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Кафедра иностранных языков гуманитарных факультетов

**МЕТОДИЧЕСКАЯ РАЗРАБОТКА ПО АНГЛИЙСКОМУ
ЯЗЫКУ ДЛЯ РАЗВИТИЯ КОММУНИКАТИВНЫХ
КОМПЕТЕНЦИЙ СТУДЕНТОВ НА ОСНОВЕ РЕЧЕВЫХ ТЕМ**

Для студентов гуманитарных факультетов ТвГУ

ТВЕРЬ 2014

Составители: кандидат филологических наук, доцент
К.С. Ращупкина; старший преподаватель И.В. Выржиковская

Методическая разработка предназначена для студентов-бакалавров гуманитарных факультетов ТвГУ. Содержит совокупность речевых тем, способствующих развитию устной коммуникативной компетенции студентов на занятиях по английскому языку, а именно следующих ее составляющих: речевой, социокультурной и профессионально-ориентированной компетенций.

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Редакционно-издательское управление
Тверского государственного университета
Адрес: 170100, г. Тверь, Студенческий пер. 12, корпус Б.
Тел. РИУ (4822) 35-60-63.

Как выучить топик по английскому языку

Топиками (от английского topic – тема) традиционно называют небольшие рассказы на английском языке, посвященные какой-либо одной теме и предполагающие их полное или частичное заучивания для дальнейшего пересказа.

Существует мнение, что топики надо обязательно заучивать наизусть. Это не совсем так: намного лучше, если учащийся сможет раскрыть тему своими словами, лишь опираясь на предлагаемый текст.

То, что связано с зубрежкой не вызывает энтузиазма у учащихся. Поэтому топики не пользуются особой любовью.

Однако на начальных стадиях изучения иностранного языка даже механическое заучивание может быть полезным для пополнения словарного запаса, запоминания устойчивых сочетаний, развития навыков монологического и диалогического высказывания на иностранном языке.

Если Вам требуется подготовить устное сообщение на заданную тему, возможно следующий алгоритм поможет Вам подготовить презентацию.

Как подготовить топик к пересказу:

1. Бегло прочитайте весь текст, ознакомьтесь с его содержанием, определите самые сложные места (слова), постарайтесь понять основную мысль, в чем смысл текста, что автор хотел сказать читателю.

2. Заново прочитайте текст, выписывайте (выделяйте) незнакомые слова (части предложения), постарайтесь догадаться, что они означают (основываясь на контексте), найдите их значение в словаре (у каждого слова, обычно, несколько значений, поэтому только контекст поможет Вам определить, какое значение использовано в данном конкретном случае), решите, стоит ли использовать их, или лучше заменить их знакомыми Вам (более простыми) синонимами.

3. Подчеркните (выделите) те части текста, которые Вы будете учить, постарайтесь не нарушить грамматическую и логическую структуру текста, если сомневаетесь в правильности, используйте те структуры, в правильности которых Вы уверены.

4. Старайтесь пересказать текст своими словами, если не получается, правильно заучивайте конструкции и словосочетания, обращая особое внимание на правильное произношение слов (будет очень мало толку, если Вы выучите неправильное произношение слов – ошибки могут остаться на всю жизнь), не стесняйтесь проверить транскрипцию в словаре (или Интернете).

5. Если учите наизусть: выучите первое предложение, повторите несколько раз вслух, выучите второе, повторите вслух, повторите вслух первое и второе предложения, выучите третье, повторите вслух, повторите вслух все с начала текста, продолжайте так же до конца текста.

6. В начале пересказа произнесите вводную фразу типа “I would like to tell you about... Я хотел бы рассказать вам о... / I will tell you about... Я расскажу вам о...”, чтобы слушающий знал тему Вашего выступления, а в конце – заключительную: “That's all, thank you. Это все, спасибо. / Thank you for your attention. Спасибо за внимание.” – чтобы было понятно, что Ваш рассказ закончен.

Как лучше учить топик:

- постарайтесь понять смысл каждого предложения и каждого слова;
- заменяйте сложные, незнакомые слова более легко произносимыми, знакомыми Вам;
- если Вы не уверены, как правильно произносится слово, посмотрите транскрипцию в словаре или в Интернет-сервисах;
- запоминайте основную мысль каждого предложения, если предложение длинное и сложное, постарайтесь сократить предложение, убрав избыточные (не ключевые) слова, можно разбить сложное предложение на составляющие его простые;
- если Вы легко можете пересказать основную мысль предложения, постарайтесь добавить дополнительные (второстепенные) элементы (прилагательные и т. п.);
- запоминайте устойчивые словосочетания – это очень полезно для изучения лексики и для развития навыков устного высказывания на иностранном языке;
- можно начитать текст на диктофон и прослушать несколько раз.

Higher Education in Great Britain

After finishing secondary school or college you can apply to a university, polytechnic, college of education or you can continue to study in a college of further education.

The academic year in Britain's universities, Polytechnics, Colleges of education is divided into 3 terms, which usually run from the beginning of October to the middle of December, the middle of January to the end of March, from the middle of April to the end of June or the beginning of July.

