

МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА РОССИЙСКОЙ ФЕДЕРАЦИИ
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ
УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ
«БАШКИРСКИЙ ГОСУДАРСТВЕННЫЙ АГРАРНЫЙ УНИВЕРСИТЕТ»

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WELCOME 2

Business English

Учебное пособие по английскому языку

Рекомендовано

Научно-методическим советом ФГБОУ ВО Башкирский ГАУ

в качестве учебного пособия для бакалавров, специалистов и магистрантов заочной формы обучения неязыковых вузов

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INTRODUCTION / ОТ АВТОРОВ /

Данное учебное пособие предназначено для аудиторной и самостоятельной работы обучающихся по заочной форме всех направлений подготовки уровней бакалавриата, специалитета и магистратуры. Цель пособия – формирование у обучаемых компетенций, требуемых ФГОС ВО относительно делового и профессионального взаимодействия.

Структура пособия обусловлена значением базовых терминов: под *деловым общением* понимается обмен информацией для решения определенной задачи; *профессиональное общение* – это деловое общение в конкретной профессиональной области. Соответственно, часть 1 (*Part 1*) *Intro to business English* предназначена для изучения бакалаврами и специалистами, часть 2 (*Part 2*) *English for academic and professional career* – магистрантами. Каждая часть заканчивается заданиями для самостоятельной работы обучающихся (*Self-guided work*): итоговый тест (*Summary test*), задания для аналитической работы по тексту (*Text work*), темы для эссе (*Essay*). Приложения (*Appendices*) представляют собой небольшое методическое руководство для преподавателей и обучающихся, в котором описывается метод «мозговой штурм», активно применяемый при организации аудиторной работы, а также дается теория написания эссе и рекомендованные к использованию клише.

Аудиторная работа под руководством преподавателя включает в себя выполнение заданий, нацеленных на закрепление лексико-грамматических структур, характерных для делового и

профессионального общения, развитие у обучаемых критического мышления, рефлексии, способности использовать различные коммуникативные технологии. Задания включают заполнение таблиц / пропусков в тексте, составление собственных предложений с опорой на образец, соотнесение информации, множественный выбор, ответы на вопросы, сопоставление информации по принципу «истинно – ложно», обсуждение проблемных тем, анализ конкретных ситуаций, поиск русских / английских эквивалентов, антонимов, подготовку выступлений / докладов по теме, написание резюме, объявления, вопросов, рекомендаций, свода правил, распорядка дня, эссе. Объем и сложность заданий позволяют варьировать работу в группах с разным уровнем языковой подготовки. Задания практико-ориентированны, построены на аутентичном современном языковом материале, носят активный и интерактивный характер.

Сквозной характер заданий на самостоятельную работу обучаемых позволяет определить уровень сформированности компетенций:

- уровень бакалавриата / специалитета – написание эссе; составление резюме; выполнение итогового теста;

- уровень магистратуры – написание эссе; выполнение итогового теста; составление рассказа по теме своей выпускной квалификационной работы.

Пособие знакомит обучающихся с основами делового общения на иностранном языке; построено с учетом знаний, умений и навыков обучающихся, приобретенных в ходе освоения

дисциплины «Иностранный язык»; является логическим продолжением учебного пособия *“Welcome to the world of English”*.

Цифра 2 в названии *“Welcome 2 Business English”* не случайна. Она имеет двойственную природу. С одной стороны, 2 – это вторая часть УМК для обучающихся по заочной форме. С другой стороны, в современной интернет коммуникации предлог *to* часто заменяется цифрой 2 для лаконичности высказывания.

*it
Always
seems
impossible
until it's
Done.*

PART 1
INTRO TO BUSINESS ENGLISH

Unit 1

WORLD OF WORK

#dreamjob #lookingforajob #jobrequirements #featuresofcharacter
#personalqualities



1. MINI-POLL. Interview your groupmates. Ask them why they work now or will work in future. Complete the chart. (GM = groupmate).

WHY?	<i>To earn a living</i>	<i>For the fun of it</i>	<i>For work's sake</i>	<i>For self-fulfilment</i>	<i>To become famous</i>	<i>To support a family</i>	<i>To gain power and authority</i>	<i>Other</i>
YOU								
GM1								
GM2								

1.1. Compare your notes and say your group statistics. Use the following model:

We say, the top 3 reasons why people work are:

1. ...
2. ...
3. ...

2. Complete the following chart. Use the vocabulary below. Add your own ideas.

Work					
Job characteristics	People at work	Bonuses	Job search	Payment	Other
<i>Job can be...</i>	<i>- There are different types of workers such as ... - People at work are divided into ...</i>	<i>The bonuses the company usually pays are ...</i>	<i>People who are looking for a job are...</i>	<i>The money people get for their job is ...</i>	

-
- interesting, boring, good, difficult,
 1. challenging
A/an well-paid, highly paid, low-paid, badly paid
-



full-time, part-time, permanent, temporary

2. A job in electronics, a teaching job, a position as secretary.
3. To hire, to fire, to retire, to quit one's job.
4. Unemployed, jobless, to look for a job, to apply for a job, applicant.
5. Letter of application for a job, resume, CV, interview.
6. Contract, work agreement.
7. Employer, employee, staff member; to be on staff.
8. Temporary worker, freelance worker, freelancer, season worker, blue-collar worker, white-collar worker.
9. To work full-time, to work part-time, to have a part-time job, to work overtime.
10. Pay, wages, salary, income, bonus, tips.
11. To be paid by the hour, to be paid by the month; monthly pay, weekly pay, hourly pay, yearly pay, annual pay, gross pay, net pay, take-home pay, overtime pay.
12. Taxes, expenses, deductions.
13. Fringe benefits, sick leave, maternity leave, holiday, vacation, pension plan, medical insurance, health insurance, accident insurance, life insurance.
14. Voluntary work, manual work, skilled / semi-skilled / unskilled work.

3. Make up job related sentences using the vocabulary and the chart.

1. I have a/an ... job.
2. I am a ... worker.



3. *I work ...*

4. *I get ... for my work.*

5. *At my work I get the following bonuses / benefits: ...*

4. Complete the following sentences with the right word.

1. The amount of money you get paid every year to do a job is called _____.

2. Something you fill in to apply for a job is called _____.

3. If a company pays you _____ they pay for taxis, meals, travel, etc.

4. A person applying for a job is _____.

5. Work which you do for a charity and which you don't get paid for is called _____ work.

6. They are people who work for a company – _____ .

7. An _____ is a conversation between two or more people where questions are asked.

8. A job that you do for all the normal working hours in a week is a _____.

9. _____ is time off from work that workers can use to stay home to address their health and safety needs without losing pay.

10. An agreement between two or more parties to work together is a _____.

5. To be successful one must possess some definite features of character.

Match the definitions (1-10) and the personal qualities (a-j).

7. Discuss the following. What qualities are necessary to be an accountant, a manager, a zootechnician, an engineer, a landscape designer? Use the vocabulary below, add your own characteristics.

Use the following models:

A good manager should be

A zootechnician must be

It's important for an engineer to be

A good landscape designer has to be

A good accountant is

Personal qualities: active, attentive, constructive, cooperative, creative, diplomatic, disciplined, energetic, extroverted, independent, methodical, realistic, sincere, systematic, tactful.

8. Make a list of jobs one can take on graduating from an Agrarian University and compile the table.

<i>Job</i>	<i>What do they do?</i>	<i>Where do they work?</i>
<i>e.g.: Accountants</i>	<i>Look after the finances in an organisation</i>	<i>At various enterprises and organisations</i>
<i>...</i>	<i>...</i>	<i>...</i>

9. When deciding on a career you should take into consideration many things. What are the most important things about a job? Rank them from 1 to 12 where 1 – is the most important, 12 – is the least one. Compare your list to your partner's. Could you add some more?

- b) interests
- c) ...
- 3. You would start your resume with ...
- 4. You never start with your work experience.
 - a) True
 - b) False
 - c) ...
- 5. Information about your work experience will include the following:
 - a) job title / position
 - b) previous employers
 - c) ...
- 6. In your resume the list of positions / jobs should be in reverse chronology.
 - a) True
 - b) False
 - c) ...
- 7. Leisure and non-work activities should be
 - a) mentioned in brief
 - b) left out since they are irrelevant
 - c) ...
- 8. It has become acceptable practice to
 - a) supply name and addresses of referees
 - b) write "References: available upon request"
 - c) ...
- 9. You write your resume
 - a) once and for all since basic facts don't change

b) every time you apply for a new job since it must be updated

c) ...

10. It is a good idea to have

a) one 'perfect' updated resume always at hand

b) two or three different resumes, each emphasizing a different area of competence

c) ...

2. Read the dialogue with John Hunter, a Human Resources (HR) professional giving some advice on writing better resumes, and then finish the task below.

Interviewer: John, tell us about your work ...

John Hunter: I am an HR Specialist, so I have to read the hundreds of resumes each year!

Interviewer: What advice can you give us on writing a resume?

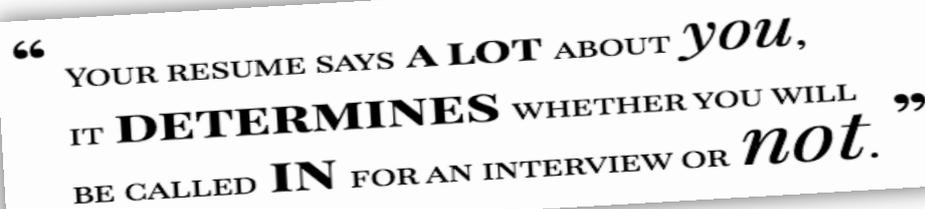
John Hunter: Keep it short, keep it simple, and keep it relevant. Anything longer than three pages will automatically go into the bin. Just tell us what we need to know. Make sure it's clearly written – and that there are no spelling mistakes on it! And no fancy fonts ... or photographs. We don't need to know what people look like, just what they've done, and what they're capable of ...

Interviewer: So we're going to look at a couple of resumes now ...

