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«Майкопский государственный технологический университет»

Кафедра ландшафтной архитектуры и лесного дела

Методические указания

для самостоятельной работы для обучающихся по дисциплине

«Деловой иностранный язык»

Направление подготовки 35.04.09 «Ландшафтная архитектура»

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Методические указания для самостоятельной работы обучающихся по дисциплине «Деловой иностранный язык». – Майкоп, 2020.

Даны рекомендации по организации самостоятельной работы по дисциплине «Деловой иностранный язык» по направлению подготовки 35.04.09 «Ландшафтная архитектура» для обучающихся очной и заочной формы обучения.

ВВЕДЕНИЕ

Методические указания предназначены для студентов специальности «Ландшафтная архитектура» по дисциплине «Деловой иностранный язык». Цель – научить читать, понимать и переводить литературу по специальности и освоить лексику делового английского языка.

Курс обучения «Деловой иностранный язык» направлен на выработку у учащихся языковой и коммуникативной компетенций, достаточных для осуществления ими устных и письменных деловых контактов с иностранными партнерами в ходе их профессиональной деятельности.

Научное, профессиональное и культурное сотрудничество специалистов различных сфер деятельности из Российской Федерации и зарубежными странами постоянно расширяется и укрепляется. Важнейшим элементом этого сотрудничества является деловое общение, выражающееся как в личных контактах, так и через различные каналы связи. Личные контакты предполагают многообразные формы обмена информации (деловые встречи, участие в выставках, выступления на конференциях, симпозиумах и дискуссиях, участие в переговорах по заключению контрактов. Обмен информацией через различные каналы связи (телефонные переговоры, деловые письма, сообщения по электронной почте) также требует от специалиста знания специфики этих форм общения и владения соответствующими навыками их осуществления.

Кроме того, молодому дипломированному специалисту необходимо обладать знаниями и умениями вести деловую переписку, заполнять различные анкеты, правильно составить заявление о приеме на работу, а также адекватно понимать соответствующие документы, выполненные на иностранном языке. Именно данные задачи стоят перед курсом «Деловой иностранный язык», преподаваемый в ФГБОУ ВО «МГТУ».

В методических указаниях приводится описание различных видов деловых писем, излагается структура делового письма на английском языке,

даются наиболее часто встречающиеся в деловых письмах и телефонных разговорах выражения, а также предлагаются тексты на иностранных языках, содержащие рекомендации и выражения, необходимые для делового общения на иностранном языке.

Даны рекомендации и необходимые ссылки на основную и дополнительную литературу, которая позволит обучающимся углубить свои знания по данной дисциплине и расширить соответствующие навыки, может быть использованы как для самостоятельной, так и для аудиторной работы.

UNIT 1. BUSINESS VISITS

Business visits are very important in development of trade relations between countries and companies. Personal contacts are the most efficient means of promoting a better understanding in all spheres of human activities.

Normally businessmen contact through correspondence or telephone calls, but, of course, main problems may be solved more efficiently through a personal meeting. During the talks the partners have an opportunity to discuss all problems face-to-face, and to come to an agreement more easily.

It is common for the Buyers to visit the Sellers for technical or commercial discussions. During such visits the Buyers are shown around the Sellers' premises and workshops. They have a chance to see the equipment in operation, to be present at tests. If the Sellers offer any modifications in the equipment, the Buyers can see them, discuss and approve immediately.

The Sellers often visit the Buyers' premises when they need to revise some contract terms or draw up a new contract with their regular customers.

The Sellers and the Buyers can meet to discuss different claims if they appear in the course of fulfilment of the contract. But, of course, the most popular reason for business people to meet is making up a contract.

It is important to follow rules of etiquette in business. Good manners can help you to be successful. Common good manners generally mean being polite, courteous and punctual as well as being dressed the part (which usually suggests official style of clothing). But different cultures can have different concepts of what is appropriate in business. Handshaking is popular in European countries but not so much in the UK. Americans believe that it is good to react and answer quickly while the Japanese prefer to give every matter a thorough thinking and to pause before answering. Russians think that they must invite their partners to restaurants, saunas and even to their homes while Germans do not entertain their guests at all. So it is very important to know the culture of the country you are going to visit on business.

