Направление **"Менеджмент",** направленность**"Управление персоналом"
ДИСЦИПЛИНЫ:**

 4-й семестр
-Ин. язык.

**Тест 1**

**1.Fill in each space of the following sentences with proper prepositions. Translate the sentences into Russian.**

1. The shareholders criticized the board ……….. wasting so much money …….. unnecessary trips

abroad.

2.The government borrowed $6.5 billion …… the International Monetary Fund for a construction project.

3. We deal ………. our clients by post.

4. He refused to answer …………. the grounds that his lawyer wasn’t there.

5. It is important to take ……. account all options before making a decision.

6. Stress often results ……….. disappointment, nervousness, irritation, etc.

7. The government brought ……. a new law to protect minority groups.

8. She wouldn’t listen ………. my arguments.

9. I am looking forward ……… hearing from you soon.

10. I am particularly interested ……… individual motivation.

**2. Open the brackets using the proper form of the verbs. Translate the sentences into Russian.**

1. On Wednesday at 8 p.m. I ( to attend) a meeting.

2. What (to think) of our plan?

3. Strikes can be avoided if managers (to be) sensitive to their employees.

4. He (not to sign) the contract yesterday.

5. This principle (not to apply) in very many cases yet.

6. Each applicant (to speak) to by the manager in the near future.

7. He said that they (to face) some difficulties.

8. Goals (derive) from organization’s mission.

9. The basic problems of pollution (to touch upon) in his speech today.

10. He emphasized that some reforms (to delay) for practical reasons.

**3.Complete the sentences with proper modals (some can be negative). Translate the sentences**

**into Russian.**

1. The clerk was not suitable for the position, so they …………… fire him.

2. This information is highly confidential. You ……… tell anyone.

3. I …………give you some important information about that.

4. An effective manager ………. realize that every individual has a unique set of features and attitudes.

5. All management functions …………. be performed properly by one person.

6. You ……………waste your time!

7. The work of managers ………. ensure that staff work efficiently in an organization.

8. These documents are somewhere in the office; they ……….. be in some file.

9. You …………… come so early.

10. To become good specialists we .…….. get knowledge of many state service aspects.

**4.Translate the sentences paying special attention to infinitive, participial, gerundial etc.**

**structures:**

1. We saved $323,500 in administrative costs by reducing the number of office staff.

2. Managers who like power find it difficult to delegate responsibility.

3. All the employees who are absent are supposed to be interviewed by the Personnel Department.

4. They didn’t want any strangers to participate in the forum.

5. Not knowing the main principles of the agreement, the director refused to sign it.

6. Before making a decision, the manager will carefully assess the options, considering the advantages

and disadvantages of each one.

7. The contract having been signed, our managers went home.

8. The parties concerned agreed to negotiate a minefield of different regulations when operating in this

country.

9. The most important factors affecting the choice of type of overseas office is the attitude of the host

country as reflected in its laws, regulations and policies towards financial institutions.

10. She wrote to the press with the aim of exposing the scandal.

11. His stupidity has resulted in us having to do more work.

12. Board of directors let them complete the report later that month.

13. The government turned a blind eye to the pollution of the river caused by the factory.

14. It’s a pity I don’t know anything about him. I wish I knew him better.

15. The more you read the more you know.

6. Match gaps 1–6 in the text with a)–g) below. There is one extra sentence you do not need.

**A world without water**

American actor Matt Damon is world famous for his box-office hits such as the *Jason Bourne* films. 1  *b*  . In 2009, he co-founded water.org, a non-profit organisation that provides the developing world with access to safe water and sanitation. Its aim is to assist the 2.5 billion people worldwide that lack clean sanitation, and 890 million people without safe water*.* Matt explained: ‘2          . After visiting project sites in Africa and Asia, I’ve seen the problem and the impact of safe water.’ Moina is just one of the thousands of people that water.org has been helping.

Twenty-two-year-old Moina lives in Board Guard slum in Dhaka, Bangladesh, with her husband and eight-month-old daughter, and four million other people. 3          *.*

Because the slum has no access to safe water, Moina has to get her family’s drinking water from a public source about a mile away. 4          . It’s not unusual for the water to run out before everyone in the queue has been able to fill their pots. She collects water twice a day and each trip takes her from one to two hours.