John Hunter: Yes – these are a couple that arrived just this morning, so let’s take a look ... OK, I can see straight away that we have a good one and a bad one here ...

Interviewer (laughs): How can you tell so soon?

John Hunter: Well, as I just said, this one here is ... how many? ... one, two, three, four pages long, it’s written in tiny type, I can hardly read it ... and, wait, yes, there’s a photograph attached to the front!



“ YOUR RESUME SAYS A LOT ABOUT *you*,
IT **DETERMINES** WHETHER YOU WILL
BE CALLED **IN** FOR AN INTERVIEW OR *not*. ”

Interviewer: Too much information?

John Hunter: Yes ... just leafing through it, I can see he’s written about where he went to primary school – that’s just not relevant.

Interviewer: What kind of educational background should be included?

John Hunter: Perhaps your high school, but it’s mostly further education we’re interested in, university or college, then any professional qualifications you may have, as well as work experience, of course.

Interviewer: That’s important?

John Hunter: Oh yes – placements or internships all count!

Interviewer: What about personal information?

John Hunter: A bit is necessary ... but look, this guy has written he was a member of the stamp collecting society in secondary school! Not interested ...

Interviewer: What about the other resume?

John Hunter: OK, again, I can see right away this looks more promising ... only two and a half pages, lots of space on the page, easy to read, well organised. Hmm, a couple of impressive looking references, that's good. And, yes, they've included language skills – very important ...

Interviewer: What languages are you looking for?

John Hunter: Well, English as it is still the language of global business, and then, well, Spanish is useful, Russian, Mandarin Chinese too ...

Interviewer: OK, we'll get studying! Thanks, John!

3. Decide if the following statements are true or false.

1. Part of John Hunter's job is to be responsible for employing new staff.
2. Hunter reads hundreds of resumes every month.
3. The ideal resume shouldn't be too simple and may contain some fun stuff.
4. Hunter will ignore a resume which is too long.
5. He thinks the first resume he looks at is too short.
6. One problem with the first resume is that it includes irrelevant information.
7. Hunter suggests that educational background is not important when describing your experience.
8. The second resume is well organised.
9. The second resume includes information about the languages the person can speak.

10. Hunter is only interested in people who can speak Spanish.

Resumes are usually a one-page document listing the applicant's work history, education background, and personal skills. An effective resume lays out a summary of qualifications that will push the hiring manager or employer to move forward toward an interview. As well as details on skills, education, and work history, resumes can also have optional sections, such as an objective, summary statement, or career highlights.

- include on your resume any personal information that has nothing to do with your qualifications for the position;
- DO** • list your height, weight, or any other physical
- NOT** characteristic;
- give your racial or ethnic identity, political or religious affiliations, etc.;
- attach a photograph.

4. Imagine that you are an HR Specialist. Look through the following resume and comment on it. Would you invite this applicant for the interview?

Resume

Name: Tom Derrick
Address: 43 Sarasota Street, Anyville, USA 89890
Date of birth: May 15, 1990
Tel: 555 322 73 37
E-mail: d.crabtree@gmail.com

Objective:

To obtain a challenging position as an agronomist where I can make a proper use of my experience and skills and serve as the perfect mediator between the farmers and the modern farming techniques.

Experience:

08/2017 to Agronomist
Current American Agronomy Institute – Anyville, USA

- Searched and developed new techniques for farming so that new and useful crops could be grown.
- Took care of plant breeding.

08/2015 to Agronomist worker
07/2017 Universal Plant Breeders – Anyville, USA

- Collected soil samples and evaluated the plants and crops.
- Researched and developed new seeds and grew them.

Education:

09/2013 to	Master of agriculture and environment
05/2015	The University of Sydney – Sydney, Australia Top 5% of class
09/2009 to	Bachelor of Science in Agriculture
05/2013	University of California –Davis, USA Emphasis in Plant Breeding

Special Skills:

I am well-organised, friendly and responsible. I have a good knowledge of Spanish and French. My personal interests include classical literature reading, independent travel, modern jazz and swimming.

References: Are available on request.

5. Think over the following questions.

1. What position or what kind of job do you want?

I want / would like to obtain a position with ... company.

I want / would like to obtain / to secure a position of a

I am looking for a position as a

2. What kind of career do you want to make?

*I want / would like to make a **vertical** / **horizontal** career.*



I want / would like to become a

I want / would like to make a career as a

3. What makes you qualified for this job or position?

*I have a **bachelor's** / **master's** degree in*

I have graduated from ... University. My major is

I have some experience in

4. What are the requirements and responsibilities for this job or position?

The requirements and responsibilities for this job / position are

5. What can you do for the company you want to work for?

I can

6. What salary do you expect to receive?

I expect to receive ... (RUB, USD, EUR).

... (RUB, USD, EUR) will be a good start.

7. What languages do you speak?

I speak

I have a good knowledge of

I am fluent in

I can read ... but I can't speak it.

I can translate from ... into

8. Are you computer literate?

Yes, I am. / No, I am not.

9. Are you willing to work overtime?

Yes, I am. / No, I am not.

10. Are you willing to travel?

Yes, I am. / No, I am not.



6. SELF-GUIDED WORK. Write your own resume. Use the model above. The following vocabulary may be useful.

Resume

Name:

Address:

Date of birth:

Tel:

E-mail:

Objective:

- Bachelor of agronomy. To handle soil and crop sampling for an agricultural company.
- To obtain a position as a heavy truck driver where my knowledge and interest in the field will play an integral role towards the growth of the organization.
- I am a fresh university graduate currently looking for a full-time veterinary surgeon position. I would like to utilize my skills and experience as well as my passion for helping animals to treat small and exotic ones.
 - A position as an accountant where I can use my education.
 - A part-time position in farm engineering with an emphasis on environmental concerns.
 - I want to obtain a career in the agricultural industry where I can utilize my agribusiness / forestry / ... degree along with my interpersonal and self-starter skills.

- To obtain a position in food processing industry to promote healthy and safe style of life.

Experience:

mm/yyyy to

Position

mm/yyyy

Name of the company – city, country.

- Duties / responsibilities

Education:

mm/yyyy to

Degree / specialty

mm/yyyy

University – city, country.

Special Skills:

- Business oriented; able to understand and execute broad corporate policy.
- Strength in analyzing and improving administrative methods.
- Effective in facilitating communication between management and project team.
- Proven ability to manage both large and small groups and maintain productivity.
- Successful in negotiating, favorable design and construction contracts.

References:

Are available on request.

Unit 3

INTERVIEW

#interviewtips #behaviour #questions #answers



1. Read the information about how to behave on a job interview. Comment on the following statements. Are they right or wrong? Discuss your ideas with your groupmates.

1. You can dress casually because you are not hired yet.
2. Bear the positive attitude and always keep a little smile on your face as these are good features.
3. Never keep your hands folded on your lap.
4. If you don't want to work on Sundays tell it to the interviewer because he/she can consider it when doing a schedule for you.
5. How would you prepare for a job interview? – First I would collect all kinds of information about the company and its activities. Then I would think over the possible questions of the interviewer and my answers.

2. Group work. Imagine that a friend of yours is about to attend his / her first interview. What advice would you give? Think of DOs and DON'Ts. Make a list. Compare your notes.



3. Write the words in the correct order to make sentences or questions someone could ask you in a job interview.

a. nice / Good afternoon, / to / you. / meet /

Good afternoon, nice to meet you.

b. in touch. / Thank you / We'll be / for coming today.

c. got / any questions? / Have you

d. your / tell us / you / previous work experience, / Can / about / please.

e. in a team? / you / Do / work well

f. start? / could / When / you

g. this job? / you want / Why / do

h. a few questions. / would / to ask / We / you / like

i. have you got / help you / What skills / that / in this job? / would

j. £10.50 per hour / Sundays. / and work / Wednesdays to / You'll get

4. Complete the job interview conversation. Write the interviewer's questions from the exercise above in the correct places.

Interviewer: Good afternoon, nice to meet you.

Interviewee: Hello. Nice to meet you, too.

Interviewer: _____ ?

Interviewee: Ok, great. I'll do my best to answer them.

Interviewer: _____ ?

Interviewee: Yes, of course. I am unemployed at the moment, but my last job was at a supermarket. I worked there for 18 months. Before that, I worked as a cleaner at a school.

Interviewer: _____ ?

Interviewee: I'm very organised and always on time. I'm sociable and polite. I can cook and I have a certificate in food safety.

Interviewer: _____ ?

Interviewee: I would like the job because this is a good organisation to work for. I like meeting people and talking to customers. Also, I can work at lunch times and in the evenings – the hours are good for me.

Interviewer: _____ ?

Interviewee: Yes. I like working together with other people.

Interviewer: _____ ?

Interviewee: Straight away!

Interviewer: _____ ?

Interviewee: Yes. How much will I get paid per hour? Which days will I have to work?

Interviewer: _____ ?

Interviewee: Thank you very much. I look forward to hearing from you.

Interviewer: _____ ?

What job do you think the interview is for?



5. During the job interview the candidates may be asked the following questions. Think of the possible answers.

Job Interview Questions About You

1. What is your greatest weakness?

My greatest weakness is

I am

2. What is your greatest strength?

My greatest strength is

I am

3. How would you describe yourself?

I am

I am not

4. Do you work well with other people?

Yes, I do.

No, I don't.

5. How do you handle stress and pressure?

I eat / sleep / go for a walk ...

6. What motivates you?

... motivates me.

7. Are you a self motivator?

Yes, I am.

No, I am not.

8. What has been the greatest disappointment in your life?

9. What are you passionate about?

I am passionate about

10. What do people most often criticize about you?

People usually criticize me about

11. When was the last time you were angry? What happened?

Last time I was angry when

12. Where do you see yourself in 3-5 years?

I have a lot of goals. I see myself as

In 3-5 years I want to become a ...