There are 46 universities in Britain. The oldest and best-known universities are located in Oxford, Cambridge, London, Leeds, Manchester, Liverpool, Edinburgh, Southampton, Cardiff, Bristol and Birmingham.

Good A-level results in at least 2 subjects are necessary to get a place at a university. However, good exam passes alone are not enough. Universities choose their students after interviews. For all British citizens a place at a university brings with it a grant from their local education authority.

English universities greatly differ from each other. They differ in date of foundation, size, history, tradition, general organization, methods of instruction and way of student life.

After three years of study a university graduate will leave with the Degree of Bachelor of Arts, Science, Engineering, Medicine, etc. Some courses, such as languages and medicine, may be one or two years longer. The degrees are awarded at public degree ceremonies. Later he/she may continue to take Master's Degree and then a Doctor's Degree.

The 2 intellectual eyes of Britain – Oxford & Cambridge Universities – date from the 12 & 13 centuries. They are known for all over the world and are the oldest and most prestigious universities in Britain. They are often called collectively Oxbridge, but both of them are completely independent. Only education elite go to Oxford and Cambridge.

The Scottish universities of St. Andrews, Glasgow, Aberdeen & Edinburgh date from the fifteenth and sixteenth centuries.

In the nineteenth and the early part of the twentieth centuries the so-called Redbrick universities were founded. These include London, Manchester, Leeds, Liverpool, Sheffield, and Birmingham. During the late sixties and early seventies some 20 'new' universities were set up. Sometimes they are called 'concrete and glass' universities. Among them are the universities of Sussex, York, East Anglia and some others.

During these years the government set up 30 Polytechnics. The Polytechnics, like the universities, offer first and higher degrees. Some of them offer full-time and sandwich courses [sandwich course курс обучения, чередующий теорию с практикой; сочетание общеобразовательного и профессионального обучения с работой на производстве] (for working students). Colleges of Education provide two-year courses in teacher education or sometimes three years if the graduate specializes in some Particular subjects.

Some of them who decide to leave school at the age of 16 may go to a further education college where they can follow a course in typing, engineering, town planning, cooking, or hairdressing, full-time or part-time. Further education colleges have strong ties with commerce and industry.

There's an interesting form of studies which is called the Open University. It's intended for people who study in their own free time and who 'attend' lectures by watching TV and listening to the radio. They keep in touch by phone and letter with their tutors and attend summer schools. The Open University students have no formal qualifications and would be unable to enter ordinary universities.

Some 80,000 overseas students study at British universities or further education colleges or train in nursing, law, banking or in industry.

University education in the United States of America

There is no national system of higher education in the United States. Each state controls and supports at least one University. The students do not go to the University free of charge. Everyone must pay a tuition fee. The amount is various from state to state. Students' total expenses throughout the year are very high. This creates a financial hardship for some people. Though each University offers a number of scholarships many of the students have to work to pay their expenses.

Higher education is given in colleges and universities. There are over 2100 various higher educational institutions, including colleges, technological institutes and universities. The average college course of study is 4 years, The academic year is usually 9 months or 2 terms (semesters) of four and a half months each. Classes usually begin in September and end in June. The first-year students are called freshmen. Students choose a major subject (профилирующий предмет, дисциплина) and take many courses in this subject. After four years, they get a traditional Bachelor's degree. Then the students may go on to graduate school (старшие курсы) and with a year or two of further study get a Master's degree.

After another year or two of study and research, they may get a still higher degree as Doctor of Philosophy (Ph. D.). The student's progress is evaluated by means of tests, term works and final examinations in each course. The student's work is given a mark, usually on a five point scale (5-балльная система). Letters indicate the level of achievement. "A" is the highest mark. "F" denotes a failure.

The methods of instruction in the universities are lectures, discussions, laboratory and course works and seminars.

Most cities have colleges or universities that hold classes at night as well as in daytime. In this way people may work for a degree or just take a course in the subject that interests them.

The greatest American universities are: Princeton University, Harvard University, Yale University, Columbia University, Stanford University, University

of Chicago, Duke University, Massachusetts Institute of Technology, University of Pennsylvania, California Institute of Technology.

Education in Russia

Citizens of Russia have the right to education which is guaranteed by the Constitution and ensured by the broad development of compulsory secondary education, vocational, specialized secondary and higher education, by the development of extramural, correspondence and evening courses, by the provisions of state scholarships, grants and privileges for students.

In Russia there is a nine-year compulsory education, but to enter a university one has to study two years more.

School starts at the age of six for Russian children. But most of them learn letters in kindergarten which is now part of primary school. Primary and secondary schools together comprise eleven years of study. This supposes a «core curriculum» of Russian, mathematics, science and some other main subjects. A variety of elective subjects are taught at lyceums and gymnasiums.

After finishing secondary school, lyceum or gymnasium one can go on to higher education. All applicants must take competitive examinations. Entrance examinations are held in July and August. On some basic subjects pupils take unified national exams.

In Russia there are three types of institutions of higher education: institutes, academies and universities.

An academy offers a rather narrow range of professions and as a rule only for one industry. For example, an academy of railway transport, an academy of agriculture, an academy of mining, an academy of economics, and etc.