Study and learn the following vocabulary on the topic:

1 relations [rɪ'leɪʃnz] – связи, отношения

family relations – семейные отношения

business relations – деловые отношения

trade relations – торговые отношения

2 to develop [dɪ'veləp] – развивать

development [dɪ'veləpmənt] – развитие

3 means [mi:nz] – способ, средство (мн. ч. – means)

4 efficient [ɪ'fɪʃənt] – эффективный

efficiently [ɪ'fɪʃəntli] – эффективно, syn. In an efficient way

5 to promote [prə'məʊt] — развивать, способствовать, продвигать

6 sphere [sfɪə] – сфера, область

7 human ['hju:mən] – человеческий

8 activity [æk'tɪvɪtɪ] – деятельность (мн. ч. – activities)

9 through [θru:] – здесь через, посредством

10 correspondence [ˌkɒrɪ'spɒndəns] – переписка

11 face-to-face – лично, лицом к лицу

12 to come to an agreement [ə'ɡri:mənt] – прийти к соглашению

13 common ['kɒmən] – общепринятый

14 technical ['teknɪkəl] – технический

15 commercial [kə'mɜ:ʃəl] – коммерческий

16 the Buyer(s) ['baɪə(z)] – Покупатель (как сторона контракта)

17 the Seller(s) ['selə(z)] – Продавец (как сторона контракта)

18 to show – показывать

to show smb round smth – показывать кому-либо что-либо

19 premises [ˈpremɪsɪz] – владения, территория

20 workshop [ˈwɜ:kʃɒp] – цех

21 to see the equipment [ɪk'wɪpmənt] in operation – увидеть оборудование

в эксплуатации

22 to be present [ˈprezənt] at tests – присутствовать на испытаниях

23 to offer modifications [ˌmɒdɪfɪ'keɪʃnz] – предлагать изменения

24 to approve [ə'pru:v] – одобрять

25 immediately [ɪ'mɪdiətli] – немедленно, сразу же

26 to revise [rɪ'vaɪz] — пересмотреть

27 to draw [drɔ:] up – составить, syn. to make up

28 regular ['regjʊlə] customers ['kʌstəməz] – постоянные клиенты

29 claim [kleɪm] – претензия, жалоба

30 appear [ə'piə] – появляться, возникать

31 in the course [kɔ:s] of the fulfilment [fʊl'fɪlmənt] of the contract ['kɒntrəkt]

– в ходе выполнения контракта

32 etiquette ['etɪket] – этикет

33 to follow ['fɒləʊ] – здесь следовать, соблюдать

34 success [sʌk'ses] – успех

successful [sʌk'sesfʊl] – успешный

successfully [sʌk'sesfʊli] – успешно

succeed [sʌk'si:d] – преуспевать, добиваться успехов

35 polite [pə'laɪt] – вежливый

politeness [pə'laɪtnəs] – вежливость

36 courteous ['kə:tiəs] – вежливый, учтивый

courtesy ['kə:təsi] – вежливость, учтивость

37 punctual ['pʌŋktʃʊəl] – пунктуальный

punctuality [ˌpʌŋktʃʊ'æləti] – пунктуальность

38 to be dressed [drest] the part – быть одетым к месту, уместно, соот-

ветственно

39 to suggest [sə'dʒest] – здесь предполагать, означать, подразумевать

40 concept ['kɒnsəpt] – понятие

41 appropriate [ə'prəʊpriət] – уместный, соответствующий

42 to shake [ʃeɪk] hands – пожать руку

handshaking [ˌ'hænd ʃeɪkɪŋ] – рукопожатие

43 to give every matter ['mætə] thorough ['θʌrə] thinking ['θɪŋkɪŋ] – здесь

хорошенько обдумать каждый вопрос (дословно: дать каждому во-просу тщательное обдумывание)

44 to pause [pɔ:z] – сделать паузу

45 to entertain [ˌentə'tein] – развлекать

Answer the following questions on the text:

- 1 Why are business visits important in trade?
- 2 How do businessmen normally contact?
- 3 Why are personal contacts considered to be the most efficient means?
- 4 What do the Buyers visit the Sellers for?
- 5 What is going on when the Buyers visit the Sellers' premises?
- 6 When do the Sellers visit the Buyers?
- 7 What is the most popular reason of business visits?
- 8 Why is it necessary to follow the rules of etiquette?
- 9 What do general good manners mean?
- 10 What differences in good manners in business do different countries have?

