical Evita at St. George theater

Madame Tussaud's

• Cultural excursions outside and inside London:

Oxford and the colleges of the University

Eton and its public school

the Windsor Casle

Greenwich and the Observatory

• External business visits:

the laywers' company

the Bank of England

the company producing security devices

• Business talks:

in Moscow about the Contract on training

in London about the Contract for the purchase of devices

• Lectures in London:

Trade finance

Payments in international trade

Accounting

Balance sheets

Banking

Taxes

8. Role play

Imagine that you were one of the participants of the Group. Sometime later at one of the business talks you meet David Hill. Greet him and pay compliments for the nice Programme. Also say how useful all the information and all the visits were. Invite David to have lunch or dinner at a local restaurant.

English-Russian Vocabulary

A	U	
	<i>nit</i>	
a	<i>1</i>	неопределенный артикль
able	<i>1</i>	умелый, умеющий, знающий
	<i>2</i>	
aboard	<i>1</i>	в автобусе, на борту
	<i>6</i>	
about	<i>1</i>	о, около
	<i>2</i>	
above	<i>1</i>	над, выше
	<i>1</i>	
accept	<i>2</i>	принимать; акцептовать
	<i>4</i>	
acceptable	<i>1</i>	приемлемый

	2	
accommodation	7	жилье, размещение
n		
accordance	4	соответствие
	5	
in accordance	4	в соответствии с
with	5	
accordingly	4	соответственно
	6	
according to	4	как сообщает..., как заявляет..., согласно...
	6	
across	3	через (на другой стороне)
	7	
account	8	счет
accounts year	2	отчетный год
	9	
accountant	8	бухгалтер
accounting	8	бухгалтерский учет
accustomed	4	привыкший
	3	
acquisition	2	приобретение; поглощение (одной
	0	компании другой)
act	1	действовать
	8	
activities	1	деятельность
	8	
actually	1	фактически, действительно
	6	
add	8	добавлять
addict	3	человек, чрезмерно увлекающийся
	3	
		чем-либо
address	1	адрес
	6	
adjust	1	приспосабливать, регулировать
	3	
admit	3	допускать
	9	
advance	4	(фин.) повышение курса валюты
	8	
advertisement	3	рекламное объявление
	2	
advertising	4	реклама, рекламирование
	1	
advice	3	совет (банк.) извещение, уведомление, авизо
	4	
a few	8	несколько
a few times	1	несколько раз
	1	
affect	2	сказываться на ..., отрицательно влиять на...
	7	
afraid	2	боящийся
after	9	после
afternoon	2	день (время после 12.00)

	1	
again	1	снова
against	4	против
	0	
age	2	возраст; век
	6	
agree	9	соглашаться, договариваться
aid	2	помощь
	2	
air	3	воздух
	8	
airfreight	3	авиафрахт: стоимость перевозки груза
	9	
		на самолете
airport	1	аэропорт
airticket	1	авиабилет
	1	
air waybill	4	авианакладная
	0	
aisle	3	проход между рядами
	1	
all in all	3	всего
	8	
allow	4	разрешать, позволять, (дел.) предоставлять
	0	
allowance	1	скидка; надбавка
	5	
all right	3	хорошо
almost	1	почти
	7	
a lot	3	много
	7	
also	5	также
although	2	хотя
	1	
always	9	всегда
a. m.	3	до полудня
	1	
amend	1	добавлять, исправлять
	2	
amended	1	дополненный, исправленный
	2	
amendment	1	дополнение
	2	
amount (n)	1	сумма
	9	
amount (v)	1	составлять
	0	
and	1	и
and so on	1	и так далее
	2	
announcement	7	объявление
	7	
annual	3	ежегодный
	7	

another	1	другой; еще один
	2	
answer <i>n</i>	1	ответ
	2	
answer <i>v</i>		отвечать
a number of	4	большое количество
	2	
anywhere	3	где-либо
	1	
apartment	4	комната; квартира
	4	
apologise	4	просить прощения
apology	4	извинение
	6	
applicable	2	применимый
	9	
apply	2	применять
	9	
appointment	6	назначение встречи
appreciate	2	оценивать; (<i>фин.</i>) увеличиваться, повышаться
	7	
appropriate	1	соответствующий, должный
	0	
architecture	4	архитектура
	4	
area	1	территория, зона, район
armour	4	вооружение, доспехи
	4	
around	2	вокруг
arrange	5	организовывать, договариваться о
	0	
arrival	1	прибытие
	1	
arrive	1	прибывать
	3	
art	2	искусство
	7	
article	1	статья
	0	
as	2	как, в качестве
ask	1	просить, спрашивать
	4	
as of	2	по состоянию на... дату
	8	
assets	2	активы (собственность в виде недвижимости,
	8	ценных бумаг, кредитов и т.д.)
assist	2	помогать
	7	
assistant	2	помощник
	9	
associate (<i>n</i>)	4	партнер
	6	
associate (<i>v</i>)	2	ассоциировать
	1	
associated	2	ассоциированный (входящий в ассоциацию,

	9	объединение)
assure	4	заверять, уверять
	6	
as to	1	что касается
	1	
as usual	3	как обычно
	9	
as well as	2	а также и
	4	
at	1	в
at all	3	совсем
at the earliest	3	самое раннее
	8	
atmosphere	5	атмосфера
	0	
at present	3	в настоящее время
	0	
attach	1	прилагать
	1	
attend	1	посещать
	4	
attendant	4	служитель, сопровождающее или об-
	3	служивающее лицо
attention	3	внимание
	2	
attract	3	привлекать
	2	
attraction	2	туристическая достопримечательность
	6	
auditor	2	аудитор (ревизор, контролирующий финансовую
	7	деятельность)
authority	4	власть, власти, администрация; авторитет
	7	
automatic	4	автоматический
	3	
automatically	1	автоматически
	2	
available	1	имеющийся в наличии, доступный
	2	
award	4	награда, приз
	3	
В		
bad	3	плохой
balance	2	остаток
	8	
balance sheet	2	баланс (документ)
	8	
bank	8	банк
bank	3	берег
	4	
banker	7	банкир
banking	2	банковское дело
	0	
banknote	2	банкнота

	<i>1</i>	
based	<i>2</i>	базирующийся
	<i>0</i>	
battle	<i>3</i>	сражение
	<i>4</i>	
be (was/were, been)	<i>1</i>	быть
bear (bore, borne)	<i>4</i>	нести (расходы)
	<i>6</i>	
beautiful	<i>6</i>	красивый
because	<i>1</i>	потому, что
	<i>6</i>	
beefeaters	<i>5</i>	"мясоеды" — прозвище дворцовой стражи или
	<i>0</i>	стражи Тауэра
beer	<i>3</i>	пиво
	<i>3</i>	
before	<i>1</i>	до
	<i>0</i>	
beforehand	<i>4</i>	заранее
	<i>1</i>	
begin (began, begun)	<i>1</i>	начинать
	<i>8</i>	
beginning	<i>1</i>	начало
	<i>8</i>	
behind	<i>1</i>	за, сзади
	<i>5</i>	
believe	<i>2</i>	верить, полагать
	<i>4</i>	
belt	<i>1</i>	пояс; транспортер
	<i>5</i>	
beneath	<i>3</i>	под, внизу
	<i>4</i>	
beneficial	<i>4</i>	выгодный
besides	<i>1</i>	кроме
	<i>2</i>	
best	<i>1</i>	лучший, лучше всего
	<i>9</i>	
better	<i>1</i>	лучше
	<i>9</i>	
between	<i>1</i>	между
	<i>0</i>	
beyond	<i>4</i>	за, за пределами
	<i>2</i>	
big	<i>5</i>	большой
Big Ben	<i>4</i>	"Биг Бен", "Большой Бен"-колокол часов
	<i>1</i>	курантов на здании Парламента в Лондоне, назван по прозвищу лорда Бенджамина Холла, смотрителя работ по установлению и восстановлению колокола в 1850—1860 гг.
bill	<i>6</i>	счет; банкнота; вексель
bill of exchange	<i>2</i>	переводный вексель
	<i>0</i>	
bind (bound, bound)	<i>1</i>	связывать
	<i>0</i>	
bitter	<i>3</i>	горькое пиво

	3	
boat	3	лодка; судно
	4	
bond	4	облигация, долговое обязательство
	8	
book n	3	книга
	0	
book v	1	заказывать
	1	
bookkeeper	2	бухгалтер, счетовод
	7	
booklet	1	буклет, брошюра
	8	
bookshop	3	книжный магазин
	1	
boost	4	ускорять
	8	
born	2	рожденный
	6	
both	1	оба
	0	
bother	3	беспокоить (ся)
	5	
bowler hat	4	шляпа-котелок
	2	
box	3	коробка
	0	
box office	3	театральная касса
	2	
branch	2	отделение (банка, фирмы, предприятия)
	0	
brass	3	медный
	4	
bread	3	хлеб
	3	
break	8	перерыв
breakfast	1	завтрак
	9	
bridge	4	мост
	1	
bring (brought, brought)	3	приносить
Britain	1	Британия
British	1	британский, английский
	1	
broadcast (broadcast, broadcast)	4	передавать по радио, по телевидению
	7	
brochure	3	брошюра
	7	
brother	5	брат
build (built, built)	2	строить
	0	
building	1	здание; строительство
	4	

bullet	3	пуля
	4	
bureau de change	2	обменный пункт, пункт обмена валюты
	4	
bus	2	автобус
	2	
business	4	дело, бизнес
businessman	1	деловой человек, бизнесмен
businessmen	1	деловые люди, бизнесмены
business talk	7	деловые переговоры
busy	5	занятый; оживленный
but	2	но
buy (bought, bought)	3	покупать
	2	
buyer	1	покупатель
	9	
by all means	2	обязательно
	5	
by any chance	1	случайно
	3	
bygones	4	прошлое
	3	
by himself	4	сам
	1	
by post	3	по почте
	0	
by the way	1	между прочим
	3	
by train	7	на поезде
C		
cab	4	такси
	1	
calculation	9	расчет
call (v)	2	называть; звонить
	2	
call (n)	1	звонок
	2	
camera	1	фотоаппарат
	8	
can (could)	1	мочь, уметь
canteen	9	столовая (в учреждении)
capture	2	тщательно выбирать
	7	
car	1	автомобиль
carefully	1	тщательно
	0	
carry	2	нести
	2	
carry on	2	продолжать
	1	
cartoon	2	карикатура
	1	
carving	4	резная работа
	4	

case	1	случай
	2	
cash n	2	наличные
	4	
cash v	3	оплачивать наличными
	0	
cashier	4	кассир
	3	
castle	4	замок
	4	
cause	1	причина, дело
	2	
cathedral	4	собор
	3	
ceiling	4	потолок
	4	
celebrate	1	праздновать
	0	
cent	2	цент (в 1 долларе 100 центов)
	4	
central	2	центральный
	1	
centre	2	центр
century	2	век
	1	
certain	2	определенный, уверенный
	0	
certainly	8	конечно
chain	3	цепь
	0	
chamber	2	комната
	5	
change (n)	9	обмен, замена
change (v)	1	менять
	9	
change trains	2	делать пересадку (с одного поезда на другой)
	2	
channel	2	канал
	0	
chapel	4	часовня
	4	
character	4	характер
	2	
charge (n)	2	плата (за услуги)
	4	
charge (v)	2	взимать плату
	9	
chargeable	2	подлежащий оплате
	9	
cheap	4	дешевый
	1	
check	2	проверка
	2	
check in	3	регистрироваться
check into...	1	регистрироваться в...