A university covers numerous professions from various fields. For example, a technical or classical university.

An educational institution may get any of the two statuses only if it conducts extensive scientific research recognized at a certain level.

Higher educational institutions are headed by Rectors. Prorectors are in charge of the academic and scientific work. Higher educational institutions train undergraduates and graduate students in one or several specializations. The faculties are headed by the Deans. There are departments within faculties. The system of higher education in Russia is going through a transitional period. The main objectives of the reform are: decentralization of the higher education system, development of the autonomy of higher educational institutions, expansion of academic freedoms of faculties and students, development of new financial mechanism.

There are three different degrees that are conferred by Russian universities: Bachelor's Degree (4 years), Specialist's Degree (5—6 years), and Master's Degree (6 years). Bachelor's degrees have been introduced lately and are not offered by many six-year institutions. After obtaining a Specialist's or Master's Degree, a student may pursue postgraduate education. The first level of postgraduate

education usually results in the Candidate of Sciences Degree, roughly equivalent to the Ph. D. in the United States. The second stage would result in the Doctor's Degree.

In Russia there are different forms of educational institution ownership: state (including municipal and those of the Federation constituent entities) and private (founded by legal entities or natural persons). All accredited educational institutions irrespective of their form of ownership have equal rights to issue state-recognized degree certificates and to grant draft deferments.

Tver State University

Tver State University was established on the basis of the Pedagogical Institute in 1971. The Institute in its turn was organized on the basis of the Teachers Training school in 1870. The school was opened on the initiative and sponsorship of Pavel Maksimovich as a private educational institution. It was the first higher educational institution of this kind in Russia.

Traditionally Tver State University takes the 28-th - 33-d place in the list of almost 100 classical Universities. It trains students in 51 specialities. The postgraduate courses train 500 people, doctoral courses prepare 15 people.

The degree courses run 4-6 years and include Bachelor's degree and Master's degree. The teaching combines lectures, practical classes and seminars. The academic year is divided into 2 terms ending in an exam session. Attendance at all lectures, seminars and practical classes is compulsory for all students.

Tver State University has 15 faculties: Physics, Mathematics, Applied Mathematics and Cybernetics, Economics, History, Philology, Foreign Languages and International Communication, Chemistry, Biology and Geography, Law, Pedagogics, Psychology and Social Work, Management and Sociology, Sports.

Tver State University has academic contacts with several foreign universities and has partnerships with the Universities of Buffalo, Missouri, Keele, Osnabruck. In addition there are numerous cooperative links with institutions of Higher Education in Italy, Germany, Republic of Korea and France.

The University library is famous throughout Russia for its unique manuscripts and periodicals of the XVI-XIX centuries. The library consists of the Central Library and the Department Libraries, it has an inventory of more than 850000 volumes and over 1000 periodicals.

The electronic library catalogue contains more than 100000 titles. Annually the library subscribes to 35 periodicals, 22 foreign publications and 30000 other publications. Library facilities are always available for the use of its readers with 104 librarians on hand to help.

The Students' Welfare Organization is an independent institution responsible for promoting the economic, social and cultural welfare of students. The Organization is available to help with all kinds of problem, offering everything from financial support and a medical service to professional advice.

In particulars, the Organization aims to support the families of students, students without parental support and students with children. The Students'

Welfare Organization exists to promote student leisure, cultural and commercial activities.

The Students' Club is an independent university structure. The club offers cultural, sports and leisure programmes to the students. There are various studios: vocal, folk dance, pop dance, theatre of miniatures and a rock club. Annually a "Spring Student Festival" takes place. It is a concert of student amateur groups. At the end of the festival a show of the best student performances is organized in one of the city's concert halls.

The Tver regional centre of new information Technology plays the role of computer Centre. It is an independent department aimed at coordinating the process of computerization and the involvement of Information Technology in the local area and in the region's educational institutions.

Studies and Exams

The students of Tver State University are to attend different lectures and seminars. The classes usually start at 8.30 in the morning. Students, as a rule, have 3 or 4 classes a day. During the lectures students listen to the lecturers very attentively and take down notes of the lecture. During seminars they have to discuss various problems, answer the teacher's questions and sometimes give talks.

Session is a very busy time. Students study hard from morning till late at night. They have to read up a lot of books for their exams and memorize numerous facts, names, dates, events. They sit up late and try hard not to fail their exams and take them successfully. Those who pass the exams successfully get a scholarship.

On graduating the university the students receive diplomas which give them the right to teach at school.

Numerous labs are equipped with modern devices and computers to provide high levels of training. Besides, there are Internet classes for all faculties of the University where students can find information on special subjects for writing their essays, reports.

About the Bologna Process

Прочитайте текст, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

The Official Bologna Process Website

A European reform process is aimed at creating the European Higher Education Area.

The aim of the Bologna Process is to create a European Higher Education Area (EHEA) based on international cooperation and academic exchange that is attractive to European students and staff as well as to students and staff from other parts of the world. The envisaged European Higher Education Area will facilitate

mobility of students, graduates and higher education staff; prepare students for their future careers and for life as active citizens in democratic societies, and support their personal development; offer broad access to high-quality higher education, based on democratic principles and academic freedom.