Job Interview Questions About the New Job and the Company

1. What interests you about this job?

2. Are you qualified for this job?

3. What can you do for this company?

4. Why should we hire you?

5. What do you know about this company?

6. Why do you want to work here?

7. Are you willing to travel?

8. How long do you expect to remain employed with this company?



9. Is there anything I haven't told you about the job or company that you would like to know?

6. Make a list of questions YOU might want to ask during the interview (about your future work conditions, your salary, your duties, further training, your staff members, etc.)

PART 1.1
SELF-GUIDED WORK

Part 1.1.1
SUMMARY TEST

1. Match the parts of the job related vocabulary.

1. Well-paid	a) full-time
2. Work	b) leave
3. Staff	c) independent
4. White-collar	d) job
5. To work	e) benefits
6. Monthly	f) member
7. Fringe	g) insurance
8. Sick	h) pay
9. Medical	i) work
10. Skilled	j) worker

2. Write the antonyms to the following personal qualities:

1. Active – _____,
2. Tactful – _____,
3. Extroverted – _____,
4. Sensitive – _____,
5. Attentive – _____.

3. Complete the following job interview with the questions (1-5).

1. *Why did you apply here?*
2. *Now, how about your work experience?*
3. *How did you like it at the bank?*
4. *Did you have any trouble finding the office?*
5. *Could you tell me a little about your educational background?*

Interviewer: Good afternoon, please have a seat.

Interviewee: Thank you.

Interviewer: How are you doing today? _____?

Interviewee: I'm fine thank you, and I had no trouble at all getting here.

Interviewer: Great. Well let's get started. _____?

Interviewee: Yes, I graduated from BSAU in 2015, with a Bachelors degree in economics. After that I enrolled in master's program, graduating in 2017.

Interviewer: I see. _____?

Interviewee: I worked for a year at Tinkoff Bank.

Interviewer: _____?

Interviewee: Overall, I liked it a lot. The people were great and my boss was supportive and understanding.

Interviewer: According to your resume, you left there three months ago. What have you been doing since then?

Interviewee: Mainly freelancing and voluntary work. But now I'm ready to go back to work.

Interviewer: One final question. _____?

Interviewee: I felt that this position is better suited for my skills and diverse areas of interest.

Interviewer: Well, thank you for your time. We'll call you in a couple of days one way or the other.

Interviewee: Thank you for seeing me. Have a pleasant day.

4. Complete this resume by choosing headings from the box. There are two headings you do not need to use.

Name:	Johanna Needham
Address:	27 Leys Road, London, SW1 5BW
Telephone:	0181 24567813
Date of Birth:	4 June 1992
1. _____	Single
2. _____	2014-2016 Robert Gordon University 2010-2014 University of East Anglia
3. _____	2016 – present Sales Development Manager, Britannic Travel Ltd August
4. _____	Mountaineering, painting, reading

Languages:	Spanish (good)
	French (basic)
5. _____	Derek Francis
	Marketing Executive
	Britannic Travel Ltd
	Britannic House
	Dorking
	Surrey
	RH5 6BW

<i>Interests</i>	<i>Training</i>	<i>Qualifications</i>	<i>Marital Status</i>
<i>Education</i>	<i>References</i>	<i>Professional Experience</i>	

Part 1.1.2

TEXT WORK

1. Задание оформляется на листах бумаги формата А4 согласно стандарту организации (титульный лист, текст). Вариант задания определяется по последней цифре зачетной книжки.

Variant 1

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

When talking about working, some people always complain a lot about it. They regard working as affliction that means hardship, vapidty

and low earnings. They may even dream that they can also live a happy life without working. But as we all know, that won't come true.

1)_____ . I believe the three most common reasons are to acquire knowledge, to seek fame and to enjoy life.

In the first place / Also, we work to practice our skills and we have to learn many aspects of knowledge to solve the problems and to overcome difficulties. So working makes us skillful.

2)_____ . They are the major sources of wisdom. If we don't work, how can we improve our *intelligence* and then how can we expect a wonderful life?

On the other hand / In the second place, we work to realize our value by producing large amount of goods and serving others.

3)_____ . They all have their responsibilities and they also win our respect because of their *contributions* to the society. That's the meaning of life, which gives us courage and confidence to exert our powers to build a happy home.

First of all / In addition, we work to keep us healthy. We can *communicate* with each other during work. Meanwhile, we are helped and encouraged. We have to work to relieve our pressure. When you do something you are very competent to, you will view it as a kind of entertainment. You even find joy from it.

4)_____ .

In conclusion / In addition, I believe that working is a tool by which we can make a key to the gate of knowledge; it is a *road* that leads to tomorrow, and it is a prescription that can keep us fit. All in all, working provides us so much that I love work.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) The experiences we learn from working are the most important wealth.

b) If we don't work, we will become lazy and fat.

c) A farmer is not a farmer until he plants crops, a teacher is not a teacher until she teaches classes.

d) Everyone needs to work for many different reasons.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *way, trouble, talk, input, cleverness.*

5. Выберите подходящий заголовок для данного текста:

- We work to solve our problems.
- Why people work?
- Work is the gate of knowledge.

6. Внесите все изменения и перепишите получившийся текст.

Variant 2

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Since the beginning of humankind people need to communicate with each other. After the development of languages and thanks to incredible ability of mankind to advance, nowadays we enjoy the use of

many different types of communication.

1)_____.

In spite of / Firstly above mentioned, I agree with the statement that new types of communications have made contacts between people less personal.

In conclusion / Unfortunately, the technology age we live in forces us to adopt the contemporary way of communication, which is almost impersonal. While hurrying to work more and more, chasing our aims, or focusing only on money making, practically we have forgotten that one our primary social needs is to communicate face-to-face.

2)_____.

Furthermore / To begin with, those types of impersonal communications will sooner or later place us into isolation.

3)_____. What is more, we find much easier to communicate with other people by e-mail and phone.

Not only do we forget about our simple role as social members but we also do not enjoy it as we did before. Modern technology has made connections between people so impersonal that we are at the threshold of a new single world culture. 4)_____.

Although telephones and the Internet have made contacts between people much more easier, our virtual friends will remain virtual and a simple call will not substitute the hours we can spend with our families.

In addition / Therefore, I truly believe that nothing can replace personal, face-to-face communication between people.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

- a) This fact gives the answer the question why so many people of our generation are victims of the illness called loneliness.
- b) To save time we often prefer to send e-mail or to make a phone call than to have a simple face-to-face talk with our friends or parents, for example.
- c) Nowadays, we are often afraid to make new acquaintances or we experience difficulties to hold informal conversation.
- d) Letters, the Internet, or telephone allows us to communicate freely with the rest of the world.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *replace with, modern, relations, personally, at the present time.*

5. Выберите подходящий заголовок для данного текста:

- What characteristic makes people intelligence?
- A sense of humor.
- Has telephone made communication less personal?

6. Внесите все изменения и перепишите получившийся текст.

Variant 3

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

My friends and I always talk about our future jobs. Whether to work for ourselves, own a business or work for an employer is one of the *hot* topics we discuss. Some prefer to work for themselves or own a business. **While / For instance** others prefer to work for an employer, as far as I am concerned, I would like to work for myself.
1)_____.

The first reason for working for ourselves is that we earn what we deserve. Our wages are very clear to us and we know what we earn. We work harder to get a better result. 2) _____ . **Although / Besides**, it is the boss who decides what we earn and it often *occurs* that we get less than we could earn.

Another reason for being self-employed is that we could plan our time freely. We do not have to *obey* the rules set by the employer and to work from 8 to 5 according to the employer's schedule. 3) _____ . **As a result / In contrast**, we could find the best time for us to work and *make better* the work efficiency.

Thus / On the other hand, being a business owner might have some risk and stress. No matter what kind of business you own you have to take care of many things such as a license, rent, your employees, your competitors, product marketing, even the weather if you own an umbrella shop.

All in all / Moreover, in spite of the fact that there may be a couple of *drawbacks* to work for ourselves, I feel that the advantages are more obvious, that is we could plan our time for work more freely, earn the amount of money that we deserve and get early success in life. 4)

2. Заполните пропуски в тексте подходящим по смыслу предложением:

- a) We could decide our own timetable.
- b) Taking into account all of these factors, I would choose to work for myself.
- c) The reasons for my view go as follows.
- d) If we work for others, the enthusiasm to work may not be so high.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *disadvantages, follow, urgent, happens, improve.*

5. Выберите подходящий заголовок для данного текста:

- Is it better to have your own business?
- Self-employed vs. employed
- Working hard or being unemployed.

6. Внесите все изменения и перепишите получившийся текст.

Variant 4

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

With the rapid growth of high technology, computer, telephone and other communication tools have become more and more important in our *everyday* life, so that people have gradually ignored face-to-face communications. If I were asked whether face-to-face communication is better than other forms of communications, such as e-mail, phone calls or letters, I would choose e-mail and phone calls.

1)_____.

To begin with / The main reason is that communication by telephone, e-mail or social nets is more convenient. There is no need to *arrange* an appointment with friends before meetings, all you need is just to remember their phone numbers or e-mail addresses.

2)_____. Moreover, it is more efficient for people to communicate.

Another important reason / Thus is that active Internet users can make more friends. 3)_____.

Last but not the least / Second, indirect communication such as e-mails or phone calls can help cope with direct *conflict* and embarrassment. 4)_____. At this time, an e-mail or a phone call may be more convenient and people can avoid *misunderstanding*.

Although / For the reasons listed above, the *benefits* of communication through e-mail or telephone carry more weight than those of face-to face communication.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) I have many friends on the Internet and we communicate with each other regularly.

b) Here I am going to enumerate some reasons to support my choice

c) Wherever you are and whenever it will be, communication is as easy as face-to-face talking.

d) Sometimes we may not feel comfortable to borrow something or ask for a favour from our friends because we are afraid of being rejected.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *confrontation, advantages, make, embarrassment, daily.*

5. Выберите подходящий заголовок для данного текста.

- Example is better than precept.
- Is face-to-face communication better than e-mails and phone calls?
- The importance of technology in our life.

6. Внесите все изменения и перепишите получившийся текст.