	7	
check out	5	выезжать из гостиницы
	0	
Cheers!	3	Ваше здоровье!
	3	
cheese	3	сыр
	3	
chief	4	главный; начальник
	6	
chiefly	4	главным образом
	8	
child	2	ребенок
	6	
childhood	2	детство
	6	
choice	8	выбор
choir	4	хор
	9	
choose (chose, chosen)	3	выбирать
	1	
Christmas	4	Рождество
cif (CIF, c. i. f., C.I.F.)=cost, insurance, freight	3	сиф (стоимость, страхование, фрахт): условия поставки, при которых продавец отвечает за транспортировку и страхование груза
	8	
cinema	2	кино
	2	
city	5	город
clamp	4	зажимать
	3	
classroom	1	аудитория
	0	
clear	2	ясный
	0	
clearing	2	клиринг: расчет путем взаимного зачета требований
	0	
close	2	близкий, закрытый
	4	
	4	курс валюты в конце рабочего дня
	8	
		биржи
close (v)	3	закрывать (ся)
	1	
closely	1	близко
	8	
close to	8	близко от
clothes	3	одежда
	1	
coach	1	междугород ний автобус
	2	
code	4	код
	3	
coin	2	монета
	1	

cold	4	холодный
colleague	1	коллега
collect	1	забирать, собирать
	5	
collection	4	коллекция; (банк.) инкассо
	4	
collection bill	4	инкассовое поручение: банковский документ —
	5	инструкция получить платеж в краткий установленный срок или в пределах данного срока получить обоснованный отказ плательщика от платежа
collectively	1	совместно, сообща
	0	
college	4	колледж
	4	
colour	2	цвет
	2	
colourful	4	цветной, яркий
	9	
come (came, come)	2	приходить, приезжать
come up to	3	подходить к
comfortable	1	удобный
	3	
complete	2	полный
	2	
complete (v)	2	заканчивать
	2	
comment	7	комментарий
commerce	4	торговля
	2	
commercial	1	торговый
	8	
commission	2	комиссия, комиссионное вознаграждение
	4	
communicate	2	передавать (сообщение)
	7	
company	8	компания, фирма
compartment	1	купе, отделение
	3	
competitor	2	конкурент
	7	
complaint	3	жалоба, претензия
	6	
complex	4	комплекс
	4	
compliment	4	комплимент
comprise	2	включать
	0	
computer	1	компьютер
	8	
concerning	2	касательно, о
	7	
concern (v)	1	касаться
	0	

concert	3	концерт
	2	
conclude	4	заключать
	0	
condition	1	условие
	0	
conduct	1	вести, проводить
	0	
conference	8	конференция
connected with	1	связанный с ...
	2	
conquest	4	завоевание
	2	
considerate	3	внимательный
	7	
consideration	9	внимание, рассмотрение
consist	3	состоять
	4	
consolidated	2	консолидированный, обобщенный
	8	
consortium	2	консорциум: объединение самостоятельных
	0	организаций, банков и т.д.
construction	1	строительство
	6	
consult	3	консультироваться
	0	
consulting	1	консалтинг
	8	
consumer	2	потребитель
	7	
contact	1	контактировать с, связываться с
	1	
contain	3	содержать
	7	
continue	4	продолжать (ся)
	2	
contract	9	контракт
control	1	управление
	4	
convenience	7	удобство
convenient	6	удобный (по времени или месту)
conversation	1	беседа
	2	
convert	4	превращать, конвертировать
	4	
convince	3	убеждать
	6	
convincing	3	убедительный
	6	
cooperate	1	сотрудничать
	8	
copy	1	экземпляр
	0	
corner	3	угол
	1	

corporate	2	корпоративный, относящийся к фирмам
	0	
corporation	2	корпорация
	9	
correct	1	правильный
	7	
correspond	3	соответствовать
	1	
correspondence	7	переписка
correspondent	4	корреспондент
	0	
corridor	1	коридор
	4	
costume	5	костюм
	0	
cost (n)	2	стоимость, себестоимость
	6	
cost (v)	2	стоять
	6	
cosy	3	уютный
	9	
Cotswolds=Cotswold Hills	3	возвышенность Котсвольд, высота 1083 фута
	4	(англ. фут = 30,48 см)
counter	1	прилавок
	4	
country	1	страна
	4	
course	1	курс
	0	
courtyard	3	двор
	4	
Coventry	4	Ковентри (крупный индустриальный центр в графстве Йоркшир на северо-западе от Лондона)
	6	
cover (n)	2	обложка, покрытие
	2	
cover (v)	4	покрывать, охватывать; освещать (в прессе)
	1	
credit (n)	1	кредит, доверие
	9	
credit (v)	4	кредитовать
	5	
crisps	3	хрустящий картофель
	3	
cross (n)	4	пересечение, крест
	2	
cross (v)	2	пересекать
	2	
crowd	1	толпа
	5	
crown	2	корона; знак качества
	1	
cultural	9	культурный
curiosity	1	любопытство
	3	
curious	3	любопытный, интересный; любознательный

currency	4 1	валюта
current	9 2	текущий
customer	8 1	покупатель, клиент
customs	0 1	таможенная служба, таможня, обычаи
cut	5 9	резать, срезать; уменьшать, сокращать
D		
daily	4 7	ежедневный; ежедневно, ежедневная газета
darts	3	дарты (стрелы)
data	3 2	данные
date	7 1	дата
dated	0 1	датированный
datum	0 2	данное
daughter	7 5	дочь
day	4	день
dead	2 6	мертвый
dealer	4 8	биржевой маклер
deal in	1	заниматься чем-либо
deal with	7 1	иметь дело с кем-либо
dear	7	дорогой
debt	2 1	долг
deceleration	4 8	замедление
decide	2 2	решать
decision	2 7	решение
declare	1 5	заявлять, объявлять
decline	4 9	снижаться
decorate	4 4	украшать
default	4 6	нарушение, неуплата
defence	4 2	защита
defer	2 8	перенести срок оплаты, отсрочить

define	2	определять
	7	
delay	1	задержка
	9	
delighted	7	радующийся
deliver	3	поставлять, доставлять
	8	
delivery	1	поставка, доставка
	9	
department	1	отдел, департамент, министерство (в Англии)
	8	
department	2	универсальный магазин, универмаг
store	4	
deposit	2	депозит
	0	
describe	4	описывать
	3	
design	4	задумывать, проектировать
	4	
desk	2	письменный стол
	4	
destroy	4	разрушать
	2	
detail	7	деталь, подробность
develop	1	развивать
	9	
development	7	развитие
device	3	прибор, приспособление
	6	
devote	1	посвящать
	9	
dial	2	набирать номер
	5	
diamond	4	бриллиант
	4	
die	2	умирать
	6	
diesel	4	горючее
	3	
difference	1	разница
	3	
different	2	различный
difficulty	1	трудность
	4	
dinner	3	обед
direct (v)	3	направлять
	2	
directly	1	прямо
	2	
director	7	директор
disappoint	3	разочаровывать
	8	
discount	2	скидка; учет (векселей)
	0	
discuss	7	обсуждать

discussion	7	обсуждение
dispensing machine	2	автомат по выдаче денег
disposal	4	
distinct	7	распоряжение
	4	четкий
	2	
distinctive	2	отличительный, характерный
	2	
distinguish	4	различать
	1	
distinguishable	4	различимый, отличный
	1	
distribute	1	распределять, раздавать
	7	
district	4	район
	1	
disturb	1	беспокоить
	2	
divide	1	делить
	0	
divisible	4	делимый
	0	
DLR=Docklands Light Railway	2	современная железная дорога, соединяющая новый деловой центр Лондона Докленд с центром и другими районами Лондона, дорога управляется системой компьютеров без машиниста
do	2	
	4	делать; вспомогательный глагол для образования вопросительной и отрицательной форм глаголов в простом настоящем времени
doctor	1	доктор
	8	
documentary	4	документарный (с приложением отгрузочных документов)
	5	
doll	4	кукла
	4	
dollar	2	доллар
	2	
downstairs	1	вниз (у)
	7	
drama	5	драма
	0	
dress (n)	3	платье
	1	
dress (v)	4	одевать
	4	
drink (n)	4	напиток
drink (v)	4	пить
drive	4	ехать, вести (машину)
	3	
driver	1	водитель
	6	
due	4	должный, причитающийся
	5	
duration	4	длительность
	6	

during	7	в течение
duty	1	пошлина; долг
	5	
duty free	1	беспошлинный
	5	
E		
each	1	каждый (из определенного количества)
	8	
early	3	рано
	1	
earn	2	зарабатывать, получать
	8	
earnings	2	доход
	8	
east	4	восток
	2	
East Europe	1	Восточная Европа
	8	
easy	1	легкий
	7	
economics	1	экономика
	8	
economise	4	экономить
	1	
effect	4	осуществлять
	0	
engaged in	2	занятый, занимающийся
	0	
eight	8	восемь
eighteen	1	восемнадцать
	8	
either	6	тоже (в отрицательных предложениях)
either... or...	1	или... или..
	9	
elder	5	старший (из братьев, сестер)
elevator	3	лифт
	4	
eleven	1	одиннадцать
	1	
eligible	3	отвечающий требованиям
	0	
else	2	еще
	4	
embassy	1	посольство
	1	
emerge	2	появляться
	1	
empire	4	империя
	4	
employ	2	нанимать, использовать
	8	
enable	1	давать возможность
	1	
enclose	4	прилагать

	6	
end (n)	3	конец
	1	
end (v)	3	заканчивать
	2	
endless	1	бесконечный
	4	
England	2	Англия
English	1	английский
English	2	английский язык
Englishman	2	англичанин
enjoy	5	получать удовольствие! вие
enjoyable	5	приятный
	0	
enlarge	4	расширять
	4	
enough	2	достаточно
enquiry	3	запрос
	5	
ensure	4	обеспечивать
	5	
enter	8	входить в
entertainment	3	развлечение
	2	
entity	2	юридическое лицо (фирма, предприятие,
	7	компания)
equipment	2	оборудование
	8	
especially	1	особенно
	7	
essential	4	важный, значительный
	5	
essentially	2	в основном
	1	
establish	1	устанавливать
	8	
established	4	широкоиспользуемый, утвердившийся
	5	
esteem	3	уважать
	7	
esteemed	5	уважаемый
	0	
Eton	4	Итон (одна "из девяти известных престижных
	4	частных школ Англии)
Eurocheque	3	еврочек (международная карточка, используемая
	1	для безналичных платежей и получения наличных
		денег)
European	1	Европейское Сообщество
Community	4	
eve	3	канун
	4	
even	1	даже
	2	
evening	4	вечер
event	1	событие, случай

	0	
every	5	каждый
everybody	1	каждый человек
	6	
everyone	3	каждый человек
	0	
everything	3	все
evidence	4	свидетельство, данные
	8	
exact	1	точный
	0	
exactly	7	точно
example	1	пример
	2	
exception	4	исключение
	6	
exchange <i>n</i>	9	биржа
exchange <i>v</i>	8	обмениваться
exciting	4	интересный, волнующий
	2	
excursion	9	экскурсия
excuse	1	извинять
	3	
execute	2	исполнять, выполнять
	1	
executive	1	руководящий
	0	
exhibit	2	экспонат
	1	
exhibition	2	выставка
	6	
expand	3	расширять (ся)
	7	
expect	2	ожидать
	6	
expectation	2	ожидание
	6	
expenditure	2	расходы (государства, крупной фирмы)
	8	
expenses	1	расходы
	2	
expensive	3	дорогой (по стоимости)
	0	
experience	1	опыт
	0	
expertise	1	компетенция, знания и опыт
	0	
explain	1	объяснять
	9	
explanation	2	объяснение
	1	
exporter	4	экспортер
	5	
express	7	выражать
expression	1	выражение

extend	2	предоставлять ("кредит), проявляя оказывать
	0	
extensive	2	обширный
	0	
external	9	внешний
extract	1	отрывок
	3	
extraordinary	3	чрезвычайный
	9	
eye	2	глаз
	2	
F		
facilities	1	возможности, благоприятные условия, средства,
	9	устройства
fact	3	факт
	8	
factory	3	завод, фабрика
	7	
fail	3	не суметь, не смочь (или отриц. частица "не")
	6	
faithfully	1	верно, преданно
	1	
fall	4	падение
	8	
fall ill	1	заболеть
	2	
family	5	семья
famous	2	известный
	6	
far away	1	далеко
	6	
farewell	5	прощание
	0	
far from it	3	ничего подобного
	9	
fascinating	2	интересный, захватывающий
	1	
fast	2	быстрый, скорый
	2	
fatal	3	фатальный, роковой
	4	
fax	7	факс
February	7	февраль
fee	7	гонорар, комиссия
feel (felt, felt)	3	чувствовать
	1	
feel well	1	чувствовать себя хорошо
	6	
fifteen	1	пятнадцать
	0	
fifty	1	пятьдесят
	6	
fight (fought, fought)	4	бороться
	9	