Why is it called Bologna Process and who participates?

The Bologna Process is named after the Bologna Declaration, which was signed in the Italian city of Bologna on 19 June 1999 by ministers in charge of higher education from 29 European countries. Today, the Process unites 46 countries - all party to the European Cultural Convention and committed to the goals of the European Higher Education Area. An important characteristic of the Bologna Process - and key to its success - is that it also involves European Commission, Council of Europe and UNESCO-CEPES, as well as representatives of higher education institutions, students, staff, employers and quality assurance agencies. What are the reforms all about?

Easily readable and comparable degrees are organised in a three-cycle structure (e.g. bachelor-master-doctorate): Countries are currently setting up national qualifications frameworks that are compatible with the overarching framework of qualifications for the European Higher Education Area and define learning outcomes for each of the three cycles. Quality assurance in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).

Fair recognition of foreign degrees and other higher education qualifications in accordance with the Council of Europe/UNESCO Recognition Convention.

Work is also undertaken in areas of broader societal relevance, such as the links between higher education, research and innovation; equitable participation and lifelong learning.

The ongoing reforms will have a strong impact on how European higher education relates to higher education in other parts of the world, which is why Ministers have adopted a Strategy for the European Higher Education Area in a Global Setting.

Management - Science or Art?

The management is not an easy process. Every person at work has a unique character, set of skills, attitudes and weaknesses. Every group of people working together will behave differently from every other group because of its individuality. Every manager is different and so is his relationship with the people he manages. Each management process is under unique conditions.

Using a simple analogy it is rather like playing on the same golf course every day. The course remains the same but the combination of conditions makes every round unique.

What the good manager needs to know is the following. A successful manager has the ability to “read” the characters and behavior of his colleagues. This enables them to act in the right way at the right time and as a result to win loyalty, enthusiasm and effort from those around them. How do good managers do it?

Good managers study human behavior - including their own. People’s characters are formed in different ways. The interplay between their intellect and their emotions varies widely. Their capacities for insecurity, aggression, anxiety and ambition also differ greatly. With this kaleidoscope of human types is it that gives the manager the insight he needs?

The answer lies in having an understanding of the general characteristics of behavior and relating this knowledge to specific individuals and to the team. Plus the ability to learn from his own experience and that of others.

Questions for discussion:

- 1) Is management an easy process?
- 2) What can you compare management process with?
- 3) What is necessary to be a good manager?
- 4) Do you possess all these qualities?
- 5) Express your point of view on being a successful manager.

Qualities and Characteristics of a Good Manager

Прочитайте текст, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

Do you work well with others? Are you a leader? If you have these qualities, you might make a good manager. However, you need just more than these two qualities to be a good manager. There are a number of factors that determine whether or not you would make a good manager.

The good news is that you don’t have to rely solely on natural, inborn traits. It is possible to develop the qualities good managers possess. You can complete a management program to learn some of the necessary characteristics, and you can also develop many desirable qualities on your own. As you prepare for a job in management, keep in mind these 25 qualities and characteristics of a good manager:

Personal Characteristics

There are items that can help you improve yourself, and enhance your interactions with others. Desirable personal characteristics make a manager someone that others can look up to, and feel comfortable following:

- 1) *Self-Motivation*: An effective manager can't motivate others if he or she can't self-motivate. Self-motivation, the ability to get yourself going, and take charge of what's next for you, is a vital personal characteristic for a manager. You have to keep yourself going — and motivate those who work with you.
- 2) *Integrity*: People trust a good manager because they know he or she has personal integrity. Workers need to know that you will fight for them, do what you say, and follow the rules.
- 3) *Dependability/Reliability*: As a person, you should be dependable and reliable. Your superiors, as well as your subordinates, need to know that you can be counted on. Others in the organization should be able to rely on you.
- 4) *Optimism*: Do you look to the future with hope? An optimistic attitude can help build morale in your employees. Your positive attitude can inspire others, and help them feel good about getting things done.
- 5) *Confidence*: Do you have confidence in yourself. You need to be able to make decisions in confidence, and show others that you are capable of making good decisions. Your confidence will rub off on others, and can be of benefit.
- 6) *Calmness*: As the manager, you can't afford to break down when the pressure is on. The ability to remain calm and do what needs to be done is essential in a good manager.
- 7) *Flexibility*: A certain amount of flexibility is needed by a manager, since he or she may need to adapt to changing situations.

Business Characteristics

Some level of business acumen is important when you are a manager. While you may not need to be on the level of a professional dealmaker, familiarity with basic business principles and practices can be helpful.

- 8) *Industry Knowledge*: What do you know about the industry you are in? It helps to understand your industry so that you can answer questions and perform your work more effectively. Workers may not need industry knowledge, but a manager should have some.
- 9) *Know When to Delegate*: An effective manager knows that some tasks need to be delegated. You should be able to identify workers who will do well, and give them tasks they can succeed at — while helping the project.