Variant 5

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

When asked about the important qualities of a supervisor, different people hold *various* perspectives, due to their different experiences. After pondering over this question on many occasions, I sum up three *essential* qualities that a supervisor or a boss should possess.

In my understanding / however, the most essential *feature* of a boss is that he or she should be able to do what is required of his or her subordinates. As an English proverb says, "Example is better than precept." If a boss wants the employees to be hardworking, he or she should be diligent himself or herself. The dean of my department, for example, is a very conscientious man. 1) _____ . By setting himself as a good example, he teaches us a right attitude to work.

To begin with / Another crucial feature of a boss is communication skills. 2) _____. If the *aim* and the means are not clearly explained, people may feel at a loss. Again, our dean is an expert in explaining a task. He usually not only lets us know what and how we should do, he also stirs up our interest and enthusiasm in the job to be done.

Although / The last but not the least vital feature of a boss is that he or she should be understanding or considerate person. If an employee made a mistake, the boss should not rush to criticize him or her. 3) _____. By saying that, I do not mean that a boss

should always be *indulgent*. What I mean is that a boss should consider himself or herself equal to the employee as a human being. 4)

In short / On the other hand, a supervisor should be a person who is self-disciplined, expressive and considerate.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) In that case, both parties can reach an understanding on the basis of mutual respect.

b) He / she is never late in the morning and never leaves earlier than the rest of the staff.

c) Instead, the boss should first figure out the reasons behind the wrong deed.

d) The duty of a boss is to give instructions and directions to his or her employees.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *different, trait, purpose, lenient, vital*.

5. Выберите подходящий заголовок для данного текста:

- A supervisor should be understanding or considerate.
- Example is better than precept.
- Important qualities of a good supervisor.

6. Внесите все изменения и перепишите получившийся текст.

Variant 6

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

In some countries, teenagers have jobs while they are still students. After thinking about it from several aspects, I do not believe it is a good idea. The reasons are presented below.

Part-time jobs may affect students' academic studies. Working several hours a day consumes a lot of time and one might be too exhausted to study. 1) _____. It is generally suggested that in order to master what they have learned at school, students must spend at least 3 hours each day on their homework. It would be impossible for a student to work part-time while maintaining a high standard of academic learning. **As a result / On the other hand,** they find it hard to adjust to what the school and society expects from them as well as what their employers expect them to perform on the job.

On the contrary / Another reason why I do not approve of teenagers to work part-time is that working while studying will deprive their time of sleep and will do harm to their health. Teenagers are in process of building up their body. They need time to do exercises and engage in other activities, and they also need plenty of rest. 2) _____. Sometimes, teenagers have jobs that consume more strength than they can afford. This will be definitely harmful to their health.

Finally / First of all, working part-time and making extra money may contribute to their bad habits. 3) _____. **To**

begin with / However, with part-time jobs they make money that allow them to spend whatever way they like, such as playing electronic games, smoking, drinking, and even gambling.

Although / Based on the above discussion, I do not think it is a good idea for teenagers to work while they are still students. 4) _____ . Teenagers should *appreciate* their school life and make full use of the time. Only by working hard they can find their proper jobs in their future life.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) Compared with their whole lifetime, school life is a short period.

b) If they work, they may sacrifice their time for sleep, activities, exercise, and recreation.

c) The main purpose of school life for teenagers is to learn scientific knowledge and techniques in preparation for their future.

d) Teenagers are not mature enough to spend money wisely.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *a lot of, value, takes, certainly, daily*.

5. Выберите подходящий заголовок для данного текста:

- Part-time job is a good idea.
- Should teenagers work while they are students?
- How teenagers spend their free time.

6. Внесите все изменения и перепишите получившийся текст.

Variant 7

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Should business hire employees for their entire lives? My answer is no. A business has the responsibility to take care of the rights and interests of its *staff members*; therefore it should keep them as long as it can. 1) _____.

Firstly, / At the beginning on the business side, in order to survive and thrive, a business, like a human body, needs to *continuously* bring in new ideas and fresh minds in the corporation, and eliminate those positions that are not needed any longer. 2) _____ . If the business itself cannot continue, every employee will lose his / her job. People generally think that large companies like IBM or Wal-Mart are the kind of place where people can keep their jobs forever, but these days we often hear about the news that these companies also *dismiss* hundreds and thousands of people due to economic depression.

The main reason / The thing is that job security has an obvious disadvantage to motivate employees' attitudes. **Further / On the other hand**, it leads to decreased productivity for companies. Workers, who are certain that they can never lose their jobs tend to work less *effectively*. 3) _____.

To sum it up / Secondly, on the employee's side, securing a lifetime job in one company is always not good for his personal advancement. 4) _____. This is harmful for both the company and himself/herself. In fact, it is that *change* among different companies who can get a big increase in terms of salary and benefits, and bring new experiences and skills to their new employees.

Generally speaking / In conclusion, it is not a good idea to hire employees for the entire life. It is both harmful to business and its employees, and therefore, also harmful to the society.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) Many government workers are so indolent that it can take them days and months to complete a task that should only take a few days to finish.

b) Although it might sound cruel, but it is for the survival of the business.

c) He/she tends to be satisfied with the current job, and make no plans for the future career advancement.

d) But it is not realistic that a business can hire employees for their entire lives.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. **Замените выделенные курсивом слова на их синонимы:** *constantly, hop around, employees, lay off, efficiently.*

5. **Выберите подходящий заголовок для данного текста:**

- Job security

- How to encourage employees
 - Should business hire employees for their entire lives?
6. **Внесите все изменения и перепишите получившийся**

текст.

Variant 8

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

I agree with the statement that being a member of a group is far better than being leader of the same due to that an *individual* can adapt certain qualities. 1) _____.

Firstly / On the contrary being a member of a team acquires the *ability* to compromise and to *cooperate* with other members. 2) _____ . Teamwork by itself increases social skills and develops friendly attitude among teammates. Every member freely mingles with each other and shares his/her responsibility in times of need. 3) _____ .

Secondly / In conclusion comes sincerity, a member in team is always under strict control and supervision of the leader. As a result of which he is very careful not to make mistakes and performs his tasks accurately and attentively. **For example / Besides**, if a member in the group has to come to work at 9:00 a.m, he comes there in advance and never gives chance to anyone to comment that he arrived late.

Finally comes the quality of *work* that is always done perfectly by a member because he is free from external pressures, unlike his team

leader. Neither he need to worry about the outcome nor take the headaches of any failures in the future. So he does his best in doing work with complete satisfaction without worrying about the results. 4) _____ . In doing so he may not perform up to the mark and may lose concentration at the playground. **On the other hand / In addition**, an ordinary player has no tensions and pressures and mostly he becomes the main person to win the game.

Furthermore / To sum up, in order to build a strong character by acquiring qualities like compromising, sincerity, and doing work perfectly with free mind it is better to be a member in a group rather leading it.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) Major among them are compromising abilities, sincerity and doing work perfectly free from external pressures.

b) For example, many higher authorities and pressures of outcome of the game influence a captain in a baseball team.

c) For example if a co-worker falls sick, he/she is taken good care and other members will share upon his duty.

d) Both of which are very helpful for an individual to cope with future life and to develop strong character.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы:
person, capability, collaborate, at the end, job.

5. Выберите подходящий заголовок для данного текста:

- Character qualities of leader.
- Member or leader?
- Reasons for being a member.

6. Внесите все изменения и перепишите получившийся текст.

Variant 9

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Since people's criteria for success differ, there is much debate over whether only those who make a lot of money are successful. As far as I am concerned, in today's society that focuses on individual achievement, money provides the best evaluation of one's accomplishment.

To begin with / As for me, as a standardized measurement used for comparing values, money is objective rather than subjective, so it is considered an authentic reflection of one's achievement. 1) _____ . *Each year*, Fortune Magazine publishes a special issue to rank the top 100 most successful people throughout the world according to their yearly income because there are no other *methods* to rely on.

In conclusion / In addition, the amount of money one makes is the consequence of one's hard work and talent. To deny the accomplishment wealth brings is equal to deny the sources from which it springs. In the past, I only believed in spiritual values and then leapt

rashly to the conclusion that the best thing in life involves no money at all. It is my uncle who showed me the *significance* of money and changed my opinion. 2) _____ . Because he would have to pay a price for it in terms of time, thought and energy. **Gradually / To sum up**, I came to realize it is the mental and physical *labor* he devoted in the process of making money that paves his way for self-accomplishment, and thus deserves appreciation and respect.

Finally / Primarily, money is the most powerful possession in one`s lifetime. As everyone knows, success is the ability to do whatever one wants to and to be satisfied with oneself. 3) _____ . Indeed, with money, one can meet his or her material *demand* in life, such as taking effective medicines, living in magnificent houses, eating various delicious food, and so on. Also, with money, one can do a lot of meaningful things to benefit others, such as donations to poor people. 4) _____ .

Really / In conclusion, money serves as a measurement of one`s achievement. But we should *keep in mind* that only those who obtain money by hardworking and use it to benefit the society are really successful.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) As different people hold different understandings of success, assessing the amount of one`s earnings has become universally accepted as a rule to measure one`s success.

b) There is hardly anything that can be done without a certain amount of money.

c) All these will not only satisfy one`s need for personal fulfillment, but also add grandness to one`s success.

d) He told me he respected money and made it a goal to strive for in his way towards success.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Замените выделенные курсивом слова на их синонимы: *ways, work, annually, importance, remember, need.*

5. Выберите подходящий заголовок для данного текста:

- Money and success.
- The importance of technology in our life.
- Part-time job is a good idea.

6. Внесите все изменения и перепишите получившийся текст.

Variant 10

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Many people take the view that technology has made *the world* a better position to live. 1) _____. Because I could pick up examples here and there around us and I would here explore a few of the most important ones.

The main reason / In addition is that if we look around, we may find that technology makes for us a better place to live. 2) _____. Thanks for those architects and engineers, we can live in a warm comfortable house that protects us not

only from the rain and wind, but also from the coldness of the winter, and the *hotness* of the summer.