fighting	4	борьба, сражение
	9	
figure	4	цифра
	8	
file	1	папка, досье, скоросшиватель
	9	
fill in	3	заполнять
film	4	фильм
	3	
finally	4	наконец, в конце концов
	3	
finance (n)	1	финансы
	9	
finance (v)	1	кредитовать, финансировать
	9	
financial	1	финансовый
	8	
find (found, found)	1	находить
	2	
fine	3	прекрасный
fire	4	пожар; огонь
	2	
first	1	первый
first and foremost	4	прежде всего
	4	
fish	4	рыба
fit	3	подходить
	1	
fitting room	3	примерочная
	1	
five	5	пять
flee (fled, fled)	2	уезжать, убегать, спастись бегством
	6	
flight	2	полет
floor	1	пол; этаж
	5	
flow	3	течь
	4	
fluent	1	свободный, беглый
	3	
fly (flew, flown)	1	лететь
	3	
fob (FOB, f. o. b., F. O. B.) = free on board	3	фоб (свободно на борт): условия поставки, при которых продавец несет ответственность за товар до момента его поставки на борт судна/самолета
	9	
folder	1	папка для документов
	9	
follow	1	следовать за
following	7	следующий
fond	5	любящий
foot	3	нога, ступня
	4	
for	1	для
for and on behalf of	4	от имени и по поручению
	0	

force	3	сила
	7	
force majeure	1	форс-мажор: обстоятельства непреодолимой
	2	силы — война, пожар, аварии на заводе или складе,
		эпидемии, поломки на железных дорогах и т.д.
forecast	4	предсказывать
(forecast, forecast)	8	
foreign	7	иностранный
for example	1	например
	2	
forget (forgot, forgotten)	2	забывать
	6	
form (n)	3	форма, бланк
form (v)	4	составлять, образовывать
	0	
formalities	1	формальности
	5	
for some time	1	некоторое время
	6	
fortification	4	укрепление
	2	
forty	1	сорок
	3	
found	4	основывать
	9	
foundation	2	основание
	1	
four	4	четыре
fourteen	1	четырнадцать
	4	
Foyle's	3	Фойлз — крупнейший книжный магазин в
	0	Лондоне, назван по имени первого владельца Фойла
free	9	свободный; бесплатный
freight	3	фрахт — плата за перевозку груза
	8	
Friday	1	пятница
	0	
friend	1	Друг
friendly	3	дружеский
	3	
from	1	из, от
	6	
front	4	передний
	3	
funny	2	смешной
	1	
fur	3	мех
	0	
furnishings	4	меблировка
	4	
furniture	4	мебель
	4	
further	4	далее, дальше

	2	
G		
gain	4	повышаться, увеличиваться
	8	
gains	2	повышение, увеличение, прирост
	9	
gallery	3	галерея
	4	
game	3	игра
	3	
gate	1	ворота, выход, проход
	4	
general	7	общий
gentleman=gen	4	джентльмен
t		
get (got, got)	2	получать
get down to	8	переходить к делу
business		
get off	2	выходить
	2	
get on	3	жить, поживать
	6	
get out of	1	выходить из
	4	
gin and tonic	4	джин с тоником
give (gave,	1	давать
given)	9	
glad	1	довольный, радующийся
go (went, gone)	4	идти
go ahead	3	одобрение
	8	
go inside	1	войти
	7	
gold	2	золото
	1	
goldsmith	2	ювелир
	1	
good	1	хороший
goodbye	1	до свидания
Good for you!	1	Молодец!
	3	
goods	1	товар (ы)
	9	
goodwill	2	престиж, деловая репутация фирмы
	8	
go on	2	продолжать
	2	
go outside	1	выходить
	7	
go shopping	3	идти за покупками
	0	
go so far	4	заходить так далеко
	6	
Gothic	4	готический

	4	
government	3	правительство
	0	
gradual	4	постепенный
	2	
graduate	4	выпускник
	9	
great	1	великий, большой
	9	
Greater London	4	Большой Лондон (Лондон и части нескольких прилегающих графств)
	1	
grateful	1	благодарный
	8	
green	1	зеленый
	5	
Greenwich	3	Гринвич (юго-восточная часть Большого Лондона)
	4	
greet	8	приветствовать
greetings	8	приветствия
group	8	группа
growth	4	рост
	2	
grudges	4	недовольство, обида
	6	
guardian	4	наставник
	7	
guest	1	гость
	7	
guide	1	гид; путеводитель
	8	
Н		
hail	4	останавливать
	1	
half	3	половина
	1	
hall	1	холл
	5	
halt	4	останавливать (ся)
	1	
hand	1	рука
hand in	3	сдавать
handle	1	заниматься, работать с, обрабатывать
	9	
hand over	6	передавать
happen	3	случаться
	9	
happy	3	счастливый
	3	
hard	3	твердый, упорный, тяжелый
	7	
hat	4	шляпа
	2	
have a trip	2	совершать поездку
have dinner	3	обедать

have got	5	иметь
head	4	голова
headquarters	4	штаб-квартира
	7	
health	3	здоровье
	6	
hear (heard, heard)	1	слышать
	2	
heart	1	сердце
	7	
heartly	5	сердечный
	0	
heavy	3	тяжелый
	8	
Hello.	1	Здравствуй (те)
help	2	помощь
her	5	ее, ей
here	2	здесь
herein	4	здесь (в данном документе)
	0	
hereinafter	1	далее по тексту
	0	
Here you are.	3	Вот, пожалуйста
hero	2	герой
	6	
hesitate	1	колебаться
	1	
hi-fi =high fidelity	3	аудио- и видео-техника с высокой точностью
	0	воспроизведения звука
high	3	высокий
	7	
highway	4	шоссе
	3	
hill	3	холм
	4	
hint	1	намек; совет
	9	
hire	1	нанимать
	2	
his	7	его
history	1	история
	8	
hold	2	держать
	1	
hold on	1	не вешать трубку
	2	
hole	3	отверстие, дырка
	4	
holiday	5	выходной; праздник
- home sales	3	продажи внутри страны, внутренняя
	6	торговля
hope v	4	надеяться
hope n		надежда

hot	4	жаркий
hour	1	час
	0	
Houses of Parliament	4	здание Парламента на берегу Темзы на
	1	Парламентской площади, где проходят заседания обеих палат Парламента: Палаты лордов (the House of Lords) и Палаты общин (the House of Commons)
how	2	как
how long	8	как долго, как давно, сколько времени
hundred	1	сто
	2	
Hungary	1	Венгрия
	8	
I		
I	1	я
idea	8	идея
if	3	если
illegal	4	незаконный, неправомочный
	3	
illegally	4	незаконно
	3	
immediately	1	немедленно
	2	
immensely	6	чрезвычайно, очень
impatient	3	нетерпеливый
	8	
importance	2	важность
	1	
important	5	важный
impress	2	производить впечатление
	6	
impression	2	впечатление
	6	
impressive	3	впечатляющий, значительный
	7	
improve	2	совершенствовать
	7	
improvement	2	усовершенствование, улучшение
	7	
in	1	в
in accordance with	1	в соответствии с
in addition to	1	в дополнение к
	5	
in advance	3	заранее; авансом
	2	
in a few words	1	в нескольких словах
	8	
in an hour	1	через час
	7	
in an hour or so	1	через час или около того
	7	
inch	3	дюйм = 2,54 см
	0	

include	2 9	включать
income	4 7	доход
in conference	3 5	на заседании, на конференции, на переговорах
incorporate	2 1	включать в свой состав; регистрировать, оформить (общество, компанию)
independence	4 2	независимость
independent	4 7	независимый
indicate	1 4	указывать
indistinguishable	4 1	неотличимый, незаметный
inform information	7 2	информировать, сообщать сведения
informative	7 5 0	информативный, дающий большую информацию
in general	1 9	в целом, в общем
innovation	2 6	нововведение, новинка
inside out	1 1	вдоль и поперек
institution	1 9	учреждение, организация
instruct	1 2	инструктировать, давать указание
instrument	3 4	прибор; финансовый инструмент
in such cases	1 4	в таких случаях
insurance	3 6	страхование
insure	3 9	страховать
integral	4 0	неотъемлемый
interest (n)	2 8	интерес, заинтересованность
interest (v)	3 7	интересовать
interested in	1 8	заинтересованный в

interested	2	заинтересованные стороны
party	7	
international	7	международный
interpret	1	переводить; истолковывать
	4	
interrupt	1	прерывать, перебивать
	9	
in the recent past	4	в недавнем прошлом
	5	
into	1	в, внутрь
	6	
introduce	1	представлять
inventories	2	запасы (товаров), материально-
	8	технические запасы
invest	2	вкладывать
	8	
investment	2	инвестиция
	8	
investor	2	инвестор
	8	
invitation	3	приглашение
invite	3	приглашать
invoice	4	счет
	0	
involve	4	привлекать, задействовать, включать
	2	в себя, вызвать, повлечь за собой
irrevocable	4	безотзывный (аккредитив)
	0	
I see.	2	Понятно.
	4	
I should say	3	я бы сказал
	8	
island	2	остров
	0	
isle	2	остров (только с именем собственным)
	0	
issue (n)	4	выпуск; вопрос
	5	
issue (v)	3	выпускать, открывать
	0	
it	1	это
item	4	пункт; короткая статья (в газете)
	8	
J		
jacket	3	куртка, френч
	4	
jam	4	пробка (автомобильная)
	3	
Japanese	2	японский
	0	

Jesus	4	Иисус
	9	
jeweler	3	ювелир
	0	
join	3	присоединяться к
jointly	2	совместно
	0	
joint stock company	2	акционерное общество
	1	
journey	2	путешествие
	2	
jubilee	4	юбилей
	4	
judge (v)	3	судить
	8	
judge (n)		судья
just	1	только;только что
	5	
Just a minute.	3	Одну минуту.
Just a moment.	1	Один момент.
	7	
К		
keep	2	держать
	2	
key	3	ключ
kid	3	шутить
	6	
kill	4	убивать
	9	
killometre	4	километр
	2	
kind	2	добрый, любезный
kind regards	7	наилучшие пожелания
king	2	король
	6	
know (knew, known)	7	знать
L		
labor	3	рабочая сила
	7	
lager	3	легкое (светлое) пиво
	3	
landing card	1	карточка прилета (для паспортного контроля при
	4	прилете пассажира в страну)
language	1	язык
	3	
large	2	большой
	1	
last	3	последний
last (v)	4	длиться
	9	
last night	8	вчера вечером; прошлой ночью

later	1	позже
latest	4	последний, новый
	3	
lawyer	9	юрист
lazy	1	ленивый
	3	
lead	4	свинец
	3	
leaflet	3	брошюра, рекламная листовка
	7	
learn	1	учить; узнавать
	3	
leave (left, left)	5	покидать, уходить, уезжать
lecture	7	лекция
lecturer	8	лектор
left side	2	левая сторона
	2	
legal	2	законный, легальный, юридический, судебный
	9	
legal action	4	судебное дело
	5	
Leicester Square		Лестер-Сквер (Площадь в центре Лондона, на которой и вблизи которой находится много театров, кино театров и ресторанов. В старину в ее центре часто устраивались дуэли).
lend (lent, lent)	1	давать в кредит
	9	
lender	2	кредитор
	7	
length	3	длина
	0	
less	2	менее
	9	
let (let, let)	5	позволять
Let bygones be bygones.	4	Кто старое помянет, тому глаз вон
	3	
Let me see.	1	Сейчас подумаю. Одну минуту.
	3	
let's...	1	давайте...
	6	
letter	7	письмо
letter of credit	4	аккредитив: документ, направляемый одним банком другому с указанием произвести платеж при отгрузке товара
	0	
liabilities	2	ответственность, обязательства, (бухг.) пассивы
	8	
license n	4	лицензия
	1	
license v	4	выдавать лицензию
	1	
licensed	4	лицензированный
	1	
lie (lay, lain)	4	лежать, находиться