- 10) *Organization*: You need to be organized in order to be a good manager. Keep track of projects, employees and assignments so that you are on top of what needs to happen in the business.
- 11) *Basic Money Management*: Understand basic financial concepts so that you understand how to manage money as part of a project you have been given.
- 12) *Business Hierarchy*: You should know how the hierarchy works at your business, and follow the chain of command. Make sure that you understand your duties, and to whom you report. You should also know how the organization affects your subordinates.
- 13) *Legal Implications*: While you don't need to be a law expert, you should have a grasp of the legal implications of sexual harassment, proper hiring and firing practices, confidentiality, and more.

Communication Qualities

A good manager needs to be able to communicate effectively. You might be surprised at the different qualities there are related to communication. Make sure that you develop the ability to communicate as part of your efforts. Here are some qualities to possess if you want to be an affective communicator as you fulfill your management duties.

- 14) *Written Communication*: Learn how to communicate effectively in writing. A good manager should be able to write professionally and with correct grammar, expressing him or herself in email, memos, and thank you notes.
- 15) *Public Speaking*: As a good manager, you should know how to speak publicly, annunciating your words, and concisely communicating your ideas, whether in an interview, or addressing workers.
- 16) *Constructive Feedback*: Learn how to provide feedback in a way that is helpful to workers and others.
- 17) *Active Listening*: One of the most important communication skills is listening. Make sure you are listening to your workers, superiors and customers, and that you acknowledge them.
- 18) *Specific*: When giving instructions, be specific in what you want, and in expected outcomes. Make sure your employees understand what should happen.
- 19) *Organize Your Presentations*: Organize and practice your presentations before giving them so that you are clear and concise, and so that your presentation flows well.

Relationship Qualities

Your characteristics as you build relationships matter when you are a manager. You will need to know how to manage relationships between yourself and your subordinates, as well as manage the relationships among those who work

under you. You should also know how to develop relationships with your superiors, and coordinate relationships between those above you and below you in the hierarchy.

- 20) *Customer Service*: You might be surprised to discover the customer service is a relationship quality. However, it is. You need to be able to build good relationships with customers if you want to be a good manager. Learn how to relate to customers, and see things from their perspective.
- 21) *Mediator*: Do you know how to make peace? Often, a good manager needs to be able to act as a mediator between workers, between a worker and a client, or between a superior and a worker. Brush up on your mediation qualities, and learn conflict resolution techniques to be a good manager.
- 22) *Team Player*: Are you part of a team? You need to be able to function as part of a team if you want to succeed as an effective manager. Make sure that you are willing to work with others, and that you will hold up your end.
- 23) *Respect*: You need to be respectful of your workers if you are to have respect as a manager in return. It's up to you to set the example and build relationships of respect.
- 24) *Collaboration*: You'll need to set up collaborations with others, and with your team. You should also be able to work well with others, and understand how to integrate ideas and personalities.
- 25) *Value others*: A good manager helps employees feel valued. Surveys show that employees want recognition from their superiors, and you need to make sure to recognize contributions from your workers.

My future profession

It is not an easy task to choose one profession out of the hundreds possible. There are many factors that determine our choice. I'm sure, however, that we must choose our profession according to our calling (призвание).

As for me I decided to become a specialist in the sphere of **public administration (municipal) administration/personnel management/sociology** (государственное муниципальное управление/управление персоналом/социология). I'm a second-year student. My choice of this occupation didn't come as a sudden flash. I think that nowadays this profession is of great need and importance to our country. It is my aim to be a qualified specialist and to serve the interests of my country. To be a well-prepared public administration specialist I should have some important qualities: great capability (способность), persistence (настойчивость), knowledge of different sciences (знание различных наук) and, of course, knowledge of foreign languages (знание иностранных языков).

Besides a good municipal administrator should possess some important personal and professional qualities like responsibility (ответственность), maturity (зрелость), social boldness (социальная смелость), charisma (харизма, обаяние), sociability (общительность), openness (открытость), honesty (честность), strong will (сильная воля). A good public administrator should be well-grounded (хорошо разбираться) in the psychology of people he works with, their inner world and state because all people are different. They have different characters, manners, education. And by all means he should be broad-minded (с широким кругозором).

This profession demands a lot of intellectual and physical efforts. It's a continuous process of self-education and self-realization.

A good public administration specialist doesn't only rule, but he also leads people. He should be a nice example to follow. (Он хороший пример для подражания).

I think that my facilities combined with the knowledge would be quite enough to succeed in my future work.

Where to Find a Good Job?