Moina uses a nearby pond for all other daily water needs, like bathing and washing clothes. 5          . There are no sanitary toilets in Board Guard, only ‘hanging latrines’, which are basically sheets of cloth hung on bamboo poles for privacy.

Moina and her family have suffered from water-related illnesses such as diarrhoea and jaundice, as well as various skin diseases. 6          . They have formed a community-based organisation and applied for a small loan to build a water well and latrine through water.org. Moina’s dream is to have clean water right by her home.

a) The pond is contaminated by human and animal waste as well as pollution

b) ~~He is also a well known humanitarian~~

c) She is a young woman with tremendous energy and spirit, and is now working with other Board Guard residents

d) We must start to use water more efficiently and prevent water-waste in the home

e) Every fifteen seconds, a child in the developing world dies from water-related disease

f) They have to pay $1.45 USD a month to use it

g) She works as a housemaid and her husband is a rickshaw puller

**Тест 2**

1. Complete the second sentence so that it means the same as the first. Use the word in capitals.

1 Germany beat England in the 2010 World Cup. BY

England   *was beaten by Germany in the 2010 World Cup*  .

2 We haven’t seen them for a year. LAST

We haven’t                                                             .

3 I have to finish this by Friday. MUST

This                                                             .

4 Where have you been? MIND

Would                                                             ?

5 I started painting the room at 8.30 this morning and I still haven’t finished. SINCE

I                                                             .

6 Could you help me with this? WONDERING

I                                                             .

1. Choose the correct answers to complete the text: a), b), c) or d).

The Californian government 1  *b*   considering an original way of 2          income: by allowing adverts 3           shown on car number plates. Electronic number plates that would scroll adverts while a car is stationary 4           being developed. While the car is moving, the plate would show the 5           number. However, when the vehicle 6           for more than four seconds, at 7          lights for example, the number could 8           replaced with a scrolling set of adverts for different businesses. Each 9          would choose which ones to display and the plate would be 10          from inside the car. The Californian government 11           to find ways to reduce its $19bn budget deficit.

1 a) will b)   *is*   c) have d) were

2 a) giving b) rising c) raising d) letting

3 a) to be b) being c) to being d) be

4 a) currently are b) now are

 c) is now d) are currently

5 a) register b) registry

 c) registration d) registrant

6 a) is stopped b) stopped c) stop d) stopping

7 a) road b) street c) transit d) traffic

8 a) to be b) been c) be d) have been

9 a) car b) motorist c) time d) plate

10 a) checking b) checked

 c) controlled d) in control

11 a) has tried b) tried

 c) has been tried d) has been trying

Read the article and write true (T) or false (F) next to the statements 1–11.

**Brain change**

Do you frequently interrupt what you’re doing to check your emails or text messages? Or find it difficult to concentrate on reading a long newspaper article, or a book? Do your children complain because you’re too busy writing tweets or checking Facebook to play with them? It’s likely that most people would answer ‘yes’ to at least one of these questions.

We are only a decade or so into the Internet revolution but scientists are already engaged in a lively debate about the effect it is having on our brains. They say that the multi-tasking is changing how we think and behave. They say that our ability to focus on what we are doing is being damaged by frequent short bursts of information. According to recent research, these ‘bursts’ play to a primitive impulse in us to pay attention to new information. In the past, this would probably have meant danger nearby: a lion or some other kind of enemy. The equivalent nowadays is the ping of a new message or email, provoking a feeling of excitement that can become very addictive. Without it, people feel bored.

While many people think that multi-tasking makes them more productive, this has been shown to be false. Researchers say that heavy multi-taskers have more trouble concentrating, and find it difficult to ignore irrelevant information. They also experience more stress. On the other hand, the use of technology can also benefit the brain in some ways. Web surfers are said to be better at finding information, while some videogames give users better visual coordination.

Generally speaking, no one would deny that mobile phones and computers have transformed life as we knew it. People have more freedom to work anywhere. The world has shrunk and computers can deal with boring daily tasks, giving us more free time to enjoy life. Nevertheless, we should also be aware of the dangers of these recent discoveries. The time may soon come when we will cherish the habits of thought, of switching off the computer and reading a good book, of being human: in other words, of paying more attention to the people around us.