	4	
lifesize	4	в натуральную величину
	4	
light (n)	4	свет, огонь, огонек
	1	
light (v) (lit, lighted)		освещать, зажигать
lighter	1	зажигалка
	3	
like	2	любить, нравиться
likewise	6	взаимно
limited	4	ограниченный
	1	
list n	1	список
	1	
list v	4	перечислять
	1	
listen	6	слушать
live	2	жить
	6	
loan	2	кредит
	0	
located	2	расположенный
	1	
location	2	месторасположение
	6	
log-in	4	(<i>mex.</i>) входить в систему
	5	
Londoner	4	житель Лондона
	2	
long	1	длинный
	3	
long distance call	2	междугородний звонок
	5	
long-term	2	долгосрочный
	8	
look after	4	следить за, присматривать за
	7	
look forward to	7	с нетерпением ждать, мечтать о
look through	7	просматривать
look (v)	4	выглядеть
look (n)		взгляд; внешний вид
lose (lost, lost)	4	терять
	6	
lot	2	много, множество; партия
	1	
lounge	3	фойе, холл
low	3	низкий
	2	
ltd= limited	7	компания с ограниченной ответственностью
luck	3	удача
	2	
lucky	6	удачливый
luggage	1	багаж
	5	

lunch	8	ланч
M		
macabre	2	мрачный, ужасный
	6	
magnetic	2	магнитный
	2	
maid	2	служанка
	5	
mail	4	почта
	5	
majestic	4	величественный
	3	
major	3	главный
	4	
make (made, made)	1	делать
	0	
make a call	2	звонить
	5	
make a note	7	записать; заметить
make a reservation	3	делать заказ
make pictures	1	фотографировать
	8	
manage	2	управлять, руководить; удаваться
	1	
management	7	управление
managing	3	управляющий, исполнительный
	6	
many	1	много
	3	
map	2	карта
	2	
March	7	март
maritime	3	морской
	4	
mark	3	отметка
	4	
market	2	рынок
	1	
marketable	2	товарный, ходкий
	8	
marshal	1	распорядитель
	4	
mass media	4	средства массовой информации
	7	
masterpiece	4	шедевр
	4	
materials	1	материалы
	1	
matinee	3	дневной спектакль
	2	
matter	2	вопрос, дело, сущность
	9	
maybe	2	может быть

	2	
me	1	мне, меня
meal	4	еда, прием пищи
mean (meant, meant)	8	означать
meaning	2	значение
	7	
meaningful	2	многозначительный, значимый
	7	
mean time	3	среднее солнечное время
	4	
meantime	3	тем временем
	4	
meanwhile	3	тем временем, пока
	8	
measure	2	измерять
	7	
meat	4	мясо
medieval	4	средневековый
	4	
meet (met, met)	1	встречать
meeting	1	встреча; собрание
member	4	член, участник
	5	
mention	3	упоминать
	9	
menu	4	меню
merchant	2	торговец
	0	
		торговый
merger	2	слияние (двух или более компаний
	0	для образования новой компании)
message	7	послание, сообщение, известие
meter	4	счетчик
	1	
method	4	способ, метод
	5	
metropolis	4	столица
	2	
metropolitan	4	столичный
	1	
middle	4	середина
	9	
mild	2	мягкий
mile	3	миля (= 1609 м)
	4	
milk	2	молоко
	5	
mind	3	возражать
minority	2	меньшинство
	8	

mint	2	чеканить
	1	
mirror	4	зеркало
	7	
mislay (misaid, mislaid)	4	затерять (положить не туда)
	6	
miss	1	упускать, пропускать
	5	
mistaken	1	ошибающийся
	6	
modern	3	современный
	6	
monarch	4	монарх
	4	
Monday	7	понедельник
money	2	деньги
	0	
money chest	2	сундук с деньгами
	1	
month	3	месяц
	2	
more	6	более
morning	9	утро
mortgage	2	залог, ипотека
	0	
most	1	большая часть
most probably	1	скорее всего
	4	
mother	2	мать
	6	
motorway	1	шоссе
	6	
mould	2	отливать в формы
	6	
mountain	5	гора
move	1	двигаться
	5	
moving stairs	2	эскалатор
	2	
much	2	много
much better	3	намного лучше
	1	
much easier	3	намного легче
	6	
much higher	3	намного выше
	8	
much later	3	намного позже
	1	
multiply	3	умножать
	0	
museum	8	музей
music	6	музыка
musical	3	мюзикл

	2	
my	1	мой
myself	1	себя
	8	
N		
narrow	4	узкий
	3	
nation	2	нация, народ
	1	
naturally	1	естественно
	7	
near	1	около
	6	
nearest	2	ближайший
	2	
nearly	4	почти
	9	
need (n)	1	необходимость, потребность
	9	
need (v)	9	нуждаться в
needle	4	игла
	2	
negotiate	4	обсуждать, вести переговоры о; обращать,
	1	передавать финансовые инструменты из рук в руки
neighbour	1	сосед
	3	
neither... nor..	1	ни... ни...
	2	
Nelson	3	Нельсон (1758—1805), английский адмирал,
	4	национальный герой, под чьим командованием английский флот одержал ряд побед над французским, португальским, датским и испанским флотами.
Neptune	3	Нептун (в римской мифологии — бог—
	4	покровитель морей; в греческой мифологии — Посейдон)
net	2	чистый; нетто; за вычетом всех расходов или/и
	8	налогов
networks	2	сеть
	0	
never	2	никогда
	4	
new	1	новый
	6	
news	3	новости
	8	
newsagent	2	агент по продаже газет и журналов
	2	
newspaper	1	газета
	3	
next	7	следующий
next month	3	в следующем месяце
	8	
nice	3	приятный, симпатичный

nickname	2	прозвище
	1	
night	7	вечер, ночь
nine	7	девять
nineteen	1	девятнадцать
	9	
ninety	2	девяносто
	0	
no	5	нет
nominate	1	называть, выдвигать
	0	
non-smoker	1	для некурящих
	3	
No problem.	8	Нет вопросов. Нет никаких проблем. Конечно.
Norman	4	норманнский
	2	
north	3	север
	4	
not	1	не
note	2	запись, замечание
	5	
nothing	1	ничто
	5	
not less than	1	не меньше чем
	0	
November	7	ноябрь
now	3	сейчас
nowadays	2	в настоящее время
	0	
number	3	номер; количество; несколько
numerous	2	многочисленный
	0	
O		
objection	3	возражение
	9	
observatory	3	обсерватория
	4	
observer	4	обозреватель
	7	
occur	1	случаться, происходить; приходить на ум
	7	
o'clock	6	часов (при указании времени)
October	1	октябрь
	0	
of	2	предлог, указывающий на родительный падеж
offer n	9	предложение
offer v	4	предлагать
office	5	офис
officer	1	служащий
	4	
official	1	официальный
	5	
often	6	часто
old	2	старый

	1	
on	1	на
	9	
on behalf of	2	от имени
	1	
on both counis	1	в обоих случаях
	9	
one	1	один
only	1	только
	4	
on the whole	8	в целом
on time	2	вовремя
open	3	открыть
	1	
		открытый
open account	4	открытый счет: форма расчета между продавцом
	6	и постоянным покупателем, при которой товары
		отправляются без подтверждения оплаты, а
		покупатель в оговоренные сроки должен оплатить
		товар
operate	3	действовать, функционировать
	0	
operator	2	телефонист, оператор
	5	
opposite	4	противоположный
	1	
or	1	или
orchestra	6	оркестр
order	3	заказать; заказ; порядок
	3	
ordinary	3	обычный
	9	
organigram	3	структура компании
	6	
organisation	1	организация
	9	
organiser	1	организатор
	0	
original	4	первоначальный, оригинальный
	2	
other	9	другой
otherwise	2	иначе
	2	
our	1	наш
outside	1	вне, снаружи
	6	
outskirts	3	окраина
	4	
outstanding	4	неоплаченный; выдающийся
	6	
outwards	4	наружу
	2	
over	2	над, свыше
	6	

overseas	2 0	за морем, за рубежом; заморский, иностранный
overtake	4 3	обгонять
over there	1 5	вон там
own	2 0	владеть собственный
owner	2 7	владелец
Oxford	3 4	Оксфорд (город в графстве Oxfordshire севернее Лондона, славится своим университетом, основанным в XII в. и состоящем более чем из 30 самоуправляющихся колледжей).

P

pack	3 3	упаковка
packing list	4 0	упаковочный лист
page	1 1	страница
paint	4 1	окрашивать, красить
painting	4 4	картина
pair	3 1	пара
palace	4 4	дворец
paper	1 1	бумага; документ
parking	1	парковка
part	1 0	часть
partial	4 0	частичный
participant	7	участник
participate	2 0	участвовать
particular	3 9	частный, особый, особенный, данный
party	1 0	сторона
pass along	1 4	проходить по, проходить мимо
passenger	4 1	пассажир
passport	1 4	паспорт
past	4	прошлый, прошедший
pastime	4 7	времяпрепровождение

pay (paid, paid)	6	платить
payable	4	подлежащий оплате
	1	
pay a visit	9	нанести визит
payment	4	платеж
	0	
peace	4	мир
	2	
people	7	люди
per	9	на, в
per cent	4	процент (ы)
	8	
performance	3	спектакль; деятельность
	2	
perpendicular	4	перпендикулярный
	4	
person	8	человек, лицо
personal	4	личный
	7	
personnel	3	штат, персонал
	6	
petrol	4	бензин
	3	
pfennig	4	пфениг (в 1 немецкой марке 100 пфенигов)
	8	
pickle	3	соленья, соленый или маринованный огурец
	3	
pick up	6	забирать; заезжать за; приобретать
picturesque	3	живописный
	4	
pin-striped	4	в полоску
	2	
pity	5	жалость
place	1	место
	5	
plague	4	чума
	2	
plan (n)	2	план
plan (v)		планировать
plane	2	самолет
plant	2	фабрика, завод; растение
	8	
play (n)	6	игра
play (v)		играть
plc =public	4	компания с ограниченной ответственностью,
limited company	0	выпускающая свои акции на свободный рынок и публикующая свои отчеты о финансовой деятельности
		ности
please	1	пожалуйста
pleasure	6	удовольствие
ploughman	3	пахарь
	3	
p. m.	3	после полудня
	1	
point	9	пункт, момент; точка (например: 0.5)

Poland	1	Польша
	8	
police	4	полиция
	1	
policy	2	политика
	1	
poor	4	бедный
	9	
pop star	2	звезда эстрады
	2	
porcelain	4	фарфор
	4	
post	3	почта
	0	
postcard	3	почтовая карточка
	1	
poster	3	плакат
	1	
post office	3	почтовое отделение, почта
	1	
pound	9	фунт (англ. валютная единица) фунт (мера веса = 454 грамма)
power of attorney	3	доверенность
	9	
practice	2	практика
	0	
precedent	3	прецедент
	9	
prefer	3	предпочитать
	4	
preferable	3	предпочтительный
	9	
prehistoric	3	доисторический
	4	
preliminaries	3	вступительная беседа, подготовительные переговоры/мероприятия
	8	
premises	1	помещение, здание
	0	
prepare	6	приготавливать
present (n)	4	подарок
	5	
present (v)		дарить
present	1	представлять, предъявлять
	4	
press	4	пресса
	7	
price	3	цена
	0	
price-list	3	прейскурант
	9	
prime minister	2	премьер министр
	1	

print	2	печатать
	1	
private	1	частный, личный
	8	
problem	8	проблема
proceeds	4	средства, выручка
	5	
produce	9	производить
product	3	продукт
	7	
production	3	производство
	6	
production	3	производственный цех
shop	6	
profit	2	прибыль
	7	
programme	7	программа
progress	4	прогресс; положение
	4	
project	5	проект
project finance	2	проектное финансирование
	9	
promise (n)	1	обещание
	2	
promise (v)	6	обещать
properly	3	должным образом
	8	
property	2	частная собственность
	8	
proposal	7	предложение
propose	9	предлагать
proud	2	гордый
	2	
provide	1	обеспечивать
	0	
provide for	2	предусматривать
	9	
provision	2	обеспечение; статья (документа)
	8	
pub== public	3	пивная
house	3	
public	4	публика, народ; общественный, публичный;
	4	частный; государственный
public figure	2	общественный деятель
	6	
publicity	3	реклама, известность
	6	
public school	4	частная школа
	4	
publish	4	издавать
	8	
pump	4	насос
	3	
punish	4	наказывать
	9	