Прочитайте текст, посмотрите вариант перевода, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

Where to find a good job?	Где найти хорошую работу? (Перевод Д. Цыганова)
The job search may take a while, but with the simple steps you will find that job that suits you. Getting a job is one of the most stressful situations a man or a woman can go through. The main thing to remember about finding a job is to not let it stress you out.	Поиск работы может занять некоторое время, но стоит приложить усилия, и вы найдете работу, которая подойдет именно вам. Поиск работы – самый напряженный период в жизни каждого человека, и самое главное – держать себя в руках.
When looking for a job, make sure that you are confident. If you show that you can do the job, you most likely will. Do not limit yourself to only one field of jobs, but try out for many jobs, and fill out as many applications as you can. Again, do not limit yourself.	Прежде всего, поверьте в себя. Если вы сможете убедить работодателя в том, что вы справитесь с этой должностью, у вас все получится. Не ограничивайтесь одной сферой деятельности, используйте все возможные варианты, заполните как можно больше анкет. Не ограничивайте себя в выборе.
Finding the job is the most important	Поиск работы – очень важный этап в

<p>part, and we will all come to face this fact eventually. A few things to help you find a job is this: Go through the local newspapers, go through all of the adds, circle the ones that interest you and then fax in your resume, or give them a call as soon as possible. Do not delay this, for if you do, you may miss out on the chance of a lifetime. A few places to find a job are on the Internet, also known as the world wide web. Go on the world wide web and type in jobs in any major search engine, or the specific job that you are looking for, and you will come up with many results.</p>	<p>жизни каждого человека. Пролистайте все местные газеты, ознакомьтесь с объявлениями, выделите наиболее подходящие варианты, а затем отошлите резюме, или позвоните работодателю, как можно быстрее. Не откладывайте в долгий ящик, ведь в противном случае, вы можете упустить свой шанс. Работу можно найти в Интернете (всемирной паутине). Зайдите в Интернет, введите название интересующей вас должности в поисковой системе, и вы найдете огромное количество объявлений.</p>
<p>Some jobs are also not right in front of your face either. You will have to do some searching. Also, keep in mind that if you know of a friend who works in a field that you are interested in, talk to him. He can usually help you out in your search, and possibly get you a job, or a career that you will love and enjoy.</p>	<p>Некоторые профессии подходят не всем, поэтому прежде чем определиться в выборе, необходимо рассмотреть все предложения. Помните, если у вас есть знакомый, работающий в интересующей вас сфере деятельности, посоветуйтесь с ним. Он может помочь вам, и возможно, вы найдете работу, которая придется вам по душе.</p>
<p>Remember to try and choose a job that you will enjoy. If you enjoy the area of work that you work in, you will actually never work a day in your life.</p>	<p>Постарайтесь выбрать такую работу, которая будет приносить вам удовольствие. Если вы займетесь любимым делом, работа не будет утомлять вас.</p>
<p>Check out mystery shopping, or other fields like that if you are having trouble finding work, seek unemployment for the times that you can. Check out the money online programs.</p>	<p>Если у вас возникли проблемы с поиском работы, вы можете устроиться «тайным покупателем» или подыскать другую интересующую вас работу. Не тратьте время напрасно.</p>
<p>If you are going to college, many campuses have a work on site job that you can work while going to the college or campus. Also check out Grants and</p>	<p>Если вы собираетесь в колледж, помните, что многим кампусам требуются люди для работы на сайте. Выбрав подобный вид деятельности, вы сможете совмещать работу с</p>

Student Aid for while you are attending school.	учебой в колледже. Если же вы учитесь в школе, поинтересуйтесь о начислении стипендии или материальной помощи для учащихся.
When you are applying for a job in the paper, or the sign in the window, there are a few simple guidelines to remember.	Если вы заполняете анкету в письменном виде, либо в Интернете следуйте следующим правилам:
Keep your resume short and neat [четкий, ясный, точный], a one page resume is more than enough. If they look too long and gaudy [цветистый, витиеватый] looking, the employers will not give it their full attention. Again, be confident, be confident that you can and will do the job. List as many references that you have, attach them as well to your resume.	Ваше резюме должно быть кратким и четким, объемом не более 1 страницы. Слишком длинным и запутанным резюме работодатели, как правило, не уделяют должного внимания. Продемонстрируйте уверенность в себе и в том, что вам можно доверить эту работу. Укажите как можно больше рекомендаций и приложите их к резюме.
Dress for Success. Yes, I know you have heard that before, but it is the truth. Dress nicely and appropriately for the job. Always smile. At the end of an interview, shake hands firmly.	Придерживайтесь делового стиля в одежде. Не пренебрегайте этим правилом. Будьте опрятны. Всегда улыбайтесь. По окончании собеседования уверенно пожмите руку работодателю.
When seeking for a job remember to follow your interests and do not limit yourself. The job search may take a while, sometimes a few months, if not more, but never stop until you find that career that suits you. Always be in control of your life.	В поисках работы руководствуйтесь своими предпочтениями и не ограничивайте себя. Этот процесс может занять от месяца и более, но не стоит останавливаться на полпути. Ваша судьба в ваших руках.
How to apply for a job	Как устроиться на работу
Before applying for a job it might be a good idea to think about some points. The perfect job application very much depends on where you want to apply. Take a few minutes and try to answer the following questions:	Прежде чем устроиться на работу следует обратить внимание на следующие моменты. Все зависит от того, где вы собираетесь работать. Постарайтесь ответить на следующие вопросы, это займет пару минут:
1. Where do you want to apply?	1. Где бы вы хотели работать?