1 People can’t read well nowadays.   *F*

2 Parents sometimes don’t give their children enough attention.

3 Scientists started researching into the effect of the internet a long time ago.

4 Exposure to lots of short texts makes it difficult to concentrate on one thing.

5 People often feel excited when they receive a new text or email.

6 People who do more than one task at a time can work more effectively.

7 People who do a lot of multi-tasking are usually more relaxed.

8 The use of technology can sometimes be good for the brain.

9 Life has changed very little with the invention of the computer.

10 People have more free time now.

11 We may forget to engage with family and friends.

**Тест 3**

1. Read this case study about an ethical business and choose the correct profile for the company: A, B or C.

A - began trading in 1923 - has always been a family business - has always paid its employees well - now produces men's shirts using organic cotton

B - began trading in 1919 - was sold to Paul Carston in 1999 - stopped using sweatshop labour in 1999 - now produces t-shirts in organic cotton

C - began trading in 1999 - set up by Paul Carston - all employees are members of his family - produces formal and casual men's clothes in organic cotton

**Case study – James Carston, Fine Shirtmakers**

Set up in the 1920s by James Carston, a Manchester tailor, the company has remained in the family and is now run by James’s grandson, Paul Carston.  Employing fewer than 50 people, the company has a reputation for producing high-quality men’s shirts, which it sells by mail order, and has a loyal customer base.  As Paul Carston says, ‘Once someone has tried our shirts, they tend to come back for more.  Our customers appreciate the attention to detail and the high-quality fabric we use.’  And it’s the fabric they now use that makes the company almost unique in the world of men’s shirt manufacturers.

When Paul Carston took over running the company in 1999, he inherited a business that prided itself on using local well-paid machinists rather than sweatshop labour, and looked upon its employees as members of an extended family.  Paul, a committed environmentalist, felt that the company fitted in well with his values.  The shirts were made from 100 per cent cotton, and as Paul says, ‘It’s a completely natural fibre, so you would think it was environmentally sound’.  Then Paul read a magazine article about Fair Trade and cotton producers.  He was devastated to read that the cotton industry is a major source of pollution, and that the synthetic fertilisers used to produce cotton are finding their way into the food chain.

Paul takes up the story.  ‘I investigated our suppliers, and sure enough found that they were producing cotton on an industrial scale using massive amounts of chemicals.  Then I looked into organic cotton suppliers, and found an organisation of Indian farmers who worked together to produce organic cotton on a Fair Trade basis.  Organic cotton is considerably more expensive than conventionally produced cotton, so I did the sums. I discovered that if we were prepared to take a cut in profits, we would only need to add a couple of pounds to the price of each shirt to cover the extra costs.  The big risk, of course, was whether our customers would pay extra for organic cotton.’

Paul did some research into the ethical clothing market and discovered that although there were several companies producing casual clothing such as T-shirts in organic cotton, there was a gap in the market for smart men’s shirts.  He decided to take the plunge and switch entirely to organic cotton.  He wrote to all his customers explaining the reasons for the change, and at the same time the company set up a website so they could sell the shirts on the internet.  The response was encouraging.  Although they lost some of their regular customers, they gained a whole customer base looking for formal shirts made from organic cotton, and the company is going from strength to strength.

**2. Grammar and Vocabulary**

A Choose the correct words to complete each sentence.

**21** You (don’t have to / mustn’t) smoke here. It’s dangerous.

**22** I (have to / should) get a visa before I go to Libya. I can’t get in without one.

**23** You (must / should) learn about a country’s culture before you try to do business there. Otherwise, you may not understand what’s going on.

**24** You (don’t have to / shouldn’t) make an appointment before you visit the embassy but you may have to wait in a long queue if you haven’t got one.

**25** If you want to improve your English, you (have to / should) try watching some English-language films.

B Complete the sentences using the correct form of the verbs in brackets.

**26** We can’t afford \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (invest) more money in research this quarter.

**27** Your new job will involve \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (communicate) with our local offices.

**28** After we’d worked all evening, we stopped \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (have) a pizza at about midnight.

**29** Warner intends \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (sign) the contract tomorrow morning.

**30** The consultants suggested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (improve) our cross-cultural communication skills.