First of all / Another reason is that we could communicate with our relatives or friends without the need of meeting them face-to-face. 3) _____ . For instance, telephones and cellular phones help us talk with others no matter where they are; computer networks connecting the whole world offer us another *alternative* of communication. 4) _____ .

Furthermore / In addition, transportation technology realizes the *dream* of people who want to travel around the world or to the space. We all can imagine that without car, bus or bicycle, how could most of us manage to get to work every day?

Also / In a word, technology has changed the world in a better way for us to live in terms of housing, *communication*, transportation and many other aspects. Taking into account of all factors mentioned above, we might reach the conclusion that technology has made the world a better place to live.

2. Заполните пропуски в тексте подходящим по смыслу предложением:

a) Take our house for example, without architectural technology, we could only live in the open wild.

b) By email, our messages can reach the destination in just a few seconds.

c) As far as I am concerned, I share the common view with them.

d) Information technology helps us a lot in communication.

3. Выберите подходящие по смыслу вводные слова / словосочетания (из выделенных жирным шрифтом).

4. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *civilization, different, contact, heat, vision.*

5. Выберите подходящий заголовок для данного текста:

- We use different technologies to solve our problems.
- Technologies help us to communicate.
- Has technology made the world a better place to live?

6. Внесите все изменения и перепишите получившийся текст.

Part 1.1.3

ESSAY

1. Изучите теорию написания эссе (стр. 85). Напишите эссе (объем 250 слов) на одну из следующих тем:

- My future profession.
- My ideal work.
- What makes a good specialist in my future profession.

PART 2

ENGLISH FOR ACADEMIC AND PROFESSIONAL CAREER

Unit 1

WHY PURSUE A MASTER'S DEGREE?

#master'sdegree #reasons #traits #advantages

1. Answer the questions:

1. What is your name?
2. What do you do?
3. What University did you graduate from?
4. What University do you study at?
4. What subjects do you study?
5. How do you spend your free time?
6. Why do you want to obtain a Master's degree?
7. Who is the supervisor of your studies?
8. Why do you want to study here, instead of other universities?



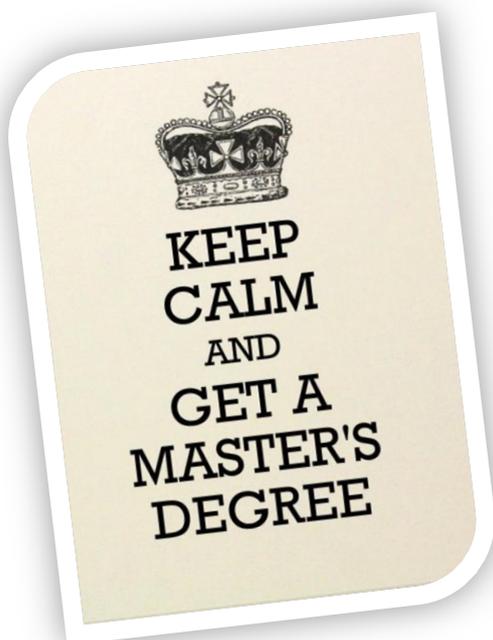
2. Choosing to obtain a master's degree takes many traits. Group the traits below into those you have and those you want to have. Complete the table.

Initiative, lazy, hard-working, passionate, sociable, inquisitive, disciplined, able to think critically, able to handle challenging environments, analytically minded, able to work well with others, energetic, able to focus attention, willing to change, responsible, intuitive, creative, open-minded, able to organize.

<i>The traits I have</i>	<i>The traits I want to have</i>
<i>I am...</i>	<i>I want to be...</i>

3. Look through the text below and find English equivalents for the following words and word combinations: магистратура, профессиональная специализация, новые технологии и методы, администрирование и управление, социальные услуги, гарантия работы.

4. Read and translate the text using a dictionary.



Students often enter master's degree programs because of many reasons: to start a new career in a chosen professional field, to prepare for graduate study at the doctoral level, to expand their knowledge of fields related to their current areas of professional specialization, to study a

field they love and to explore future employment in a related area, to acquire skills in new technologies and methods that have developed in their fields, to improve their relative standing in a competitive field and a challenging job market, to prepare for entrepreneurial projects that require expertise in a specific field of study, to gain access to the professional resources available in other countries, to gain recognition and credibility.

In the highly competitive global marketplace, a master's degree sets you apart from other job candidates. With a master's degree, you'll be eligible for more jobs. The number of occupations that typically require a master's degree will increase by nearly 20% between 2016 and 2026. In many career sectors, such as administration and management, higher education, public affairs, and social services, a master's degree is replacing a bachelor's as the minimum requirement for employment. While holding a graduate degree is not a guarantee of ultimate success, it certainly opens many more doors for employment.

A master's degree helps give you job security. Data from different countries show that the unemployment rate for holders of master's degree is less compared with for those with only bachelor's degrees. Unquestionably, an advanced degree makes a difference on a resume. It says something about who you are and the dedication you have to your chosen field.

A postgraduate program can also offer time to reflect on different options and 'try out' more specialised academic study or professional training whilst gaining an additional qualification.

5. Read the text again and find the antonyms to the following words:
close, old, past, low, to leave, uniquely, more.

6. Complete the table.

<i>Why pursue a master's degree?</i>	
<i>Reasons</i>	<i>Advantages / Benefits</i>

7. Answer the questions:

1. What is ***your*** reason of becoming a Master of Science?
2. Where would you like to work on getting the degree?
3. Do you consider postgraduate studies to be an investment of time and money into your future career?

8. Work with a partner. Ask him/her the following questions.
Introduce your partner to the group.

1. What is your name?
2. What university did you graduate from?
3. What are your reasons for becoming a Master?
4. Where do you work?
5. Where do you see yourself in 2 years?

9. Make up a report about your research work (min 100 words).

Unit 2

LIFE OF A POST-GRADUATE

#postgradlife #dailyroutine #scientificresearch #careeropportunities



1. Answer the questions:

1. What time do you get up?
2. How many classes do you have on Monday?
3. How often do you visit the University library?
4. Where do you do your research?
5. Did you take part in any scientific conferences or seminars?
6. When are you planning to publish the results of your research?
7. What are your career goals?
8. What is your biggest academic / professional dream?

Master's programme is...

In general, Master's programmes are self-contained courses of study with at least some substantial independent research component. They are typically offered as 'second-cycle' qualifications, taking place after undergraduate ('first-cycle') study and preparing students for more advanced 'third-cycle' work at PhD level. This is the terminology employed within Europe (following the Bologna Process), but it reflects a global movement towards equivalence in higher education.

In contrast to undergraduate studies a much greater emphasis is placed on your ability to undertake independent, self-directed study.

Hours in the classroom are fewer although hours of course-related work are greatly increased. The dissertation is the final stage of the Master's degree and provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organise and conduct a research project.

A good Master's programme won't just leave you with a greater level of subject knowledge; it will also guide the development of your own critical voice.

2. Complete the sentences about your life as a post-graduate:

1. Every day I must
2. Yesterday I had to ...
3. A post graduate is (not) allowed to
4. Sometimes I need ...
5. May we ...?
6. Could you ..., please?
7. I can ... very well.
8. I think you should



3. What are the career opportunities for holders of a master's degree?

Work in small groups and make a list. Share your ideas with the groupmates. Use the following models:

A holder of a master's degree can work at

A holder of a master's degree may hold a position as

A holder of a master's degree is eligible to

4. Do you agree with the following statements? Extend the list.

You know you're a grad student when:

- you have difficulty reading anything that doesn't have footnotes;
- you consider caffeine to be the best food;
- you can read course books and cook at the same time;
- you are afraid of meeting people who neither need nor want to read;
- you have a favourite flavor of instant noodle;
- you find taking notes in a park relaxing;
- everything reminds you of something in your discipline.

5. Answer the questions.

1. Did you often visit your University library when you were doing your undergraduate course?
2. Do you often visit libraries now?
3. What sources of information do you use for performing your research?
4. Can you find all the necessary information in the Internet?
5. How much time do you spend on different activities every day (cooking, speaking on the phone, doing your research, preparing for your English classes, etc)?



6. To be successful in your studies you should be good at time management. Write down a schedule for

your ideal working day and share it with your group mates. Discuss your schedules. The following words and phrases will help you: at 7 a.m.; from 10 to 12 a.m. I...; at first...; then...; after that...; by 6 p.m. ...; always; often; sometimes; rarely; never; in the morning; etc.

7. Life of a post-graduate is very busy but interesting.

A). Work with a partner and: a) ask him/her questions using: “on Monday”, “last Tuesday”, “next Wednesday”, “every Thursday”, “this Friday”.

B). Tell the group about your dream week-end.

Unit 3

STUDY AND WORK ENVIRONMENT

workplace # conditions # productivework # employeepformance

*“AN Office OR
Workplace ARE
CREATED
TO MAKE A
LIFE BALANCE”*

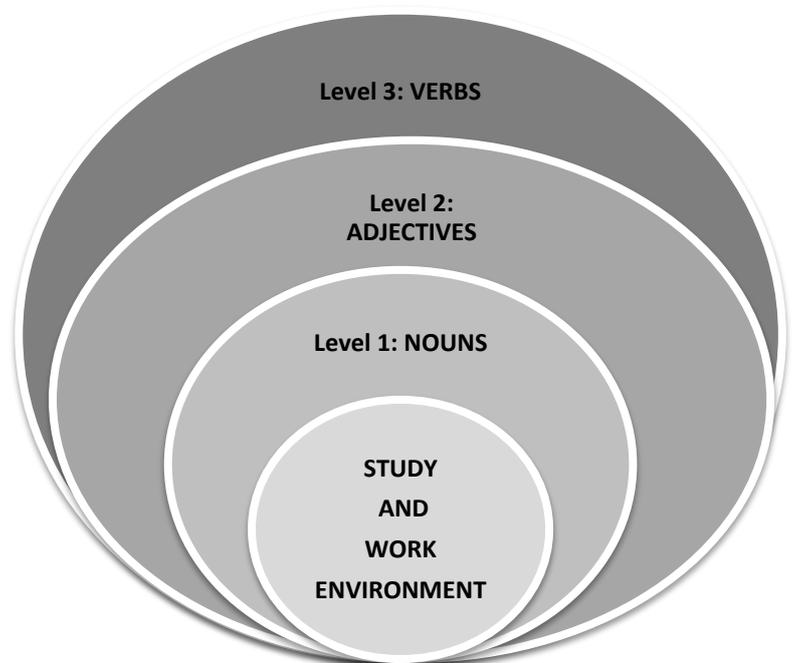
1. Read and translate the text.