2. What do you know about your potential future workplace?	2. Что вы знаете о потенциальном месте работы?
3. Are you answering a job posting [объявления о работе] or are you writing a prospective letter?	3. Вы отвечали на объявление, либо направляли письмо самостоятельно?
4. What do you expect of your future job? (Responsibilities, salary, team work, ...)	4. Что вы ожидаете от данной работы? (обязанности, заработная плата, коллектив)
5. Does the firm or the job posting give the impression that it answers your expectations?	5. Отвечает ли эта компания (должность) вашим ожиданиям?
6. What are your strengths, what are your weaknesses regarding your profession?	6. Назовите сильные и слабые стороны вашего характера!
7. Remember: the recipient of your application does not know anything about you except what you tell them. Try to present yourself as completely yet as concisely [кратко, сжато, лаконично] as necessary.	7. Запомните: человек, который будет читать ваше письмо, узнает о вас только то, что вы упомянули в резюме. Постарайтесь более подробно и, в тоже время, кратко охарактеризовать себя.
8. Medium of application: Will you send your application via regular mail or via Email?	8. Вы отправили свое письмо почтой или через email?

The United Kingdom of Great Britain and Northern Ireland

Great Britain, officially the United Kingdom of Great Britain and Northern Ireland is situated on the British Isles, off Western Europe. It is separated from France by only 34 kilometres of water. The country's total area is over 244 thousand square kilometres. The country is often referred to as Great Britain, Britain or the UK. But to be precise, Great Britain comprises England, Wales and Scotland on the island of Great Britain, while the United Kingdom includes Great Britain as well as Northern Ireland on the island of Ireland. The capital of the United Kingdom is London, in England. The capitals of Scotland, Ireland and Wales are Edinburgh, Belfast and Cardiff respectively. Great Britain is the fourth

most populous country in Europe, it has about 57 million inhabitants. The English are more than 80 % of the country's population. English is the official language of Great Britain. The Church of England, also called the Anglican Church, is the official church in England.

Although a small island, Great Britain has a remarkable variety of landscapes. To the north and west are highlands — the mountains of Scotland, Cambria and Wales, and the Pennine Chain. To the east are flat plains, and in the south are lowlands broken by low ranges of hills. To the southwest are the bleak moors of Devon and Cornwall. A warm ocean current, the Gulf Stream, washes Britain's western shores and accounts for the mildness of its climate.

Great Britain is one of the world's leading industrialized nations. It has achieved this position despite the lack of most raw materials needed for industry. The country also must import about 40 % of its food supplies. The largest industries include machine tools; electric power, automation, and railroad equipment; ships, motor vehicle, aircraft; electronic and communications equipment; metals; chemicals; petroleum; coal; food processing; paper, textiles, and clothing. By the late 1990s, banking, insurance, business services, and other service industries accounted for two thirds of the GDP and employed almost 70 % of the workforce. The main industrial and commercial areas are the great conurbations, where about one third of the country's population lives. The administrative and financial centre and most important port is Greater London.

The Political structure of the UK

Перескажите данный текст.

The country of Great Britain is a constitutional monarchy. The constitution monarch is one who can govern only with the support of Parliament. The present Sovereign is Queen Elizabeth the Second. She was born in 1926, married Prince Philip, the duke of Edinburgh and succeeded to the throne in 1952.

Monarchy is hereditary [hiréditori] (наследуемая) decanting (переходящая) to the sons of the Sovereign. Thus the eldest son of the Queen Prince Charles the Prince of Wales is the heir to the throne.

The Queen summons and dissolves the Parliament. As a rule she opens the new session of the Parliament with the Speech from the Throne. That is an official ceremony. The Queen cannot act on her own but on the advice of the government.

The British Parliament

The British Parliament is the major legislative body of the country. It consists of the two houses: the House of Commons and the House of Lords.

The members of the House of Commons are elected every five years. The election is held in the form of the voting by secret ballot (путем секретного голосования). The party that has won the general election makes up the majority in the House of Commons. There are 650 members there. The Speaker is the chairman in the House of Commons.

There are 1000 members in the House of Lords: 830 are the members of the Upper House by the right of inheritance (путем прямого наследования) 270 members are given life peerage (являются пожизненными пэрами) and 26 members are spiritual peers (bishops and archbishops) (являются духовными пэрами) (епископы и архиепископы).

The House of Lords is represented by people of different grades of nobility (дворянство, знать): dukes, marquesses, earls, viscounts and barons (герцоги, маркизы, графы, виконты и бароны). The Lord Chancellor (Лорд Канцлер) is the Chairman in the House of Lords.

The Government

After each election the king or the queen invites the leader of the majority party to the House of Commons where he becomes the Prime Minister and gets the power from the government. It is the Prime Minister who selects the other ministers and forms the Cabinet.

The Cabinet dominates what subjects shall be discussed at the sessions. The British government is now ruled by David Cameron, the Conservative Party Leader.

Political Parties

In Britain there are four main parties: the Conservative party, the Labour party, the Liberal party and the Party of Liberal Democrats.