purchase	3	покупка
	6	
put (put, put)	1	класть, ставить
	5	
put through	1	соединять (по телефону)
	2	
Q		
quality	4	качество
	7	
quarter	1	четверть
	3	
queen	2	королева
	6	
query	1	вопрос
	1	
question	9	вопрос
questionnaire	1	вопросник, анкета
	1	
queue up	1	стоять в очереди
	4	
quiet	4	спокойный, тихий
	9	
quietly	4	спокойно, тихо
	9	
quite	2	совсем, вполне
quote	4	называть, назначать (цену)
	0	
R		
rack	1	стоянка такси
	5	
railway	4	железнодорожная дорога
	1	
raise	2	поднимать
	1	
range	2	ассортимент, диапазон
	7	
rank	4	занимать место
	1	
rate	2	ставка, темп, курс
	4	
re	7	о, по вопросу о
read (read, read)	8	читать
reader	4	читатель
	7	
readiness	4	готовность
	0	
Reading	3	Ридинг (город в графстве Berkshire)
	4	
ready	9	готовый
really	5	неужели
reasonable	1	обоснованный
	2	

rebuild	4	перестраивать
	2	
rebound	4	вернуться на прежние позиции
	8	
receipt	1	получение;
	9	квитанция
receivables	2	причитающиеся к получению суммы,
	8	кредиторская задолженность
receive	7	получать
recent	7	недавний
receptionist	3	администратор, регистратор
reclaim	1	востребовать
	5	
recognition	2	признание
	2	
record	2	пластинка
	7	
records	4	записи
	6	
recreate	4	воссоздавать
	4	
red	1	красный
	5	
reduce	1	сокращать (ся), уменьшать (ся)
	2	
reduction	1	сокращение, уменьшение
	2	
refer	1	относить
	0	
refresh	7	освежать
region	4	область, регион
	7	
regional	4	областной, региональный
	7	
regulation	4	предписание, правило
	1	
reimburse	4	возмещать, платить
	5	
relate to	3	относиться к
	7	
relation	3	отношение
	6	
relax	3	расслабляться
	3	
relevant	2	соответствен ный
	7	
remember	4	помнить, вспоминать
remove	1	устранять
	5	
render	2	оказывать
	0	

repeat	2	повторять
replace	4	заменять
	5	
reply	3	ответ; отвечать
	7	
report (n)	2	сообщение, доклад
	7	
report (v)	3	сообщать
	8	
repository	2	хранилище
	1	
request	7	просьба; просить
require	1	требовать (ся)
	9	
research	3	исследования, изучение
	6	
reserve	1	резервировать
	1	
residence	4	местожительство
	4	
responsible	1	ответственный
	2	
restaurant	3	ресторан
restrict	4	ограничивать
	3	
result	3	результат;
	8	давать результат
resume	9	возобновлять
retail	2	розничный
	0	
retain	2	удерживать, сохранять
	8	
return	1	возврат; возвращаться
	1	
return ticket	2	билет туда и обратно
	2	
ride	2	поездка
	6	
right side	2	правая сторона
	2	
rise (rose, risen)	4	подниматься
	8	
river	3	река
	4	
road	1	дорога
	6	
role	4	роль
	2	
rolled	4	закрытый, скрученный
	2	
Roman	4	римский
	2	
room	3	комната

round	1	вокруг; круглый
	9	
round <i>n</i>	2	круг
	1	
roundabouts	4	развязка (дорожная)
	3	
roundel	2	кружок
	2	
row	1	ряд
	3	
royal	2	королевский
	6	
rule (<i>n</i>)	2	правило; правление
	4	
rule (<i>v</i>)	4	править
	4	
run (ran, run)	2	управлять, направлять; владеть
	4	
Russian	1	русский
S		
safe	5	безопасный
	0	
safely	1	безопасно, в сохранности
	3	
safety	3	безопасность, сохранность
	6	
sales	3	продажи
	2	
sample	2	образец
	8	
satisfied	8	удовлетворенный
satisfy	3	удовлетворять
	3	
Saturday	3	суббота
	1	
save	2	сберегать, экономить
	9	
say (said, said)	1	сказать
scale	2	масштаб
	1	
scene	4	сцена
	4	
schedule (<i>n</i>)	4	график
	0	
schedule (<i>v</i>)	1	намечать, планировать
	0	
scheme	3	схема
	0	
scope	1	объем
	8	
sea	3	море
	4	
seat	1	место
	3	

second	1	второй
	0	
second (n)	4	секунда
	5	
secure	4	надежный
	5	
secure (v)		обеспечивать, гарантировать
security	3	безопасность, надежность; охрана, защита
	6	
securities	2	ценные бумаги: 1) любые денежные единицы,
	8	которые можно использовать как залог 2) акции и облигации
see (saw, seen)	1	видеть
seem	9	казаться
select	4	выбирать, отбирать
	3	
self-criticism	1	самокритика
	3	
sell (sold, sold)	2	продавать
	2	
send (sent, sent)	8	отправлять
senior	1	старший (по званию)
	0	
serious	4	серьезный
	7	
serve	3	служить, обслуживать
	1	
service (v)	9	обслуживать, проводить осмотр, заправлять
		горючим
service (n)	2	услуга
	0	
services	2	обслуживание, сервис
	0	
session	1	сессия; занятие
	0	
set out	1	излагать
	0	
set time	3	ставить время
	4	
settle	9	оплатить, урегулировать
set up	2	организовывать
	6	
seven	3	семь
seventeen	1	семнадцать
	7	
shake (shook, shaken)	1	трясти, пожимать
share	2	доля; акция
	8	
share capital	2	акционерный капитал компании: капитал
	8	компании в форме акций — сумма номинальных стоимостей акций
shareholder	2	акционер: владелец сертификата,

	8	удостоверяющего юридическое право на часть капитала и прибыли компании, участие в выборе директоров и решении других вопросов
sharp	3	острый, резкий
she	5	она
sheet	2	лист
	8	
ship	3	судно
	8	
shipment	3	отгрузка
	9	
shipping documents	3	отгрузочные документы
	6	
shock	4	удар, потрясение
	7	
shocking	4	скандальный, потрясающий, ужасающий
	7	
shop	3	магазин; цех
	0	
shop assistant	3	продавец
	0	
short	2	короткий
	4	
short-term	2	краткосрочный
	8	
should	2	модальный глагол, выражающий
	5	долженствование, уместность, целесообразность
shoulder	3	плечо
	4	
show (n)	2	показ, зрелище, выставка, витрина
	1	
show (v)	1	показать
(showed, shown)	1	
side	4	сторона
	9	
sight	1	вид
	8	
sightseeing	1	осмотр достопримечательностей
	8	
sign	1	знак
	5	
sign	9	подписывать
signal n	1	сигнал
	4	
signal v	4	подавать сигнал
	1	
similar	1	подобный
	1	
simple	3	простой
	3	
since	1	с, с тех пор, с тех пор как, поскольку
	2	
sincerely	7	искренне
single	1	один, единственный, на одного
	2	

single ticket	2	билет в один конец
	2	
sister	5	сестра
site	4	местоположение, участок, площадка
	2	
size	3	размер
	1	
ski	5	кататься на лыжах
skills	1	умения
	0	
sleep (slept, slept)	6	сон
	2	спать
	5	
slot machine	2	автомат с отверстием для монет и
	2	жетонов
slowly	1	медленно
	6	
small	5	маленький
small change	2	сдача, мелочь
	4	
smaller	1	меньше
	6	
small talk	5	светский разговор
smile (n)	3	улыбка
	6	
smile (v)		улыбаться
smoke (v)	1	курить
	3	
smoke (n)		дым
smoker	1	курящий
	3	
smooth	2	гладкий, спокойный
snow	2	снег
so	1	так, таким образом
society	2	общество
	0	
solicitor	2	адвокат, дающий советы клиентам и
	9	выступающий в судах низшей инстанции
some	4	некоторый, немного
someone	1	кто-то, кто-нибудь
sometimes	1	иногда
	6	
somewhere	2	где-то
	4	
song	6	песня
sophisticated	2	изощренный, сложный
	1	
sophistication	3	изощренность, утонченность
	7	
sorry	1	огорченный, несчастный

	2	
sort code	4	сортировочный код
	0	
sound (n)	2	звук
	6	
sound (v)	6	звучать
source	1	источник
	9	
south	3	юг
	4	
space	1	место, пространство; космос
	5	
speak (spoke, spoken)	2	говорить
Speaking	1	Слушаю вас. (<i>телеф.</i>)
	2	
specialise	1	специализироваться
	8	
specify	1	устанавливать, указывать
	0	
speed	4	скорость
	3	
speed up (sped, sped)	4	ускорять
	5	
spend (spent, spent)	2	проводить (время)
	6	
spirit	2	дух
	6	
spot	3	местечко
	4	
spot	4	(<i>фин.</i>) спот: условия сделки, означающие расчет на второй рабочий день после ее заключения
	8	
spread	4	простирается, развертывать (ся)
	2	
square	2	площадь;
	2	квадратный
staff	2	штат, персонал
	5	
staff member	1	штатный работник
	4	
stamp	3	марка
	0	
stand astride	3	стоять, широко расставив ноги
	4	
stand for	4	обозначать
	5	
stranger	1	незнакомец
	4	
star	3	звезда
	4	
start (n)	7	начало

start (v)	8	начинать
starter	4	холодная закуска
state	3	заявлять, устанавливать
	0	
state	4	государственный
	4	
statement	1	заявление, (<i>фин</i>) отчет, выписка по счету
	9	
station	2	станция, вокзал
	2	
stay n	3	пребывание
stay v	3	находиться
	1	
step	1	шаг; ступенька
steward	1	стюард
	3	
still	4	все еще
stocks	4	запасы (<i>фин</i>) 1) акции и облигации;
	2	2) обыкновенные и привилегированные акции
stock exchange	4	фондовая биржа
	2	
stop (n)	2	остановка
	2	
stop (v)		останавливаться
store	3	магазин
	1	
story	3	рассказ
	4	
St. Paul's Cathedral	4	собор Св. Павла (главный собор англиканской церкви, построен архитектором К. Реном в 1675—1710 гг. после Великого лондонского пожара)
	3	
street	4	улица
	1	
strict	4	точный, строгий
	1	
stringent	4	строгий, обязательный
	1	
strip	2	полоска
	2	
student	4	студент
	4	
study	1	изучение; рабочий кабинет;
	0	изучать
subject	1	предмет
	9	
subject to	4	при условии если
	0	
submit	4	представлять, передавать
	5	
subsidiary	2	дочерняя компания

	0	
suburbs	4	пригород
	2	
success	1	успех
	8	
successful	2	успешный
	7	
such	1	такой
	6	
sugar	2	сахар
	5	
suggest	2	предлагать, предполагать
	1	
suit	3	костюм устраивать, подходить
	5	
suitcase	2	чемодан
summarise	2	суммировать
	7	
summer	2	лето
Sunday	3	воскресенье
	1	
super	4	первоклассный
	3	
superb	6	великолепный, роскошный
supervise	2	руководить чем-либо
	1	
support	1	поддерживать
	1	
suppose	9	полагать
sure	1	уверенный
	1	
surpass	2	превосходить
	6	
surround	4	окружать
	2	
survey	3	обследование; обзор
	8	
SWIFT	4	СВИФТ. (Международное общество
	5	межбанковских (финансовых) телекоммуникаций)
symbolize	4	символизировать
	4	
T		
table	4	стол, таблица
telegraph	2	телеграф. сообщать по телеграфу
	8	
tailcoat	4	фрак
	4	
take (took, taken)	4	брать
take care	1	заботиться
	6	
take into account	1	принимать во внимание
take legal	2	

action	4	обращаться в суд
	5	
take-over	2	поглощение: покупка одной компанией
	0	контрольного пакета акций другой компании, как правило, вопреки желанию последней
take place	1	иметь место, происходить
	0	
talk	5	разговор, переговоры
tax	1	налог
	9	
taxable	2	налогооблагаемый
	9	
taxation	2	налогообложение
	9	
taxi	4	такси
	1	
tea	2	чай
	5	
teach (taught, taught)	1	учить, обучать, преподавать
	0	
teacher	4	учитель, преподаватель
team	3	команда
	7	
telephone	1	телефон
	2	звонить по телефону
television	4	телевидение
	7	
tell (told, told)	4	рассказывать, говорить
ten	6	десять
term	2	семестр
	8	
terms	1	условия
	0	
terrible	4	ужасный
	2	
test	3	тест, испытание, проверка
	8	
text	1	текст
than	1	чем
	6	
thank	1	благодарить
Thanks.	3	Спасибо.
That's right.	1	Хорошо. Правильно.
	7	
the	1	определенный артикль
the City	4	Сити: финансовый и коммерческий
	2	центр Лондона
their	5	их
them	4	им
themselves	3	им самим