Read the dialogue and memorize it or make up your own by analogy:

Talking Business

Mr. Lavrov, a representative of BelTechEq, a Belarussian company dealing in technical equipment, arrived in Glasgow to discuss some business matters with Howden, the leading manufacturer of compressors. Yesterday he visited the Howden testing department, where he was shown some models of compressors in operation. Now Mr. Dow is receiving Mr. Lavrov in his office.

Lavrov: Mr. Dow, I must say that I am greatly impressed with the performance of the Model AC compressors I saw yesterday. It meets our requirements completely and I'd like to place an order with your company.

Dow: I am glad to hear you liked this model, Mr. Lavrov. It is really good and enjoys high demand with our customers all over the world. Are you interested in placing a big order?

Lavrov: I think our trial order will be 50 compressors.

Dow: Very good. When do you require them?

Lavrov: We'd like to have them for immediate shipment.

Dow: I'm afraid we cannot offer you 50 compressors so soon.

Lavrov: What is your suggestion then?

Dow: We can offer 10 compressors for immediate shipment and we will deliver the balance of 40 compressors in four lots at regular intervals. Is it all right with you?

Lavrov: I think it will suit us if you agree to deliver the first lot within one month.

Dow: We can do it for you. Moreover, we will be happy to give you a discount because of this little inconvenience, say, 5 per cent off the price.

Lavrov: That is very kind of you. Thank you, Mr. Dow.

Dow: I hope this transaction will be mutually beneficial and you will become our regular customer.

UNIT 2 COMMERCIAL CORRESPONDENCE. ENQUIRY AND OFFER

Commercial correspondence is an essential part of business. Writing letters is connected with establishing business relations, doing business and other matters. Business letters should be laconic, precise and to the point.

When speaking about the structure of a business letter, it is necessary to mention that there are essential and optional elements of a business letter. Essential elements are those which are found in every letter. They are...

1) the sender's address or the letterhead. The sender's address is used when the letter is written by a physical person. It must not have the sender's name. It is placed in the top right-hand corner of the page. The letterhead is used when the letter is written on behalf of the company, that is, a legal person. It has the company's name and address, telephone numbers and other contact details. It is usually placed at the top of the letter in the centre of the page;

2) the date (e.g. May 6, 2009) It is usually placed at the right-hand side of the page below the sender's address or the letterhead;

3) the receiver's address. If the complete information is available, the receiver's address goes as follows: proper courtesy title (Mr, Mrs, Miss, Ms), first name or initials and last name; company position; department; company's name; number and street; city and post code; country. The receiver's address is placed at the left-hand side of the page, as well as all the following elements in the structure;

4) salutation. If we know the name of the receiver, we write "Dear Mr. Smith,"; if we write a letter to one person whose name or gender we do not know, we write "Dear Sir or Madam,"; if we write to a company, we open the letter with "Dear Sirs,";

5) body of the letter. This is what we really mean to write, that is, the text of the letter itself;

6) complimentary close. If we know the name of the receiver, it will be "Yours sincerely,"; if we do not know the name of the receiver – "Yours faithfully,";

7) signature;

8) the sender's name, courtesy title and position in the company.

Optional elements are used when the letter has some specific purposes or features, for example:

- subject of the letter (e.g. Non-payment of Invoice);
- attention line (e.g. For the attention of Sales Manager);
- confidential line (e.g. Private and Confidential);
- p.p. (per pro) which means that the letter is written by someone (usually a secretary) on behalf of someone else (usually the boss);
- c.c. (carbon copies) which means that the same letter is sent to another receiver;
- Enc. or Encl. (enclosure) which means that there is something (documents, price-lists, catalogues, etc) enclosed with the letter.

There are many types of business letters, but the basic ones are enquiries and offers.

Business transactions usually start with enquiries. The prospective Buyers can get to know about the prospective Sellers from an exhibition or from advertisements

in mass media (TV, radio, newspapers and journals, the Internet). All these channels of information are very important. Enquiries can be sent by mail or by fax. Sometimes they can be made by telephone. In the enquiry the would-be Buyers name the goods they are interested in and ask for details on prices and terms of sale. The would-be Sellers study the enquiry and send an offer in reply, where they state terms of delivery, terms of payment, quote the price, possible discounts and indicate some other details if necessary. If the terms suit the potential Buyers, they place an order, and the transaction begins.