**31** If you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (call) me at four o’clock, I’ll be in the office.

**32** If they \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (order) 10,000, we would give them a bigger discount.

**33** Will you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (deliver) the goods by Friday if we place the order on Monday?

**34** What would you do if we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (cancel) the order?

**35** If we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (not have) our own fleet of trucks, we wouldn’t be able to deliver on schedule.

**3. skills**

A Complete the dialogue with the phrases (a–e).

**a)** I think that’s

**)** I was wondering if

**c)** My name’s

**d)** I’m calling about

**e)** I’d like to check

**A** Good morning.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_36 Ahmed Saleh. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_37 your advertisement in *Business News*.

**B** For Asia sales manager?

**A** Yes, that’s the one. I’ve been invited for an interview. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_38 you’ll be conducting interviews in Singapore as well as Hong Kong.

**B** That’s a good question. Mr Wright, who’s running the interviews, splits his time between the two offices.

**A** Yes, I know. And I’m going to be in Singapore for the next two weeks.

**B** OK, let me just check.

...

Mr Wright says no problem, just contact the office there to set up the interview.

**A** Great. Thanks a lot. There’s just one other thing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_39. You want someone who can start on 1 June in Hong Kong, right?

**B** Yes, that’s right.

**A** Thanks. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_40 everything.

**B** Good luck with the interview!

B Match the statements (41–45) with the best replies (a–e).

**41** I got the job! **a)** Help yourself.

**42** Thanks for your help. **b)** Bad luck.

**43** Do you mind if I have some coffee? **c)** Congratulations!

**44** Let me buy lunch. **d)** No, it’s on me.

**45** I heard that Ray has lost his job. **e)** Not at all.

**4. Vocabulary**

A Match the sentence beginnings (46-52) with the best endings (a-g).

**46** When I was promoted, my new job was tough. I was really thrown in at the

**47** We’re planning a party to break the

**48** When I gave a client a really big discount, I got into

**49**  Jim and I agree about a lot of things but we don’t see eye to

**50** Visiting the factories in South China was a real

**51** I don’t speak Korean, so whenever I visit the Seoul office, I feel like a fish out of

**52** The new manager in Dubai gets on with the area manager like

**a)** water.

**b)** deep end.

**c)** a house on fire.

**d)** eye-opener for the sales team.

**e)** ice with the new employers.

**f)** eye about the issue of bonuses.

**g)** hot water with my boss.

B Choose the best words to complete these sentences.

**53**  When high \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are charged on imports, the market isn’t really free.

**a)** barriers **b)** tariffs **c)** quotas

**54** \_\_\_\_\_\_\_\_\_\_\_\_\_ are a feature of protected markets.

**a)** Open Borders **b)** Developing industries **c)** Restrictions

**55** Governments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ markets by lifting barriers to trade.

**a)** liberalise b) subsidise **c)** compete

**56** \_\_\_\_\_\_\_\_\_\_\_\_\_ of foreign goods is driving domestic companies out of business.

**a)** Regulation **b)** Customs **c)** Dumping

**57** We’re trying to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a team of people to work in the Bahrain office.

**a)** assemble **b)** make **c)** check

**58** We can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the candidates, then interview five of them.

**a)** train  **b)** shortlist **c)** advertise

**59**  I had to take a \_\_\_\_\_\_\_\_\_\_\_\_\_ to assess my mental ability.

**a)** probationary period **b)** psychometric test **c)** résumé

**60** I filled out the \_\_\_\_\_\_\_\_\_\_\_\_ and gave it to the interviewer.

**a)** curriculum vitae **b)** application form **c)** covering letter

**4. Writing**

 You work for Va-Va-Voom Toys, a toy manufacturer. You receive this note from your boss asking you to order some LED bulbs. Write an email (120-140 words) to Mary Ong.

10 March

Please email Mary Ong and South China lights (ong\_mary@sochli6.com)

* Need 5,000 A-988 bulbs in our warehouse by 27 March (so please air freight – we’ll pay as usual)
* Last order was late; won’t order again if this delivery is late
* Will order 5,000 at 10% discount
* Will they give us 15% discount for double order (10,000)?
* Additional 5,000 bulbs can be sent by sea freight, their cost, as usual
* Ask for an answer tomorrow, if possible; we may try another supplier