	3	
then	3	затем
the original	4	оригинал
	6	
therefore	2	поэтому
	2	
thereof	4	его (данного документа)
	0	
these	2	эти
	2	
the Strand	4	Стрэнд (одна из главных улиц Лондона,
	3	соединяющая Уэст-Энд и Сити, в старину улица
		шла вдоль Темзы(strand — берег, прибрежная
		улица)
the Thames	3	Темза
	4	
theatre	3	театр
	2	
the U. K.	1	Соединенное Королевство Велико
	4	британии
they	1	они
thin	4	(фин.) вялый, неактивный
	8	
think (thought, thought)	2	думать
thirteen	5	тринадцать
	1	
thirty	1	тридцать
	2	
this	3	этот
this time	3	на этот раз
	8	
thought	4	мысль
	7	
thoughtful	4	задумчивый, внимательный
	7	
thoughtfully	4	задумчиво, внимательно
	7	
thousand	9	тысяча
thread	4	нить
	2	
three	3	три
threshold	2	порог
	9	
through	1	через, сквозь
	0	
throughout	4	повсюду, во всех отношениях
	1	
Thursday	7	четверг
thus	1	таким образом
	9	
tight	3	тесный

	<i>1</i>	
time	<i>1</i>	время
timetable	<i>1</i>	расписание
	<i>1</i>	
title	<i>2</i>	звание, должность
	<i>1</i>	
toast	<i>5</i>	тост
	<i>0</i>	
together with	<i>4</i>	вместе с
	<i>5</i>	
tomorrow	<i>6</i>	завтра
tomorrow	<i>9</i>	завтра днем
afternoon		
to-night	<i>3</i>	сегодня вечером
too	<i>1</i>	тоже
topic	<i>7</i>	тема
total	<i>2</i>	итог
	<i>8</i>	итоговый
tour	<i>1</i>	поездка, путешествие
	<i>4</i>	
tourist	<i>2</i>	турист
tow away	<i>4</i>	отбуксировать
	<i>3</i>	
tower	<i>5</i>	башня
	<i>0</i>	
town	<i>3</i>	город (небольшой)
	<i>1</i>	
townspeople	<i>4</i>	горожане
	<i>9</i>	
trade	<i>7</i>	торговля, дело, профессия (рабочего)
trader	<i>1</i>	торговец
	<i>9</i>	
trading	<i>4</i>	торги — операции с ценными бумагами и др.
	<i>8</i>	финансовыми документами
traditional	<i>4</i>	традиционный
	<i>2</i>	
Trafalgar	<i>3</i>	Трафальгар (мыс около Гибралтара, принадлежит
	<i>4</i>	Испании)
traffic	<i>1</i>	движение
	<i>6</i>	
train	<i>7</i>	поезд
train	<i>1</i>	обучать
	<i>0</i>	
trainer	<i>1</i>	преподаватель
	<i>0</i>	
training	<i>1</i>	обучение
	<i>3</i>	
transaction	<i>1</i>	сделка
	<i>8</i>	
transfer	<i>1</i>	перевод переводить
	<i>2</i>	
travel	<i>1</i>	путешествие путешествовать
	<i>3</i>	
travelcard	<i>2</i>	единый проездной билет
	<i>2</i>	

traveller's	2	дорожный чек
cheque	4	
treasure	4	сокровище
	4	
treat	3	относиться к кому-либо
	7	
trial	3	пробный
	8	
Trinity	4	Троица
	9	
trip	1	поездка
	6	
trolley	1	тележка
	5	
true	3	правдивый
	7	
try	3	пытаться
	1	
Tudors	5	династия Тюдоров в Англии (1485— 1603),
	0	период реформации и усиления централизованной
		власти
Tuesday	3	вторник
	1	
tuition	1	обучение (в колледже, университете)
	0	
tunnel	3	тоннель
	4	
turn	1	повернуть
	7	
turnover	3	товарооборот
	7	
twenty	1	двадцать
	0	
twice	4	дважды
	7	
twin	1	близнец
	7	
two	2	два
type (n)	3	тип
	6	
type (v)	3	печатать
	9	
U		
umbrella	4	зонтик
	2	
uncle	2	дядя
	6	
under	1	по, в соответствии с, под
	6	
undergo	1	проходить, претерпевать
	5	
underground	2	метро
	2	
underlying	4	лежащий в основе

	5	
understand	1	понимать
(understood, understood)	9	
undertaking	1	обязательство
	0	
unfold	5	раскрывать
	0	
unforgettable	2	незабываемый
	6	
uniform	3	форма
	4	
unit	7	единица; урок
unity	4	единство
	4	
university	4	университет, институт
	9	
unlike	4	непохожий на
	1	
upper circle	3	балкон (<i>театр.</i>)
	2	
upstairs	5	наверх (y)
	0	
us	4	нас, нам...
use	1	польза
	9	использовать
useful	1	полезный
	8	
user	2	пользователь
	7	
usual	1	обычный
V		
vacant	4	свободный, вакантный
valid	2	действительный (о сроке)
	2	
value	3	ценность; цена
	0	
vast	4	обширный
	4	
vegetables	4	овощи
very	1	очень
very much	5	очень (с глаголами)
via	3	через
	4	
victim	2	жертва
	6	
village	3	поселение, деревня
	1	
visa	1	виза
	1	
visit	5	визит
visitor	2	посетитель

	<i>1</i>	
W		
wages	<i>3</i>	заработная плата
	<i>6</i>	
wait	<i>1</i>	ждать
	<i>6</i>	
waiter	<i>4</i>	официант
walk	<i>4</i>	прогулка; идти пешком
	<i>4</i>	
wall	<i>1</i>	стена
	<i>5</i>	
want	<i>5</i>	хотеть
war	<i>2</i>	война
	<i>1</i>	
warder	<i>5</i>	стражник
	<i>0</i>	
warm	<i>3</i>	предупреждать
	<i>6</i>	
watch	<i>1</i>	часы
watch	<i>4</i>	наблюдать
	<i>7</i>	
waterway	<i>3</i>	водная артерия
	<i>4</i>	
wax	<i>2</i>	воск
	<i>6</i>	
waxworks	<i>4</i>	восковые фигуры
	<i>4</i>	
way	<i>1</i>	путь, дорога
	<i>6</i>	
wealth	<i>2</i>	богатство
	<i>1</i>	
wealthy	<i>2</i>	богатый
	<i>1</i>	
wear (wore, worn)	<i>3</i>	носить
	<i>4</i>	
Wednesday	<i>3</i>	среда
	<i>1</i>	
week	<i>3</i>	неделя
weekend	<i>4</i>	уикенд: выходные дни, начиная с вечера пятницы
	<i>1</i>	и до утра понедельника
weekly	<i>3</i>	еженедельник; еженедельно
	<i>2</i>	
welcome	<i>3</i>	приветствовать
well	<i>5</i>	хорошо
west	<i>4</i>	запад
	<i>4</i>	
West End	<i>4</i>	Уэст-Энд (западная фешенебельная
	<i>2</i>	часть Лондона)
Westminster	<i>4</i>	Вестминстер (район в центральной
	<i>2</i>	части Лондона, где находится здание Парламента; <i>перенос, знач.</i> — английский

		парламент).
Westminster	4	Вестминстерский мост (по названию района, где
Bridge	1	он находится. Построен в 1854-1862 гг.)
what	4	что; какой
What's on?	3	(<i>театр.</i>) Что идет? Что? Где? (объявления
	2	культурной жизни)
when	1	когда
where	8	где
whereby	4	по которому
	0	
while	3	пока
	5	
whole	2	полный
	2	
wholesale	2	оптовый
	0	
whom	3	кого, кем...
	5	
whose	1	чей
	7	
why	5	почему, зачем
widely	2	широко
	0	
wife	5	жена
will	3	желание, воля, завещание
	3	
willing	3	желающий
	3	
willingly	3	с желанием
	3	
win (won, won)	4	завоевывать
	3	
winner	4	победитель, призер
	3	
window	2	окно
	4	
windscreen	4	переднее/лобовое стекло
	1	
Windsor Castle	4	Винзорский замок (одна из загородных
	4	резиденций английской королевы/короля)
wine	3	вино
	3	
wing collar	4	стоячий воротник с отворотами
	4	
winner	4	победить
	3	
winter	2	зима
wish (n)	7	желание, пожелание
wish (v)	2	желать
	5	
with	2	с
withdraw	2	отзывать
(withdrew,	7	
withdrawn)		
within	2	в пределах

	7	
wonder	3	удивляться, интересоваться
	0	
wonderful	3	удивительный, прекрасный
	2	
word	1	слово
work (л)	1	работа
	6	
work (v)	5	работать
works	4	1) произведения искусства 2) завод
	4	
works' test	4	сертификат заводских испытаний
certifi	4	
cate		
world	3	мир
	2	
worldwide	4	всемирный
	5	
worry	2	беспокоить (ся)
	5	
worth	4	стоящий
	8	
wounded	3	раненый
	4	
writer	2	писатель
	6	
wrong	3	неправильный, ошибочный
	5	
Y		
year	5	год
yellow	4	желтый
	1	
Yellow Pages	4	Желтые страницы: телефонный справочник;
	1	справочник
yen	4	иена
	8	
yet	2	нет еще
you	1	вы, ты
your	3	ваш (перед существительным)
yours	1	ваш
	5	
You see, ...	1	Видите ли, ...
	6	

English-Russian phrases on business

Preliminaries	Вступительная беседа
How are you getting on?	Как вы поживаете?
How is business with you?	Как идут ваши дела?
How is your company doing?	Как дела у компании?
How was your flight?	Как вы долетели?
Where are you staying?	Где вы остановились?
I haven't seen you for ages.	Не видел вас целую вечность.

I hope everything is OK, isn't it?	Надеюсь, все в порядке, да?
Is this your first visit to...?	Вы первый раз в ...?
You like..., don't you?	Вам нравится, не правда?
How do you like the weather today?	Как вам нравится сегодня погода?
The weather is wonderful/fine.	Погода прекрасная
It's nice, isn't it?	Очень приятно, правда?
What a lovely/marvellous day!	Какой чудесный день!
terrible	ужасный
mild	мягкий
cold	холодный
chilly	прохладный
hot	жаркий
windy	ветренный
stormy	штормовой
foggy	туманный
wet	сырой
It looks like raining.	Похоже, скоро пойдет дождь.
It's raining cats and dogs.	Дождь льет как из ведра.
It seems to be clearing up.	Похоже, погода проясняется.
We have had a lovely summer.	У нас было прекрасное лето.
We have had no summer at all.	Зимы у нас совсем не было.
What is the weather like in... now?	Какая сейчас погода в ..?
How is your family?	Как поживает ваша семья?
Have you had a holiday this year?	В этом году у вас уже был отпуск?
Where did you spend it?	Где вы его провели?
Did you enjoy your holiday?	Вам понравился отпуск?
Shall we get down to business now?	Может быть перейдем к делу?
The point /the question/the problem is...	Вопрос состоит в том, что...
I would suggest...	Я бы предложил...
I would like to remind you that...	Я хотел бы напомнить, что...
Telephoning	Телефонные разговоры
Mr. Brown's office here, can I help you?	Офис г-на Брауна, слушаю вас.
Who's calling, please?	Кто говорит?
This is...	Говорит..
Could I speak to...?	Я могу поговорить с...
Hold on, please.	Не вешайте трубку.
Just a minute/moment, please.	Одну минуту.
'Ill see if he is in.	Я посмотрю, на месте ли он.
I'm afraid he is in conference at he moment.	Он сейчас на заседании.
I'm afraid he is in a meeting.	Он сейчас на деловой встрече.
I'm afraid he isn't here.	Его нет на месте.
I'm afraid he isn't free.	Он сейчас занят.
I'm afraid he isn't available.	Он сейчас не может с вами поговорить.
I'm afraid he's busy on another line.	Он сейчас говорит по другому телефону.
I'm afraid he has a visitor.	У него сейчас посетитель.
Sorry to have kept you waiting.	Простите, что заставил вас ждать.
Could you call in an hour?	Не могли бы вы позвонить через час
Can I take a message?	Вы хотите что-нибудь передать ему?
What's your number, please?	Какой у вас номер?