Study and learn the following vocabulary on the topic:

1 commercial [kə'mə:ʃ(ə)l] correspondence [ˌkɒrɪ'spɒndəns] – деловая переписка, syn. Business correspondence

2 essential [ɪ'senʃəl] – обязательный, необходимый, неотъемлемый, существенный

essential part – неотъемлемая часть

essential elements – обязательные элементы

3 laconic [lə'kɒnɪk] – лаконичный

4 precise [pri'saɪs] – точный

5 to the point – по существу

6 structure [ˈstrʌktʃə] – структура

7 optional [ˈɒpʃ(ə)n(ə)l] – факультативный, необязательный, дополнительный

8 to send – отправлять, посылать

sender – отправитель

9 to receive [rɪ'si:v] – получать

receiver – получатель

10 letterhead [ˈletəhəd] – здесь «шапка» делового письма, логотип компании

11 physical [ˈfɪzɪkəl] person [ˈpɜ:sən] – физическое лицо

12 legal [ˈli:gəl] person [ˈpɜ:sən] – юридическое лицо

13 on behalf [bɪ'ha:f] of – от имени

14 at the top – сверху

15 in the top right-hand corner of the page – в верхнем правом углу
страницы

16 at the bottom – снизу

17 in the bottom left-hand corner of the page – в нижнем левом углу
страницы

18 at the right side – в правой части

19 at the left side – в левой части

20 above [ə'boʊv] – над, выше

21 below [bi'ləʊ] – под, ниже

22 courtesy ['kə:təsi] title [taɪtl] – «титул вежливости» (т.е. господин,
госпожа и т.д.)

Mr ['mɪstə] – мистер (перед фамилией), т.е. любой мужчина

Mrs ['mɪsɪz] – замужняя женщина

Miss [mɪs] – незамужняя женщина

Ms [məz] – женщина, чье семейное положение неизвестно или
несущественно

23 initials [ɪ'niʃlɪz] – инициалы

24 post code – индекс (Am. English zip code)

25 salutation [ˌsælju'teɪʃn] – здесь приветствие, обращение

Sir [sə:] – обращение к мужчине (без имени)

Madam [ˈmædəm] – обращение к женщине (без имени)

26 Dear – здесь уважаемый

Dear Sirs – уважаемые господа

27 complimentary [ˌkɒmplɪ'mentəri] close [kləʊs] – здесь завершающая
фраза «Искренне Ваш»

28 sincerely [sɪn'sɪəli] – дословно искренне

29 faithfully ['feɪθfʊli] – дословно преданно

30 to sign [saɪn] – подписывать, подписываться

- signature ['sɪgnəʃə] — подпись
- 31 specific [spə'sɪfɪk] – особенный, специфический
- 32 purpose ['pʊ:pəs] – цель
- 33 feature ['fi:tʃə] – черта, характеристика
- 34 subject ['sʌbdʒəkt] – здесь тема письма
- 35 confidential [kənfi'denʃəl] – конфиденциальный, секретный
- 36 private ['praɪvɪt] – частный, личный
- 37 per pro – lat от имени и по поручению, syn on behalf of
- 38 carbon copies – здесь копии
- 39 enclosure [ɪn'kləʊzə] – приложение
- to enclose [ɪn'kləʊz] smth with the letter – прилагать что-либо к письму
- 40 enquiry [ɪn'kwairɪ] – заявка, запрос
- 41 offer ['ɒfə] – предложение
- 42 prospective [prə'spektɪv] – потенциальный, syn. Potential [pə'tenʃəl],
would-be ['wʊdbɪ]
- 43 exhibition [ˌeksɪ'bɪʃən] – выставка
- to exhibit [ɪg'zɪbɪt] – выставлять
- 44 advertisement [əd've:tɪsmənt] – рекламное объявление
- to advertise ['ædvətaɪz] – рекламировать
- advertising ['ædvətaɪzɪŋ] – реклама (как деятельность)
- 45 mass media [ˌmæs'mɪdiə] – средства массовой информации
- 46 in reply [rɪ'plaɪ] – в ответ
- 47 to suit [sju:t] – устраивать, подходить

Answer the following questions on the text:

- 1 Commercial correspondence is an essential part of business, isn't it?
- 2 What is writing letters connected with?
- 3 What must a business letter be like?
- 4 What elements are there in the structure of a business letter?
- 5 What essential elements of a business letter do you know?