Work environment is any location where a task is completed. The work environment involves the physical geographical location as well as the immediate surroundings of the workplace, such as a construction site or office building. It typically involves other factors relating to the place of employment, such as the quality of the air, noise level, and additional

perks and benefits of employment such as free child care or unlimited coffee, or adequate parking.

Our surroundings can have a significant effect on the way we feel, think and work. A work environment is often described as good or bad. A good environment is a place where the workers feel at ease and appreciated. Workers in these sorts of environments are often more productive and happy. A bad work environment is a location where the worker feels under-appreciated, threatened or unsettled.

2. Brainstorm some ideas about the study and work environment and complete the chart. You may also use the vocabulary from the text. Make up your own sentences.



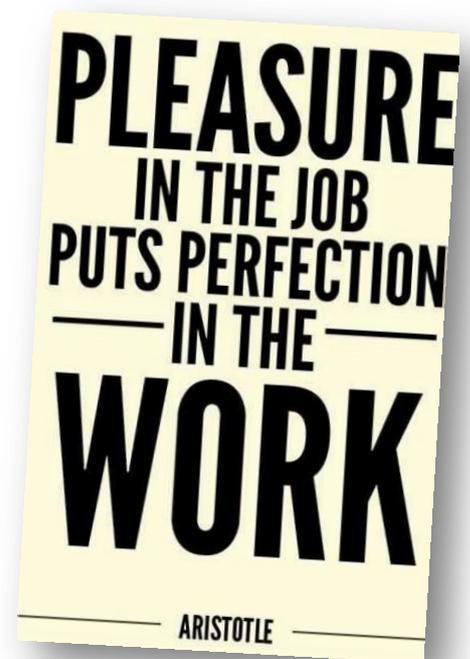
3. Agree or disagree with the following statements. Explain your choice.

1. We often require different circumstances for different types of job.
2. Peace and quiet is more suitable to analytical thinking.
3. Physical comfort is also very important for productive mental work.
4. Proper temperature, good lightening, ergonomically designed furniture and office systems, little noise, and airy environment also help to create a physical comfort.

5. The way organization is structured, the rules and regulations, the channels of communication, all impact on employee performance.
6. Money is not always the most powerful incentive.
7. Management style can influence both our attitude and freedom to respond creatively to changing circumstances.
8. When working in the global commercial environment, knowledge of the impact of cultural differences is one of the keys to international business success.

4. Answer the questions and make a psychological portrait of yourself.

1. Do you work well with other people?
2. How do you handle stress and pressure?
3. What motivates you?
4. Are you a self-motivator?
5. What are you passionate about?
6. What do people most often criticize you about?
7. If you could relive the last 10 years of your life, what would you do differently?
8. Do you prefer to work independently or in a team? Give some examples of teamwork.
9. What type of work / study environment do you prefer?
10. How do you evaluate success?



6. Do you agree with the following Business Etiquette Rules?

Be friendly and professional at all times; keep up your appearance; communicate properly; avoid gossip; respect privacy of others; practice good phone and e-mail etiquette; monitor your body language; respect others' opinions; learn to listen and credit people for their ideas; limit criticism; avoid insulting others.

Work in pairs and make up your own list of Workplace Etiquette Rules. Present it to your groupmates.

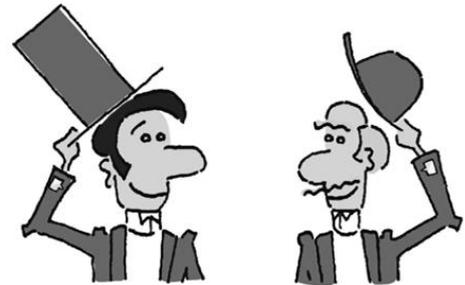
Unit 4

ETIQUETTE INTELLIGENCE (EI)

#codeofconduct #ethicalissues #timemanagement

1. Read a few tips on how to achieve EI.

1. Starting today, learn as much as you can about emotional and etiquette intelligence.



2. Become forever conscious of how your behavior affects others. Constantly ask yourself: “Did my words and actions enhance my relationship with that person?”

3. Be a model of the change you want to see in others. Show you are a team player who always displays a cooperative and collaborative spirit.

4. At work, develop a Code of Conduct with others and have each person agree to uphold this code.

5. Hold periodic checks with those involved and perhaps designate a group leader to organise brief chats to confirm being on track or getting everyone back on course.

Work in small groups and think of some more tips on EI. What code of conduct should you observe?

2. Match the ethical issue (1-10) with the example (a-j).

Ethical issue	Example
1. Worker’s rights	a. Wearing shorts at work.
2. Animal rights	b. Not giving a job to someone because they are of a different ethnic origin.
3. Corruption	c. Marketing a dangerous product.
4. Computer data protection	d. Secretly giving money to a business partner to get a favour from him / her.
5. Codes of conduct	e. Putting dangerous chemicals into a river.
6. Company “perks”	f. Testing products on rabbits.
7. Consumer safety	g. Making staff work very long hours.
8. Discrimination	h. Stealing secrets from a computer network.
9. Environmental protection	i. Giving some employees special benefits.
10. Dress code	j. Getting drunk at lunchtime.



3. Good time management is very important in an efficient workplace / study place. Most people could improve their time management skills. How is your time management?

8 Tips on Time Management

- 1. Keep a diary.*
- 2. Write weekly (or daily) To Do lists.*
- 3. Prioritize.*
- 4. Set objectives*
- 5. Make deadlines.*
- 6. Act or delegate.*
- 7. Build in relaxation time.*
- 8. Get enough sleep.*

Work in small groups and write a list of your Tips on Time Management. Share it with your groupmates.

4. Test Your EI.

ARE YOU A POTENTIAL NEW HIRE OR JUST ANOTHER RESUME?

1. How did you decide what kind of a job to look for?

A. I carefully evaluated my skills, interests and goals and have targeted a profession that would allow me to achieve my goals and keep me interested over a long period of time.

B. A lot of my friends have gone into this profession and they're reasonably happy with it.

C. I don't care what I do; I just want to make a lot of money.

2. How have you put networking to work for you?

A. I have contacted everyone I know to see if they have any good contacts for me or if they have heard of any job openings.

B. I told a few of my friends that I was looking for work, but I don't want to push anyone into helping me find a job.

C. I want to get this job on my own.

3. How have you used the phone to find out about open positions?

A. I have called all of the places where I am interested in working to see if they have any open positions.

B. I'm afraid that if I call I will be bothering them.

C. I'm not planning to contact any potential employers by phone. If they need help they'll advertise.

4. How have you been trying to find ads that describe the job you want?

A. I read the ads in the local papers, online, and in all of the related trade publications I could find both in print and online.

B. I read the ads in the paper and I have been keeping my eyes open downtown for Help Wanted signs.

C. I read the ads in the local paper.

5. How have you made sure that your resume really sells you and your skills?

A. I carefully created my resume with all of my strengths and related experience in mind. Then I proof read it again and again. Finally, I handed it out to a few of my professional contacts to get their feedback on it.

B. I took a lot of time to create my resume and I ran it through spell check on my computer.

C. I wrote down what I've done in my career and when I did it.

6. What do you say in the cover letter?

A. I write a letter detailing why I want the available position, why I am qualified to fill it, and where I have received the experience that qualifies me for the position.

B. I write a paragraph telling them that I am interested in the open position, that I have a lot of good experience and that I am a very hard working employee.

C. I just write a few sentences saying that I am interested in the job they advertised in the paper.

7. How do you dress for the interview?

A. I try to dress with the culture of the office I am visiting in mind while striving to look professional.

B. I wear my normal work clothes – the ones I wore to work that day anyway.

C. I wear my jeans and tee shirt – I don't want to have to change who I am just to make an impression.

8. How do you respond to questions in the interview?

A. I listen carefully and take time to think about each question before offering a response, being sure to highlight my strengths.

B. I respond quickly with the first response that comes to me.

C. As soon as I think I know what the question is, I jump in with my answer, even if the interviewer has not finished asking the question.

9. How do you choose your references?

A. I think about whom I have worked for and where I got job experience that relates to the job I am looking for. Then, I call the former employers who I have targeted and ask them if they would be willing to speak about me. Finally, if they agree to be one of my references, I send them a copy of my resume and a letter telling them what I am looking for.

B. I list my favourite past employers and call them or leave messages telling them that someone might be calling to ask about me.

C. I just list all of my previous employers and hope that they say good things about me.

10. When do you send thank-you notes?

A. I send out a thank-you note after every interview on the day of the interview. Even if they don't hire me this time, I am pretty sure they will remember me next time.

B. I send thank-you notes to the places where I really want to work. I don't bother with the others.

C. I don't think thank-you notes are really necessary. They know I am interested in the job and that's really all that matters.

SCORING

Add up the number of corresponding points for each letter. A's are 2 points, B's are 1 point and C's are 0 points.

15 – 20 You get the job! You're interested and excited about your work, you are thoughtful and considerate and we think you'll be a huge asset to the company!

10 – 14 You are being considered. Focus on approaching every job opportunity with enthusiasm and confidence. Remember, you want the job offer, even if you don't think you'll take the job.

0 – 9 Your resume is in the pile. You need to spend much time considering what you want to do with your career before applying for any more jobs, and when you do apply – sell yourself!