Where can he contact you?	Где он может вас найти?
I'm putting you through.	Соединяю вас.
Speaking.	Слушаю вас.
Thank you for calling me.	Спасибо за звонок.
to phone/to telephone/	звонить кому-либо
to ring up to/to call somebody	
to dial a number	набрать номер
receiver	трубка
to leave a message	передать кому-либо что-либо
wrong number	неправильный номер
I'm sorry you have rung the wrong number.	Извините, вы ошиблись.
Sorry for disturbing you.	Извините за беспокойство
The line is engaged.	Линия занята
Market	Рынок
goods/commodity/product	товар
goods/commodities/products	товары
to sell	продавать
to buy/to purchase	покупать
purchase of something	покупка чего-либо
seller	продавец
buyer/customer	покупатель
a bulk buyer	покупатель крупных партий товара
to supply something	поставлять что-либо
supplier	поставщик
the regular customer	постоянный покупатель
wholesaler	оптовый покупатель
retailer	розничный покупатель
agent	посредник
principal	доверитель
associate	партнер
representative	представитель
subsidiary	дочерняя компания
trade	торговля
Trade Association	торговая ассоциация
foreign trade	внешняя торговля
home sales	внутренняя торговля
to import	импортировать
imports	импорт
importer	импортер
to export	экспортировать
exports	экспорт
exporter	экспортер
to be the sole exporters of something	быть монопольным экспортером чего-либо
company	компания
joint-stock company	акционерное общество
on the market	на рынке
on the world market	на мировом рынке
on the British market	на рынке Англии
to develop new markets	развивать новые рынки
to launch a product on the market	начать реализацию какого-либо товара на рынке
to enter the market	выйти на рынок

to introduce something onto the market	представить что-либо на рынок
to sell well	хорошо продаваться
to be in demand	пользоваться спросом
to find a ready market	найти хороший рынок
to be in the market for some goods	хотеть закупить какой-либо товар
to be interested in some goods	интересоваться каким-либо товаром
to require/to need some goods	испытывать потребность в каких-либо товарах
requirements/needs	потребности
to be in need of something	нуждаться в чем-либо
to be in urgent need of something	остро нуждаться в чем-либо
to meet somebody's requirements	удовлетворить чьи-либо потребности
to stock a product	складировать/запасать товар
to hold/to carry a stock of a product	иметь запас товара
to do business/to cooperate with somebody	сотрудничать с кем-либо
Enquiry	Запрос
enquiry/inquiry for something	запрос на что-либо
to make an enquiry	делать запрос
to send/to forward an enquiry	направлять запрос
to study/to consider/to examine an enquiry	рассматривать запрос
to reconsider/to reexamine an enquiry	еще раз рассмотреть запрос
to ask for/ to request a price-list catalogue	запросить прейскурант
brochure	каталог
booklet	брошюра
prospectus	буклет
leaflet	проспект
sample	брошюра, рекламный лист
Please could you send us details of something advertised by...	образец
Our company specializes in...	Просим направить нам подробную информацию о..., рекламированном в...
We are interested in...	Наша фирма специализируется в...
You were recommended to us by...	Мы интересуемся...
Please send us your offer by return mail.	Вас рекомендовали нам..
We look forward to hearing from you very soon.	Просим направить ваше предложение незамедлительно.
Offer	Надеемся получить от вас сведения в ближайшем будущем.
offer of/for something quotation of/for something	Предложение
to make an offer	предложение чего-либо
to send/to forward an offer	сделать предложение
the goods offered	направить предложение
to accept an offer	предложенный товар
to decline an offer	принять предложение
to withdraw an offer	отклонить предложение
the original offer	отозвать предложение
detailed offer	первоначальное предложение
Please find enclosed herewith our	детальное предложение
	При сем прилагаем наше пред-

offer.	ложение.
Our offer is valid till...	Наше предложение действительно до...
We have studied your offer and... Your offer suits us and...	Мы изучили ваше предложение и... Ваше предложение нам подходит и...
We are prepared to make an order or a contract with you...	Мы готовы разместить у вас заказ или заключить с вами контракт...
Order	Заказ
Order No...	заказ №
large order	большой заказ
small order	маленький заказ
official/formal order	официальный заказ
repeat order	повторный заказ
trial order	пробный заказ
The total amount of the order is... to confirm the acceptance of the order	Общая сумма заказа составляет... подтвердить принятие заказа к исполнению
formal confirmation of the order to fulfil/to execute an order under Order No...	официальное подтверждение заказа выполнять заказ по заказу №
the position/progress of the order the balance of the order to be in full conformity with the order	состояние выполнения заказа оставшаяся часть заказа быть в полном соответствии с заказом
= to be in strict accordance with the order	
= to be in line with the order	
in final execution of the order	для окончательного выполнения заказа
to cancel an order	аннулировать заказ
to cancel an order in whole	аннулировать заказ полностью
to cancel on order in part	аннулировать заказ частично
to withdraw an order	отозвать заказ
Contract	Контракт
draft contract	проект контракта
contract form	стандартная форма контракта
contract for some goods	контракт на такой-то товар
to negotiate a contract	провести переговоры о заключении контракта
negotiation on a contract	переговоры по контракту
to prepare a contract	подготовить/составить контракт
to make/to conclude a contract with somebody	заключить контракт с кем-либо
to sign a contract	подписать контракт
party to a contract	сторона, заключившая контракт
Messrs.... hereinafter referred to as the Sellers on the one hand and Messrs.... hereinafter referred to as the Buyers on the other hand have concluded the present Contract on the following:...	Фирма..., именуемая далее Покупатель, с одной стороны и Фирма..., именуемая далее Продавец, с другой стороны заключили настоящий контракт о следующем:...
subject of a contract	предмет контракта

clause/article/provision of a contract	статья контракта
value of a contract	стоимость контракта
total value of a contract	общая стоимость контракта
validity of a contract	срок действия контракта
terms and conditions of a contract	условия контракта
wording of a clause	формулировка статьи
obligations/undertakings/ commitments	обязательства
specification	спецификация
to form an integral part	составлять неотъемлемую часть контракта
to state/to specify/ to provide for/to stipulate in the contract	указывать в контракте
to amend a contract	дополнять контракт
to make/introduce amendments in a contract	делать дополнения к контракту
to infringe/to violate a contract	нарушить контракт
infringement/violation of a contract	нарушение контракта
slight infringement	небольшое нарушение контракта
gross infringement	серьезное нарушение контракта
to cancel a contract	аннулировать контракт
Terms of delivery	Условия поставки
fob (free on board)	фоб (свободно на борт): условия поставки, при которых продавец несет ответственность за товар до момента его поставки на борт судна/самолета
cif (cost, insurance, freight)	сиф (стоимость, страхование, фрахт)' условия поставки, при которых продавец отвечает за транспортировку и страхование груза
c&f (cost and freight)	каф (стоимость и фрахт) условия поставки, при которых продавец отвечает за транспортировку груза
free on rail	франко рельсы/вагон: условия поставки, при которых продавец отвечает за груз до момента доставки на железную дорогу
ex works	франко завод: условия поставки, при которых продавец должен поставить товар для самовывоза покупателем
to deliver goods on fob terms	поставить товар на условиях фоб
to deliver goods fob London	поставить товар на условиях фоб Лондон
The goods are to be delivered fob London.	Товар поставляется на условиях фоб Лондон.
The prices are understood fob London.	Цена понимается как фоб Лондон.
The price is... fob London.	Цена составляет... фоб Лондон.
Prices	Цены
current price	текущая цена
good/low price	низкая цена

competitive price	конкурентоспособная цена
non-competitive price	неконкурентоспособная цена
high price	высокая цена
at the price of... per...	по цене... за...
price-list	прейскурант
to give the idea of the price	назвать приблизительную цену
to calculate a price	рассчитать цену
to quote a price	назвать цену
to confirm a price	подтвердить цену
to change a price	изменить цену
to revise a price	пересмотреть цену
to cut a price	уменьшить цену
to agree on/about the price	согласовать цену
to accept a price	принять цену
to raise/to increase a price	увеличить цену
rise/increase/advance in prices	увеличение цены
difference in prices	разница в цене
to reduce the price by...%	уменьшить цену на...%
to reduce the price to <i>GBP</i> ...	уменьшить цену до... ф. ст.
to give a discount of...% off the price	дать скидку с цены в размере... %
quantity discount	скидка при покупке большой партии товара
prices are based on-	цены основаны на...
prices are subject to revision	цены могут быть пересмотрены
to finalize a price	окончательно согласовать цену
to include something into the price	включить что-либо в цену
to deduct... from the price	вычесть что-либо из цены
deduction from the price	исключение из цены
prices are going up	цены увеличиваются
prices are going down	цены понижаются
prices have gone up	цены возросли
prices are fluctuating	цены колеблются
upward trend in prices	повышательная тенденция изменения цен
downward trend in prices	понижательная тенденция изменения цен
Execution of a contract	Выполнение контракта
to execute /to fulfil/ to carry out/to perform a contract	выполнять контракт
execution/fulfilment/ performance of a contract	выполнение контракта
under Contract No...	по контракту №...
in accordance with Contract No...	в соответствии с контрактом № .
to observe all the terms and conditions of a contract	соблюдать все условия контракта
in due course	должным образом
in the course of the execution of a contract	в ходе выполнения контракта
consignment/lot/cargo/shipment	партия товара
to deliver goods	поставить товар
to ship/dispatch goods	отгрузить товар
to ship goods in... lots of... tons each	отгрузить товар .. партиями по .. тонн в каждой
to ship goods in the time stipulated by the contract	отгрузить товар в срок, оговоренный в контракте

to load goods	погрузить товар
to unload goods	выгрузить товар
partial shipment	частичная отгрузка
prior shipment	досрочная отгрузка
timely shipment	своевременная отгрузка
overdue shipment	просроченная отгрузка
complete shipment	полная отгрузка
delay in shipment	задержка отгрузки
The delay occurred through no fault of ours.	Задержка произошла не по нашей вине.
to delay shipment	задержать отгрузку
to suspend shipment	приостановить отгрузку
to speed up/to expedite/ to accelerate shipment	ускорить отгрузку
port of loading	порт отгрузки
port of unloading	порт разгрузки
port of destination	порт назначения
shipping documents	отгрузочные документы
air waybill	авианакладная
bill of lading	коноссамент (товарораспоря- дительный документ при отгрузке товара морем)
railway bill	железнодорожная накладная
receipt	получение; квитанция; расписка
clean bill of lading	чистый коноссамент (без отметок капитана о каких-л повреждениях груза)
claused/dirty bill of lading	коноссамент с пометками о повреждениях груза
during the transportation	во время транспортировки
to complete the execution of a contract	закончить выполнение контакта
to fail to execute the contract in the time stipulated by...	не выполнить контракта в срок, оговоренный в...
to make a claim on somebody be- cause of something	предъявлять кому-либо претензию из-за чего-либо
to make a claim for GBP...	предъявлять претензию на сумму... ф. ст.
dissatisfied party	пострадавшая сторона
responsible party	сторона-ответчик
to study a claim	рассмотреть претензию
to decline a claim	отклонить претензию
to settle a claim amicably	урегулировать претензию дру- жеским путем
Payments and trade finance	Платежи и кредитование/ финансирование торговли
to make/to effect payment	производить платеж
to guarantee/to secure payment	гарантировать платеж
terms of payment	условия платежа
manner /method/ mode of payment	способ платежа
letter of credit	аккредитив: документ, направ- ляемый одним банком другому с указанием произвести платеж при отгрузке товара
collection	инкассо: форма оплаты, при