- 6 What is the difference between the sender's address and the letterhead?
- 7 Are the sender's address and the letterhead placed at the top right-hand corner of the page?
- 8 Does the sender's address contain the sender's name?
- 9 What information does the letterhead contain?
- 10 Where is the date placed and how is it written?
- 11 What information can the receiver's address have?
- 12 Where is the receiver's address placed?
- 13 Does the salutation have the first name of the receiver if we know it?
- 14 What salutations do we write if we do not know the name of the receiver but know that this is one man?
- 15 What salutations do we write if we do not know the name of the receiver but know that this is one woman?
- 16 What salutations do we write if we are writing to a company?
- 17 What complimentary close will we use if the salutation is "Dear Sir,"?
- 18 What complimentary close will we use if the salutation is "Dear Mrs Cornwell"?
- 19 Where do we put the sender's name?
- 20 Why do people use the subject of the letter?
- 21 What optional element will we use if the letter is secret?
- 22 What optional element will we use if the letter is written by a secretary on behalf of the boss?
- 23 What optional element will we use if there are some documents enclosed with the letter?
- 24 What optional elements are placed above the body of the letter?
- 25 What optional elements are placed below the body of the letter?
- 26 What type of letter do business transactions usually start with?
- 27 How can the prospective Buyer get to know about the prospective Seller?
- 28 How are enquiries made?
- 29 What is usually written in enquiries?

30 What is usually written in offers?

UNIT 3 SMALL BUSINESS

Small businesses are the heart of market economy. They are established to manufacture goods, distribute them, sell on a wholesale or retail basis and provide services. People can become owners and operators of small businesses in one of three ways: start a new firm, buy a franchise, buy or inherit an existing company.

A small business is one which is independently owned and operated and not dominant in its sphere of operation. It must possess at least two of the four following characteristics:

- management of the company is independent;
- capital and ownership are held by one person or a small group;
- area of operation is mainly local;
- size of the company is small when compared to the biggest units.

Small businesses can be of different types: sole proprietorship, partnership, corporation and cooperative.

The company's size can be described with the help of the following criteria:

- total assets (all that a business owns);
- net worth (business assets less what is owed);
- gross profit (money left from sales after all expenses except taxes are paid out);
- net profit (money left from gross profit after taxes are paid out).

Small businesses help to preserve competition, prevent monopolistic control and create new jobs, products and services.

Study and learn the vocabulary on the topic:

1 business ['biznəs] – здесь небольшое промышленное или торговое предприятие, фирма, компания

2 establish – здесь основать, открыть

3 manufacture [ˌmænjuˈfæktʃə] – производить, изготавливать

4 goods [gudz] – товар, товары

- 5 distribute [dɪ'strɪbjʊt] – распределять
- 6 sell [sel] (sold, sold) [səʊld] – продавать
- 7 sell goods on a wholesale ['həʊlseɪl] basis – продавать товары оптом
- 8 sell goods on a retail ['riteɪl] basis – продавать товары в розницу
- 9 provide [prə'vaɪd] – здесь предоставлять
- 10 service ['sə:vɪs] – услуга
- 11 own [əʊn] – владеть, обладать
- owner ['əʊnə] – владелец
- ownership ['əʊnəʃɪp] – владение
- 12 operate [ˈɒp(ə)reɪt] – управлять
- operator [ˈɒp(ə)reɪtə] – управляющий
- operation [ˌɒp(ə)'reɪʃ(ə)n] – управление
- 13 franchise ['fræntʃaɪz] – лицензия на продажу товара
- 14 buy [baɪ] (bought, bought) [bɔ:t] – купить
- 15 inherit [ɪn'herɪt] – унаследовать, получить в наследство
- 16 exist [ɪg'zɪst] – существовать
- 17 possess [pə'zes] – иметь, обладать
- 18 characteristic [ˌkærəktə'rɪstɪk] – характеристика, черта
- 19 sole proprietorship [ˌsəʊəl prə'praɪətəʃɪp] – частное
предпринимательство
- 20 partnership ['pa:tənəʃɪp] – товарищество
- 21 corporation [ˌkɔ:(r)p(ə)'reɪʃ(ə)n] – общество с ограниченной
ответственностью
- 22 cooperative [kəʊ'ɒp(ə)rətɪv] – кооператив
- 23 criterion [kraɪ'tɪəriən] – критерий, показатель, признак (мн. ч. – criteria
[kraɪ'tɪəriə])
- 24 total assets [ˌtəʊtəl 'æsets] – общая стоимость имущества, сумма
баланса, суммарные (совокупные) активы, стоимость всех активов
организации