PART 2.1

SELF-GUIDED WORK

Part 2.1.1

SUMMARY TEST

1. Choose the best word to fit the gap.

1. Having good _____ may help you to make deals more easily.

a) entertaining b) manners c) demonstrations d) handshaking

2. Ian has to be very organized as his work involves meeting tight

_____ .

a) problems b) responsibilities c) challenges d) deadlines

3. Paul enjoys working at Small World because he finds the _____ stimulating.

a) installation b) environment c) application d) opportunity

4. Your body _____ usually gives other people information about how you really feel.

a) appearance b) impression c) language d) relationship

5. Managers should _____ staff to maintain the no-smoking policy throughout the building.

- a) suggest b) encourage c) support d) co-operate

6. If the workplace is a happy place, then staff _____ is usually low.

- a) structure b) turnover c) changes d) takeover

7. For many people job _____ is more important than a high salary.

- a) satisfaction b) expectation c) achievement d) acceptance

8. Employees are allowed up to three weeks unpaid _____ a year.

- a) absence b) vacation c) time d) leave

9. Carol's reliability and confidence make her an _____ employee.

- a) idealized b) ideal c) idyllic d) idealistic

10. Although I am a very junior member of staff, my _____ prospects are good.

- a) long-lived b) long-standing c) long-winded d) long-term

2. Match the personal qualities (1-8) and their definitions (a-h).

1. Not willing to work or use any effort	a) open-minded
2. Always doing a lot of work	b) passionate
3. Having very strong feelings or emotions	c) energetic
4. Wanting to discover as much as you can about things	d) creative
5. Behaving in a very controlled way	e) lazy

6. Producing or using original and unusual ideas	f) inquisitive
7. Willing to consider ideas and opinions that are new or different to your own	g) hard-working
8. Having or involving a lot of energy	h) disciplined

3. Write the words in the correct order to make Work Etiquette Rules.

1. up, on, show, time.
2. first, introduce, names, using, last, yourself, your, and.
3. when, to, you're, someone, stand, being introduced.
4. phone, turn, cell, your, completely, off.
5. interrupt, for, reason, do, any, not.
6. what, say, to, you're, know, going.
7. space, others', respect.

Part 2.1.2

TEXT WORK

1. Задание оформляется на листах бумаги формата А4 согласно стандарту организации (титульный лист, текст). Вариант эссе определяется по последней цифре зачетной книжки: 1, 2 – вариант 1; 3, 4 – вариант 2; 5, 6 – вариант 3; 7, 8 – вариант 4; 9, 0 – вариант 5.

Variant 1

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

What a world would be if we see people everywhere speak the same language, wear similar *clothes*, live in houses of the similar styles, and use the same brand of products? We do benefit a lot from the progress of human civilization, but we must pay closer attention and be highly alert of the problems it brings about. Progress is not always good if we neglect its side effects.

We live in a much worse surrounding than our ancestors: polluted air and water, extreme high temperatures in summer, etc., which are all harmful to our health. *The world* now is undergoing a globalization process that has caused divided opinions among different people. I think we should be highly aware of some of the problems it may cause. For instance, globalization would eliminate the differences between different people. The languages and unique customs of some ethnic nations are on the verge of extinction.

However, we shall not forget that on the other hand, major scientific inventions and technical *advancement* sometimes also form big threats to human society. The two world wars that happened during the past century witnessed lots of battles that cost millions of lives. *Weapons* made with modern technology have brought about such large casualties and devastations that could never have been done by people in the previous time. Environmental problems have attracted more and more attention of the people around the world. With the development of

modern industry and farming, global environment has kept deteriorating. Scientific researches indicate that the greenhouse effect has contributed to the warming of the earth.

With the evolution of civilization over the past several thousand years, man has made *tremendous* progress in all aspects of human society. While enjoying all the convenience and happiness brought about by this progress, we cannot deny that it has also caused severe problems. Scientific advance is always praised and extolled by many as the most essential cause of social development.

2. Поставьте абзацы в правильном порядке.

3. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *civilization, progress, great, dress, arms.*

4. Выберите подходящий заголовок для данного текста:

- Do you spend money or save it?
- Is progress always good?
- Travel with a companion.

5. Выразите свое мнение и запишите.

6. Внесите все изменения и перепишите получившийся текст.

Variant 2

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

In the past, students could only learn from traditional books. In addition to the school curriculum, students might be able to learn from the extra-curricular books. They can go to the library and search for in rank. But this is much *inconvenient* than just sitting in front of the computer and learning things from websites from all over the world. In comparison, the information from the traditional books is so limited. By surfing on the net, students can get a wider horizon about any kind of information and have a deep understanding on each field.

The information technology is developing so rapidly that nearly all families have at least one computer. Not only can students surf on the net and *search* for information at home, but they can also use computers at schools, at cyber centers and even in fast food restaurants. No doubt, the convenience in accessing information on the Internet helps students to learn more knowledge and learn it more quickly.

However, searching on the net for information has its disadvantages too. It is *difficult* to ensure the information is accurate or not, as the publishing of website does not have the controlling policies as that of publishing books. Yet, in general, it is still true that information technology help students to learn more and learn more quickly.

On the other hand, students can never have such a *quick* way to search for information that they required. In a library, students might have to spend a whole hour in searching for a single book with relevant information. Yet, with a computer, students can search for an *entire* page of links with a search engine such as Google for example. The whole process involves just few clicks and several seconds. Moreover,

information from books in library might be outdated. On the net, students can learn the first-handed information and get information much quicker.

2. **Поставьте абзацы в правильном порядке.**
3. **Перепаразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *problematic* , *look for*, *rapid*, *whole* , *hard***
4. **Выберите подходящий заголовок для данного текста:**
 - We use different technologies to solve our problems.
 - Money or success?
 - Can new technologies help students?
5. **Выразите свое мнение и запишите.**
6. **Внесите все изменения и перепишите получившийся текст.**

Variant 3

1. **Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.**

It can be concluded that not only does the new century brings us many great *advantages*, but also it brings a few disadvantages which people have to deal with.

First of all, one of the most *significant* changes is the use of computers and robots. Using of such computers and robots in industries can bring an increase in output and accuracy. Also, these computer parts

and robots are being made so tiny that they can be built into both *personal* and industrial equipments.

With the advent of the 21st century, the world is facing many changes. There are incredible advancements in science and technology fields. In my point of view, these breakthroughs will bring more conveniences to people and make our life easier.

On the other hand, a few disadvantages such as air and water *pollution*, decreasing of natural resources cannot be underestimated. Although these negative aspects are almost negligible in comparison with great advancements of this new century, most scientists believe that these negative effects are not overrated.

Moreover, there will be more innovations, *inventions* and researches in different areas of science and technology, such as more advanced telecommunication with a new generation of satellites, faster means of transportations, newer engines for planes, and quicker diagnosis of diseases by using advanced auto analyzers.

2. Поставьте абзацы в правильном порядке.

3. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *discoveries, contamination, individual, benefits, important.*

4. Выберите подходящий заголовок для данного текста:

- What changes will the 21st century bring?
- Member or leader?
- Has TV destroyed communication?

5. Выразите свое мнение и запишите.

6. Внесите все изменения и перепишите получившийся текст.

Variant 4

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Thus a young individual has the potential to do something and crave in reaching a particular acme. Whether your luck prevails or not condition being hard work and efforts, which will pick you up wherever you are.

But this is not the case. Today we see that technology has improved to such an extent that a person can have a lunch in Paris and a dinner in New York on the same day. There are great contributions from people like Igor Sikorsky and Henry Ford to invent these means of transportation, which were the result of their hard-work and great efforts. If these people had waited for the special day to come probably we could still have been using fire and wood to cook instead of using electrical ovens, and the globalization would not have taken effect.

That hard work is a key to success is a well-known adage. Parents, teachers as well as others guide a child to work hard so that he/she can achieve good scores. Though a little bit of luck plays a positive role but I believe that hard work is the key to success. In fact if only luck is to be considered, no one would work but just wait till their luck shines up.

A student stands out first only if he / she studies hard. Many students after the graduation say that probably they were not lucky

enough to get good marks, or the evaluators must have marked their *papers* strictly. But again these are merely reasons that can't be given preference.

Today science has developed so much that hand shaking can be virtually done between any two countries. This is due to the *tremendous* amount of researches accomplished by scientists. All achievements in science and technology are because of hard work contributed by people in different fields.

A person can excel in his career due to hard work. If he / she sits at home, no one would offer them *a job* unless they initiate the job searching process. Also if you are working in a company you will be promoted only because of working hard; luck does not lie in the picture.

2. Поставьте абзацы в правильном порядке.

3. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *peak, documents, saying, work, great.*

4. Выберите подходящий заголовок для данного текста:

- Self-employed or employed?
- Important qualities of a good supervisor.
- The importance of hard work.

5. Выразите свое мнение и запишите.

6. Внесите все изменения и перепишите получившийся текст.

Variant 5

1. Вам предлагается текст-рассуждение, в который нужно внести необходимые изменения в соответствии с заданиями 2-6.

Some people think that *governments* should spend as much money as possible on developing computer technology or buying computers, while others think that governments should spend money on the basic needs of their people. As far as I am concerned, this money should be spent on some more basic needs, such as protecting the environment and improving public services.

From what I have discussed above, everyone can see that there are more things a government should do than buying computers, such as protecting the environment and improving public services. Therefore, I think governments should spend more money on the basic needs of the people instead of spending a lot of money developing computer technology or buying computers.

In the second place, there are many *problems* with the public transportation system in big cities. The buses during the rush hour are overcrowded; some people cannot get to work on time because they spent too much time on the buses or trains. *Consequently*, government should spend more money to improve public transportation systems, which will benefit the people and the business in their cities.

In the first place, *pollution* of the environment has become the biggest problem in today's society. People will not find clean water to drink if they do not do some work to keep the water clean. There would be no fresh air if everyone in the city drives a car to work. More and

more wild animals are facing the danger of *extinction* because of the shortage of habitat areas. There would be no more wild animals if people continue to destroy forests. Therefore, there are more basic things that governments should do such as keeping the water clean, keeping the air fresh, and keeping the forests intact.