	которой платеж производится/или от него отказываются в установленный краткий период после получения отгрузочных документов
open account	открытый счет: форма расчета между продавцом и постоянным покупателем, при которой товары отправляются без подтверждения оплаты, а покупатель в оговоренные сроки должен оплатить товар
to pay by a letter of credit	платить по аккредитиву
to pay for collection	платить по инкассо
to pay on an open account	платить на открытый счет
to pay cash against documents	платить наличными против документов
payment in cash	платить наличными (не в счет кредита)
to open/to issue a letter of credit in favour of somebody	открыть аккредитив в пользу кого-либо
to fail to open a letter of credit in the time stipulated by... issuing/opening bank	не открыть аккредитив в срок, оговоренный в... банк, открывающий аккредитив
to draw... from a letter of credit	использовать/снять с аккредитива... сумму
documentary letter of credit	документарный аккредитив: используемый при получении отгрузочных документов
revocable letter of credit	отзывный аккредитив: может быть отозван после его открытия
irrevocable letter of credit	безотзывный аккредитив: не может быть отозван после его открытия
confirmed letter of credit	подтвержденный аккредитив: как правило, подтверждается первоклассным банком
divisible letter of credit	делимый аккредитив
transferable letter of credit	аккредитив, который можно передавать третьим лицам
validity of a letter of credit	срок действия аккредитива
to extend the validity of a letter of credit	продлить срок действия аккредитива
draft	тратта: письменный приказ выплатить предъявителю указанную сумму
sight draft	тратта, оплачиваемая сразу при предъявлении
to pay by drafts	платить траттами
to issue drafts	выписывать/оформлять тратты
to present drafts	предъявлять тратты
to honour drafts	оплачивать тратты
to dishonour drafts	не оплатить тратты
to accept drafts	акцептовать тратты
to accept	акцептовать- принять к платежу
to extend/to grant a credit	предоставить кредит
to buy on credit	покупать в кредит
to pay by installments	платить по частям

advance/down payment	авансовый платеж
to pay in advance	платить авансом
overdue payment	просроченный платеж
outstanding invoice	неоплаченный счет
to adjust payment	урегулировать платеж
to transfer/to remit the sum of...	перевести сумму..
transfer/remittance	перевод
proceeds	полученные средства
to pay by a bank transfer	оплачивать банковским переводом
for somebody's account = at somebody's expense	за чей-либо счет
to credit somebody's account with the sum of...	кредитовать счет на сумму ... (перевести сумму... на счет)
to debit somebody's account with the sum of...	дебетовать счет на сумму (списать сумму... со счета)
to add the sum of...	приплюсовать сумму
to deduct the sum of...	вычесть сумму...
settlement	урегулирование
in full settlement	для полного урегулирования
to finance trade	кредитовать/финансировать торговлю
to finance projects	кредитовать/финансировать проекты
to finance overseas transactions	кредитовать/финансировать внешнеторговые сделки
Insurance	Страхование
to insure goods with an insurance company	страховать товар в страховой компании
Lloyd's == Society of Lloyd's	Ллойд: Ассоциация страховщиков, занимающаяся преимущественно морским страхованием Создана в Лондоне в 1688 г/ Edward Lloyd был владельцем кофейни, расположенной на том месте, где долгое время затем стояло здание Ассоциации Ллойд В этой кофейне заключались первые сделки между торговцами товаров и судовладельцами для перевозки грузов. Недавно Ассоциация переехала в другое здание в центре Лондона.
to insure goods for the sum of...	застраховать товар на сумму...
to insure goods for somebody's account	страховать товар за чей-либо счет
to insure goods against war risks	страховать груз против военных рисков
marine risks	морские риски
fire	пожар
breakage	поломка
damage	повреждение
force majeure	форс-мажор: обстоятельства непреодолимой силы (война, пожар, аварии на заводе или складе,

	эпидемии, поломки на железной дороге и т. д.)
cost of insurance	стоимость страхования
insurance policy	страховой полис
insurance certificate	страховой сертификат
insured goods	застрахованный груз
insurance compensation	компенсация по страхованию
insurance broker/agent	страховой агент
insurer	страхователь
insured	застрахованный
premium	ставка по страхованию
Balance sheets and accounting	Баланс и бухгалтерский учет
balance	баланс, остаток
balance with the Central Bank	остатки в центральном банке с
balances with other banks	остатки на счетах других банков
balance sheet	баланс: документ, представляющий все активы и пассивы компании по установленной форме на определенную дату (за квартал, за год)
consolidated balance sheet	консолидированный баланс: общий баланс корпорации и ее дочерних компаний
assets	активы: собственность, включая строения, оборудование, кредитные требования по должникам, ценные бумаги, наличные средства
liabilities	пассивы: все что подлежит оплате компанией/предприятием, включая счета на различные приобретения, зарплату сотрудников, дивиденды, объявленные к выплате, долгосрочные обязательства, банковские кредиты и т.д.
receivables	причитающиеся суммы
items of a balance sheet	статьи баланса
cash in vaults	наличные в хранилище
cash due from banks, companies etc.	причитающиеся наличные средства от банков, компаний и т.д.
earnings	общая выручка
to earn interest	получать проценты
to pay interest	выплачивать проценты
interest paid	выплаченные проценты
interest earned	полученные проценты
interest charged	взимаемые проценты
to retain	удерживать, оставлять у себя
retained earnings	выручка, оставшаяся в распоряжении компании
retained profit	нераспределенная прибыль
to make/to earn a profit	зарабатывать прибыль
equity	простая акция, капитал
share	акция, ценная бумага, свидетельствующая о внесении определенной доли в капитал акционерного общества и дающая право на получение части прибыли-

	дивидендов и управление акционерным обществом.
ordinary share	обыкновенная акция: акция, дающая дивиденды, размер которых зависит от размера прибыли, а также право голоса в управлении акционерным обществом
preference share	привилегированная акция: акция, дающая фиксированные дивиденды (в % на вложенный капитал) независимо от прибыли, но не дающая права голоса в управлении
stock	запасы, акции, фонды
shareholder/stockholder	акционер
to invest	инвестировать
investment	инвестиция
return on investments	прибыль на вложенные средства
to record transactions	учитывать сделки
the amount of...	сумма в...
to amount to GBP...	составлять... ф. ст.
Our expenses amount to...	Наши расходы составляют...
income	доход
net income	доход за вычетом всех налогов
net income per share	чистый доход на 1 акцию
worth	стоящий
They hold 2 billion dollar worth of securities.	Они владеют ценными бумагами на 2 блн. долларов. (Ам. 1 блн.=1млрд.)
to increase/to rise/to go up	расти
increase/rise	рост
increase of 10% over the previous year	рост на 10% выше уровня прошлого года
fee and commission earnings	поступления от сборов и комиссионных
fee and commission charges	сборы и комиссионные
costs	затраты
staff costs	затраты на персонал
to reduce costs	сокращать затраты
The costs increased by...%.	Затраты увеличились на... %
debt	долг
bad debt	плохой долг (очевидно, он не будет возвращен)
doubtful debt	сомнительный долг
provisions for bad and doubtful debts	резервы для покрытия смешанных долгов
depreciation	амортизация
depreciation on assets	амортизация оборудования и недвижимости
depreciation on premises	амортизация строений
Banking	Банковские услуги
to provide/to offer various services a variety of services =a wide range of services	предоставлять различные услуги широкий спектр услуг
services provided/offered by banks include...	услуги, предоставляемые банками, включают...

wholesale banking	оптовый банковский бизнес: крупные операции между банками и другими кредитно-финансовыми институтами
wholesale bank	оптовый банк
retail banking	розничный банковский бизнес: работа с мелкими и средними клиентами
retail bank	розничный банк
corporate banking	банковский бизнес, обслуживающий компании, фирмы и другие юридические лица
private customer banking	банковское обслуживание частных лиц
customer-tailored services = customer-oriented services	услуги, ориентированные на частных клиентов
deposit	депозит, вклад
deposit taking	прием депозитов
to take in deposits	принимать депозиты
advising bank	авизующий банк
to advise	сообщать, авизовать
advice	сообщение, авизо
credit-advice	кредитовое авизо
debit-advice	дебетовое авизо
to negotiate documents	обращать, передавать докумен-ты-финансовые инструменты из рук в руки
negotiable	передаваемый, обращаемый
non-negotiable	непередаваемый, необрачаемый
without recourse	без права регресса: без оборота, без обязательства при принятии векселей об их погашении при наступлении срока
to protect buyers and sellers	защищать продавца и покупателя
to guarantee payment	гарантировать платеж
bank guarantee	банковская гарантия
first class bank guarantee	гарантия первого класса банка
loan	кредит
to extend/to grant a loan	предоставить/дать кредит
to repay a loan	выплатить кредит
syndicated loan	синдицированный кредит' кредит, предоставленный двумя или более банками, один из которых является менеджером
loan capital	заемный капитал банка/компани-состоит главным образом из долгосрочных облигационных займов
to borrow	заимствовать
borrower	заемщик: юридическое или физическое лицо, которое привлекает заемные средства путем получения кредита или выпуска ценных бумаг
to lend (lent, lent)	предоставлять кредит
lender	кредитор, заимодавец: юридическое или физическое лицо,

lending rate	предоставляющее деньги на срок за определенное вознаграждение кредитная ставка: ставка вознаграждения кредитору за предоставление кредита
to establish correspondent relations with... to run an account overdraft	устанавливать корреспондентские отношения с... вести счет овердрафт: получение кредита путем выписки чека или платежного поручения на сумму, превышающую остаток средств на счете; кредит по овердрафту оговаривается при открытии счета и не может превышать фиксированной суммы
credit	кредит: сделка ссуды, кредитор предоставляет заемщику на фиксированный срок наличную сумму или соглашается на отсрочку платежа за товар за вознаграждение в форме процента
credit policy credit officer	кредитная политика специалист по вопросам кредитования
credit risks	кредитные риски: риски не возврата кредита
credit risk analysis to assess credit risks to assess a bank's performance	анализ кредитных рисков оценивать кредитные риски дать оценку финансовой деятельности банка
to manage assets assets under management by...	управлять активами активы, находящиеся в управлении...
to manage money to manage investment portfolio	управлять денежными средствами управлять инвестиционным портфелем (включающим ценные бумаги, недвижимость, товары, депозиты и т.д.)
to manage resources money market transactions	управлять денежными ресурсами операции на рынке среднесрочного и кратко-срочного капитала
capital market transactions	операции на рынке долгосрочного капитала
to handle commercial papers	работать с документацией по торговым сделкам
to handle government bonds	работать с правительственными облигациями
to handle foreign exchange Foreign exchange trading	вести валютные операции Валютный обмен торги: операции с ценными бумагами и другими финансовыми инструментами
trading floor floor trader	операционный зал биржи член биржи, участвующий в торговых операциях с финансовыми

foreign exchange dealing	инструментами за свой счет валютный дилинг: покупка и продажа валюты
foreign exchange market	валютный рынок
rate of exchange	обменный курс
rates go up	курсы растут
rates go down/fall	курсы падают
to fluctuate	колебаться
fluctuations	колебания
exchange rate fluctuations	колебания курса
to adjust exchange rates	корректировать курсы
adjustment	корректировка
boost/advance/gain	повышение (курса)
the rally of the pound	повышение курса фунта после падения
quotation	котировка цены, курса, ставки (цена продавца или покупателя)
to buy and sell currency	покупать и продавать валюту
demand for a currency	спрос на валюту
delivery	передача валюты или ценной бумаги новому владельцу
delivery notice	уведомление о поставке валю- ты/ценных бумаг по срочному контракту
delivery risk	риск поставки
spot	валютная сделка с расчетом на второй день после ее заключения
settlement	расчет
Taxes	Налоги
taxation	налогообложение
taxation system	система налогообложения
income tax	подходный налог
property tax	налог на недвижимость
inheritance tax	налог на наследство
corporation tax	налог с прибыли предприятий и компаний
capital gains tax	налог на прирост капитала
value added tax (VAT)	налог на добавленную стоимость
taxable	налогооблагаемый
liable to tax	подлежащий налогообложению
taxable income	налогооблагаемый доход
taxable profits	налогооблагаемые прибыли
tax rate	ставка налога
income tax rate	ставка подоходного налога
standard rate	обычная ставка
small companies tax rate	ставка для малых предприятий
marginal rate	максимальная ставка
allowance/relief	уменьшение налога
to be tax exempt	быть освобожденным от уплаты налога
tax exemption	освобождение от уплаты налога
to charge/to levy taxes	взимать налог
tax return/declaration	налоговая декларация
Inland Revenue	Налоговое ведомство Велико- британии

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