25 net worth [ˈnet wə:θ] – собственный капитал предприятия, стоимость имущества за вычетом обязательств

26 owe [əu] – быть должным, быть в долгу

27 expenses [ɪkˈspensɪz] – расходы, издержки

28 tax [tæks] – налог

29 profit [ˈprɒfɪt] – прибыль

30 net profit – чистая прибыль

31 gross profit – валовая прибыль

32 preserve [prɪˈzə:v] – сохранять

33 prevent [prɪˈvent] – предотвращать

34 control [kənˈtrəʊl] – контроль

35 create [kriˈeɪt] – создавать.

Answer the following questions on the text:

1 What are the spheres of activity of small businesses?

2 How can people become owners and operators of small businesses?

3 What is a small business?

4 What characteristics must a company possess in order to be classified as a small business?

5 Which characteristic of the four given do you consider to be the most important for a small business?

6 What are the basic types of small businesses?

7 What criteria are used to describe the size of a small business?

8 What is the difference between total assets and net worth?

9 What is the difference between gross and net profits?

10 What do small businesses help to do?

UNIT 4. ECOSYSTEM ECOLOGY

Ecosystem ecology, sometimes referred to as system ecology, is concerned with the flow of energy and circulation of matter in a whole ecosystem, that is, how the whole system functions. The intimate couplings between the environment and

the species living there will influence the balance of the ecosystem and the living conditions for its members. It is only by knowing how the whole system works that we are able to understand how changes in abiotic factors, that is environmental impacts, will affect a community of organisms.

Energy and biomass in an ecosystem - flow of energy and circulation of matter.

Organisms can use energy in several forms. Depending on the form of “food” they use, the systems contain several categories of plants and animals.

The majority of plants obtain their energy directly from sunlight using green chlorophyll and sometimes additional pigments (like the brown and red algae). Plants are the primary producers of the ecosystem. In their photosynthesis, they convert the energy from sunlight into energy stored in carbohydrates (sugar, starch, cellulose etc.) and other organic compounds. They build biomass in the form of roots, stems and leaves. In addition to sunlight they need water, carbon dioxide from the air and nutrients such as nitrogen, potassium and phosphorus from the ground.

Animals living on plant biomass are called grazers or herbivores. They fill the role of consumers, or primary consumers, in the ecosystem.

Those animals that live by catching other living animals are predators, or carnivores, also called secondary consumers.

Finally, bacteria, and other organisms living on dead organic matter, detritus, are called decomposers. Soil animals, such as earthworms make up the first stage in the decomposition of detritus, while fungi and bacteria take care of the final decomposition. By decomposing the organic matter they return the nutrients to mineral form and the organically bound carbon to carbon dioxide. The roots of plants can then again capture the mineral nutrients, and the circulation of chemical matters is closed. The decomposers are in many ways the most important organisms in the ecosystem. Plant growth in most terrestrial ecosystems is limited by the lack of nitrogen and in aquatic ecosystem often by lack of phosphorus. If the decomposers did not effectively re-circulate these nutrients, primary production would soon cease. Re-circulation of nutrients and other substances is thus essential to all ecosystems.

Ex. 2. Choose the best variant to complete the sentences.

1. The majority of plants obtain their energy directly from.....
 - a) water
 - b) sunlight
 - c) fertilizers
2. Ecosystem ecology is concerned with
 - a) waste disposal
 - b) decomposing organic matter
 - c) flow of energy and circulation of matter in a whole ecosystem
3. Plants are
 - a) the primary producers of the ecosystem
 - b) the primary consumers of the ecosystem
 - c) the secondary consumers of the ecosystem

Ex. 3. Complete the sentences using the words given below. Translate the sentences into Russian.

4. Organisms can use ... in several forms.
 5. Plants are the primary producers of the
 6. They build ... in the form of roots, stems and leaves.
 7. Those animals that live by catching other ... are predators, or carnivores, also called secondary consumers.
 8. Finally, bacteria, and other ... living on dead organic matter, detritus, are called decomposers.
 9. The ... are in many ways the most important organisms in the ecosystem.
- Organisms, ecosystem, energy, biomass, living animals, decomposers.

Ex. 4. Turn the following verbs into nouns with the help of suffix-(t)ion.