2. Поставьте абзацы в правильном порядке.

3. Перефразируйте выделенные курсивом слова, заменяя их синонимичными выражениями: *troubles, contamination, loss, thus, administration.*

4. Выберите подходящий заголовок для данного текста:

- Why people work?
- Computer technology or basic needs?
- What characteristic makes people successful?

5. Выразите свое мнение и запишите.

6. Внесите все изменения и перепишите получившийся текст.

Part 2.1.3

ESSAY

1. Изучите теорию написания эссе (стр. 85). Напишите эссе (объем 250 слов) на одну из следующих тем:

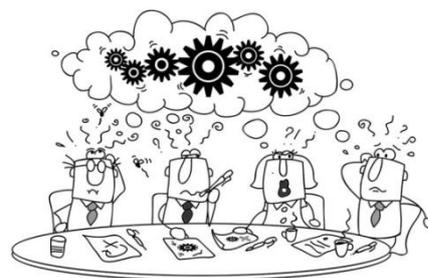
- The importance of Master's degree in my future profession.
- The prospects of the science studied.
- Ways to success in the academic world.

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Brainstorm / Метод «мозговой штурм» (*мозговой штурм, мозговая атака*) – оперативный метод решения проблемы на основе стимулирования творческой



активности, при котором участникам обсуждения предлагают высказывать как можно большее количество вариантов решения, в том числе самых фантастичных. Затем из общего числа высказанных идей отбирают наиболее удачные, которые могут быть использованы на практике.

На первом этапе проведения «мозгового штурма» группе задается определенная проблема для обсуждения, участники по очереди высказывают предложения. На втором этапе обсуждают высказанные предложения, возможна дискуссия. На третьем этапе группа представляет результаты по заранее определенному принципу.

Для проведения «мозгового штурма» возможно деление участников на несколько групп:

- *генераторы идей*, которые высказывают различные предложения, направленные на разрешение проблемы;
- *критики*, которые пытаются найти отрицательное в предложенных идеях;
- *аналитики*, которые привязывают выработанные предложения к конкретным реальным условиям с учетом критических замечаний.

Essay / Эссе

Эссе (от франц. *essai* – попытка, проба, очерк, от лат. *exagium* – взвешивание) – небольшой прозаический текст, выражающий индивидуальную точку зрения автора. В эссе ценятся оригинальные идеи (даже при раскрытии традиционных тем) и нестандартный взгляд на проблему. Кажущаяся свободной, композиция эссе должна быть подчинена внутренней логике, а в «пестром кружеве» размышлений автора должна просматриваться основная мысль эссе.



Типы эссе

<i>Тип</i>	<i>Характеристика</i>
<i>Описательное</i>	Указывает направление или инструктирует в том, как решить задачу или как должно быть выполнено некое действие.
<i>Причинно-следственное</i>	Фокусируется на условиях или ситуации и пытается ответить на следующие вопросы: <i>Почему?</i> (причина) или: <i>Каков результат?</i> (эффект).
<i>Определяющее</i>	Определяет тему как конкретно (например, дает определение из словаря), так и абстрактно (предлагает расширенное толкование).

Сравнивающее	Фиксирует различия и / или сходства между людьми, местами, вещами, идеями и т.д.
Аргументирующая (контр-аргументирующая)	Фиксируется обоснованное мнение относительно предмета. Представляются аргументы, поддерживающие высказанные предположения. Представляются и опровергаются возражения.

Ключ к успеху

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Внимательно прочитайте тему. Проверьте, требует ли эта тема аргументов общего характера или наряду с этим допускает возможность высказать свое собственное мнение. ▪ Обдумывая содержание работы, подготовьте аргументы «за» и «против» (если это требуется заданием). Постарайтесь представить разное | <ul style="list-style-type: none"> ▪ Проверяя работу с точки зрения содержания, обратите особое внимание на заключение, которое должно содержать основные выводы из всего текста. ▪ Проверяя работу с точки зрения языка и стиля, имейте ввиду, что употребление безличных структур и оборотов может повысить убедительность Ваших аргументов: |
|---|--|

<p>количество аргументов с обеих сторон, чтобы Ваш ответ был сбалансирован.</p> <ul style="list-style-type: none"> ▪ Планируя эссе, решите, сколько должно быть абзацев и как распределить аргументы по абзацам. ▪ В процессе написания эссе обратите особое внимание на построение каждого абзаца. Начните каждый из них предложением, которое выражает его основную мысль. 	<p><i>It cannot be denied...;</i> <i>It is surprising that...;</i> <i>It may be said that...;</i> <i>All things considered, one has to conclude that...;</i> <i>There is another side to the problem of...</i></p> <ul style="list-style-type: none"> ▪ Проверьте, нет ли в работе грамматических ошибок или ошибок в написании слов, и вписывается ли она в установленный лимит слов.
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Клише для написания эссе

<i>Введение:</i>	
In today's world ... it is important	В сегодняшнем мире ... важно ...
Many people think ... but others do not agree.	Многие люди думают, (что) ... , но другие не согласны.
Let us consider what the advantages and disadvantages of	Рассмотрим, каковы преимущества и недостатки

... are.	
Let us consider some pros and cons of it.	Давайте рассмотрим некоторые плюсы и минусы (этого).
Let us start by considering the facts / pros and cons of it.	Начнем с рассмотрения фактов / плюсов и минусов (этого).
It is generally agreed today that ...	Сегодня общепризнанно, что

Следующие фразы можно использовать, если требуется рассмотреть аргументы «за» и «против». Не забывайте использовать слова-связки:

To begin with,	Начнем с того, что
Firstly / secondly / finally... .	Во-первых / во-вторых / наконец
One argument in support of	Один из аргументов в поддержку
The first / second thing that needs to be said is	Первое / второе, что нужно сказать, это то, что (Прежде всего, следует сказать, что ...).
It is true that ... / clear that ... / noticeable that	Это правда, что ... / ясно, что ... / примечательно, что ...
One should note here that	Здесь следует отметить, что
It is often said that	Часто говорят, что
It is a well-known fact that	Хорошо известно, что

One of the most striking features of this problem is	Один из самых поразительных аспектов этой проблемы
First of all, let us try to understand	Прежде всего, давайте попытаемся понять
What is more,	Более того,
Besides, ... because it is ..., doubtless,	Кроме того, ... потому что ... , несомненно... .
One cannot deny that	Нельзя отрицать, что
On the one hand ..., on the other hand	С одной стороны ... , с другой стороны
Another way of looking at this question is to	Чтобы взглянуть на эту проблему с другой стороны, надо
One should, however, not forget that	Тем не менее, не следует забывать, что
Although ... , besides ... , moreover	Хотя ... , кроме того ... , более того
Furthermore, one should not forget that	Кроме того, не следует забывать, что
In addition to	Кроме (того, что)
However, we also agree that	Однако, мы также согласны с тем, что

<i>Подкрепить свою мысль можно мнением неких абстрактных экспертов.</i>	
Experts believe / say / suggest / are convinced / point out / emphasize that. ...	Эксперты считают / говорят / предполагают / убеждены / отмечают / подчеркивают, что...
According to some experts...	По мнению некоторых экспертов,
Perhaps we should also point out the fact that	Возможно, нам также следует отметить тот факт, что
One must admit that	Надо признать, что
We cannot ignore the fact that	Мы не можем игнорировать тот факт, что ...
One cannot possibly accept the fact that	Трудно смириться с тем фактом, что
From these facts, one may conclude that	Из этих фактов можно сделать вывод (о том), что
Thus, ... / therefore, ...	Таким образом, ... / поэтому
The most common argument against this is that	Наиболее распространенным аргументом против этого является то, что

<i>В заключение эссе делайте вывод.</i>	
In conclusion, I can say that although ... ,	В заключение я могу сказать, что, хотя ... ,
To draw the conclusion, one can say that	Подводя итог, можно сказать, что

So it is up to everybody to decide whether ... or not.	Так что каждый должен решить для себя или нет.
The arguments we have presented ... suggest ... / prove ... / would indicate that	Представленные нами аргументы ... предполагают / доказывают / указывают на то, что
From these arguments one must / could / might ... conclude that	Исходя из этих аргументов, надо / можно / можно было бы ... прийти к заключению о том, что

Используйте формальный стиль письма:

- не используйте сокращения (*don't, can't, I'm, it's*);
- не используйте скобки или восклицательные знаки – это свойственно неформальному стилю письма;
- не начинайте предложения со слов *and, but* или *also*; в разговорном языке Вы можете их использовать, но избегайте этого в сочинении;
- не употребляйте вводные слова, характерные для неформального стиля (*well, to tell the truth* и др.);
- избегайте слишком простых предложений; объединяйте их в сложные, используя логические средства связи.

Образец эссе с аргументацией «за» и «против»

Задание: *In western countries, after secondary school, students very often do not continue immediately with their studies, but they take a*

one year break, called a 'gap year', when they travel or do voluntary work. Write an argumentative essay presenting arguments for and against the gap year.

Введение в тему: In today's world of fierce competition, it is important for young people to get well-prepared for the challenges of the future. Thus the institution of gap year can be regarded as a step in the right direction though it is also not without its problems.

Аргументы «за»: In its favour, the gap year seems to be useful psychologically as it helps young people understand their needs and interests better before they actually commit themselves to any particular career path. Besides, the gap year has educational advantages because it offers a lot of opportunities to learn about the world and one's own place in it. For all these reasons, the gap year can be regarded as a positive social institution.

Аргументы «против»: However, as critics are quick to point out, the gap year can in fact be harmful as it interrupts with the rhythm of learning and often makes it difficult for students to return to their studies. Apart from that, unfortunately not every young person can afford to travel around the world and many of them end up sitting around at home, which can be very demotivating.

Заключение: All in all, the gap year may arouse mixed feelings, but still thousands of people every year take a year off. One can only hope they will use it fruitfully, minimizing the dangers and taking full advantage of its benefits.