Model: to convene - convention

to circulate to decompose

to add to convert

to produce to eutrophicate

to relate to explain

Ex. 5. Finish the phrases.

- | | | |
|----|----------------------|------------------------------|
| 1. | to be concerned with | a) the form of food they use |
| 2. | to depend on | b) flow of energy |
| 3. | to live by | c) final decomposition |
| 4. | to take care of | d) consumers |
| 5. | to be limited by | e) to understand |
| 6. | to be able | f) catching |
| 7. | to fill the role of | g) the lack of nitrogen |

UNIT 5. NATURE AND BIODIVERSITY

Belarus is situated in the East European Plain at the meeting point between two the geobotanical zones characterised as European coniferous (taiga) and European deciduous. Geography, history and climate have combined to create a wide diversity of natural landscapes within the territory. Belarus has some 10000 lakes, more than 9000 bogs, 20800 rivers and streams, and various types of soil and plant habitats.

The northern part of the country, Polesie, is characterised by highly contrasting landscapes which vary from young glacial relief and moraines, to glasiated plains and lake flats. Typical of this region are narrow river valleys, numerous lakes and upland bogs, and wet loamy soils. Forest communities are mostly represented by spruce and mixed spruce-broad-leaved forests. There are more than 2 500 lakes in the area, including a number of well-known groups (Naroch, Braslav, Ushachi, etc.) The central part of the country is hilly (Grodnenskaya, Slonimskaya, Minskaya, Kopylskaya ranges) with average altitudes of 200-250m. Soils are mainly sandy and loamy, forests are mainly pine and mixed spruce and broad-leaved.

Landscapes in eastern Belarus are forested, with a characteristic relief alternating between plateau areas (between rivers) and undulating hills along river valleys. Agricultural soils are often turf and podzol types.

The southern part of the country is characterised by wide swampy lowlands (Poleskaya and Pridneprovskaya Lowlands) separated by occasional moraine

hummocks. This region is characterised by wide river floodplains, numerous bayou-type lakes, wet meadows, remnants of lowland oak-forests, and lowland bogs.

Human activity has greatly transformed the natural landscapes of Belarus. Major changes have occurred through urbanisation, mining and building development. A significant reduction in landscape diversity has also resulted from large-scale 1 and -development projects.

Natural vegetation covers 65,9% of Belarus, mostly as a combination of forest, meadow, wetland and scrub vegetation.

Ex.1. Answer the following questions.

1. Where is Belarus situated?
2. How can you prove that the Republic has a wide diversity of natural landscapes within the territory?
3. By what is the northern part of the country characterised?
4. What can you say about the central part of the country?
5. The southern part of the country is characterised by wide swampy lowlands, isn't it?
6. What has greatly transformed the natural landscapes of Belarus?

Ex. 2. Find in the text English equivalents to the following Russian words.

Хвойный, лиственный, разнообразие, ландшафт, болото, большие и малые реки, почва, равнины, речные долины, широколиственный, многочисленный.

Ex. 3. Fill in the gaps with the words from the text.

1. Geography, history and climate create a wide ... of natural landscapes within the territory of the Republic.
2. Typical of the northern part of the country are numerous lakes and upland ..., and wet loamy....
3. Forest communities are mostly represented by ... and mixed.
4. ... forests.
5. Agricultural soils in eastern Belarus are often ... and ... types.

6. The southern part of the country is characterised by wide

Ex. 4. Write out from the text words and word combinations describing:

1. a diversity of natural landscapes in Belarus;
2. agricultural soils in different parts of the Republic.

Ex. 5. Match the words on the left with their definitions on the right.

- | | |
|-------------------|---|
| 1. diversity | a) inland scenery |
| 2. landscape | b) trees of the kind that bear cones |
| 3. coniferous | c) variety |
| 4. deciduous | d) (area of) soft, wet, spongy ground |
| 5. glacial | e) of ice or the ice age |
| 6. bog | f) (of trees) losing their leaves annually (esp. in autumn) |
| 7. loam | g) cause to take place, appear, one after the other |
| 8. alternate, v. | h) fertile soil of sand and clay |
| 9. to result from | i) come about, happen, as a natural consequence |

UNIT 6. WRITING A CV

CV stands for curriculum vitae - a Latin expression meaning 'life story'. (In American English it is called a resume.) It summarizes your education, achievements and job history for prospective employers and so it should be carefully prepared.

What makes a good CV?

There is no single "correct" way to some employers may spend as little as write and present a CV but the following seconds skimming a résumé before branding it “not of interest”, “maybe” or “of interest.

- It is targeted on the specific job or career area for which you are applying and brings
- out the relevant skills you have to offer.
- It is carefully and clearly laid out: logically ordered, easy to read
- It is informative but concise
- It is accurate in content, spelling and grammar. If you mention attention to detail as a skill, make sure your spelling and grammar is perfect.

What information should a CV include?

Normally these would be your name, address, date of birth (although with age), telephone number and email.

British CVs don't usually include a photograph unless you are an actor. In European countries such as France, Belgium and Germany it's common for CVs to include a passport-sized photograph in the top right-hand corner. If you do include a photograph it should be a head and shoulders shot, you should be dressed suitably and smiling.

Education and qualifications: Your degree subject and university.

Work experience:

- Use action words such as developed, planned and organised.
- Even work in a shop, bar or restaurant will involve working in a team, providing a quality service to customers, and dealing tactfully with complaints. Don't mention
- the routine, non-people tasks (cleaning the tables) unless you are applying for a casual summer job in a restaurant or similar.
- Try to relate the skills to the job. A finance job will involve numeracy, analytical and problem solving skills so focus on these whereas for a marketing role you would
- place a bit more emphasis on persuading and negotiating skills.

Interests and achievements:

- Keep this section short and to the point. As you grow older, your employment
- record will take precedence and interests will typically diminish greatly in length and importance.
- Bullets can be used to separate interests into different types: sporting, creative etc.
- Don't use the old boring clichés here: "socialising with friends".
- Don't put many passive, solitary hobbies (reading, watching TV, stamp collecting) or you may be perceived as lacking people skills. If you do put these, then say what

- you read or watch: "I particularly enjoy Dickens, for the vivid insights you get into life in Victorian times".
- Show a range of interests to avoid coming across as narrow: if everything centers around sport they may wonder if you could hold a conversation with a client who wasn't interested in sport.
- Hobbies that are a little out of the ordinary can help you to stand out from the crowd: skydiving or mountaineering can show a sense of wanting to stretch yourself and an ability to rely on yourself in demanding situations
- Any interests relevant to the job are worth mentioning: current affairs if you wish to be a journalist.
- Any evidence of leadership is important to mention: captain or coach of a sports team, course representative, chair of a student society, scout leader: "As captain of the school cricket team, I had to set a positive example, motivate and coach players and think on my feet when making bowling and field position changes, often in tense situations".
- Anything showing evidence of employability skills such as team working, organising, planning, persuading, negotiating etc.

Skills:

The usual ones to mention are languages (good conversational French, basic Spanish), computing (e.g. "good working knowledge of MS Access and Excel, plus basic webpage design skills" and high driving ("full current clean driving licence").

References:

Many employers don't check references at the application stage so unless the vacancy specifically requests referees it's fine to omit this section completely if you are running short of space or to say "References are available on request."

Normally two referees are sufficient: one academic (perhaps your tutor or a project supervisor) and one from an employer (perhaps your last part-time or summer job).

How long should a CV be?

There are no absolute rules but, in general, a new graduate's CV should cover no more than two sides of A4 paper. CVs in the US tend to be shorter than in the UK, whereas the 2 page CV still dominates for graduates, but I do see a trend now towards one page CVs: as employers are getting more and more CVs, they tend not to have the time to read long documents!

If you can summarize your career history comfortably on a single side, this is fine and has advantages when you are making speculative applications and need to put yourself across concisely. However, you should not leave out important items, or crowd your text too closely together in order to fit it onto that single side. Academic and technical

CVs may be much longer: up to 4 or 5 sides.

1. Put the words in order to form stages in the preparation of a CV.
2. CV includes the following parts. Can you match them with the definitions?

Referees Personal Details Profile

Interests

Professional Experience

- 1 _____ nationality, age etc.
- 2 _____ a few lines summarizing who you are, what you're good at and what makes you special
- 3 _____ schools, university, other training and quali-
- 4 _____ previous jobs and what your role was;
- 5 _____ do you like reading, dancing, football, etc?
- 6 _____ things you can do that weren't part of your formal training, such as languages, computer skills etc.
- 7 _____ former bosses, teachers or other people who would be willing to confirm that you are a good candidate.