- The Conservative Party which is the most powerful is often called the Tory Party. The word “tory” means an Irish highwayman (ирландский разбойник с большой дороги). It is a party of the upper and middle classes.
- The Labour party is composed mainly of the Trade Union members.
- The Liberal Party is small in its size. It represents Liberal bourgeoisie (буржуазию). Its relations with other parties are rather complex. It’s often called “Whigs”.
- In 1988 The Liberal Party made up an alliance with Social Democrats and the Party of Liberal Democrats was formed.

The American State Power System

Прочитайте текст, посмотрите вариант перевода, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

The American State Power System	Американская государственная система власти (Перевод С. Ярлыкова)
<p>The United States is a constitutional republic. The nation operates as a presidential system also known as a congressional system. The federal government's power is divided between three branches – the legislative, the executive and the judicial.</p>	<p>США является конституционной республикой. Нация работает как президентская система, также известная как система конгресса. Власть федерального правительства разделена между тремя ветвями - законодательной, исполнительной и судебной.</p>
<p>Legislative Branch. The legislative branch – the Congress – is made up of elected representatives from each of the 50 states. It is the only branch of U.S. government that can make federal laws, levy federal taxes, declare war, and put foreign treaties into effect. Members of the House of Representatives are elected to two-year terms. Each member represents a district in his or her home state. In all, there are 435 representatives in the House. Senators are elected to six-year terms. Each state has two senators, regardless of population. There are 100 senators. To become a law, a bill must pass both the House and the Senate. After the bill is introduced in either body, it is studied by one or more committees, amended, voted out of committee, and discussed in the chamber of the</p>	<p>Законодательная власть. Законодательная власть - Конгресс - состоит из выборных представителей от каждого из 50 штатов. Это единственная ветвь власти США, которая может принимать федеральные законы, собирать федеральные налоги, объявлять войну, и утверждать иностранные договоры. Члены палаты избираются на двухлетний срок. Каждый член палаты представляет район в своем родном штате. Всего есть 435 представителей. Сенаторы избираются на шестилетний срок. Каждый штат имеет двух сенаторов, независимо от численности населения. Всего есть 100 сенаторов. Чтобы закон вступил в силу, законопроект должен быть рассмотрен как в палате представителей, так и в сенате. После того, как законопроект вступает в силу, его изучает один или несколько комитетов, вносят поправки, голосуют в комитете, и обсуждают в парламенте. Если он будет принят одним</p>

<p>House or Senate. If passed by one body, it goes to the other for consideration. Once both bodies have passed the same version of a bill, it goes to the president for approval.</p>	<p>органом, его проверяет другой орган для рассмотрения. Как только обе палаты проверяют законопроект, он идет к президенту для утверждения.</p>
<p>Executive Branch. The chief executive of the United States is the president, who together with the vice president is elected to a four-year term. As a result of a constitutional amendment that went into effect in 1951, a president may be elected to only two terms. Other than succeeding a president who dies or is disabled, the vice president's only official duty is presiding over the Senate. The vice president may vote in the Senate only to break a tie. The president's powers are formidable but not unlimited. As the chief formulator of national policy, the president proposes legislation to Congress. The president may veto any bill passed by Congress. The president is commander-in-chief of the armed forces. Within the executive branch, the president has broad powers to issue regulations and directives carrying out the work of the federal government's departments and agencies.</p>	<p>Исполнительная власть. Главой исполнительной власти США является президент, который вместе с вице-президентом избирается на четырехлетний срок. В результате конституционной поправки, которая вступила в силу в 1951 году, президент может быть избран только на два срока. Единственная официальная обязанность вице-президента осуществлять контроль над Сенатом, если президент умирает или становится недееспособным, то в дальнейшем, вице-президент вступает в должность президента. Вице-президент может отдать свой голос «за» или «против» если при голосовании количество голосов будет равным. Полномочия президента огромны, но не безграничны. В качестве главного определяющего национальную политику, президент предлагает законодательство в Конгресс. Президент может наложить вето на любой законопроект, принятый Конгрессом. Президент является верховным главнокомандующим вооруженными силами. В системе исполнительной власти, президент имеет широкие полномочия на издание постановлений и директив для выполнения работы отделов федерального правительства и ведомств.</p>
<p>Judicial Branch. The judicial branch is headed by the U.S. Supreme Court, which is the only court specifically created by the Constitution. In addition, Congress</p>	<p>Судебная ветвь власти. Судебная власть возглавляется американским Верховным Судом, являющимся единственным судом, специально созданным конституцией. Кроме того, Конгресс</p>

has established 13 federal courts of appeals and, below them, about 95 federal district courts. The Supreme Court meets in Washington, D.C., and the other federal courts are located in cities throughout the United States. The Supreme Court consists of a chief justice and eight associate justices. With minor exceptions, cases come to the Supreme Court on appeal from lower federal or state courts.	установил 13 федеральных апелляционных судов, низшей инстанции, около 95 федеральных окружных судов. Верховный суд находится в Вашингтоне, округе Колумбия, а федеральные суды находятся в городах на всей территории Соединенных Штатов. Верховный суд состоит из председателя суда и восьми судей. С небольшими исключениями, споры передаются в Верховный суд по апелляции из нижестоящих федеральных судов.
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Read and answer the following questions:

1. How many states are there in the USA?
2. Does this country have a constitution?
3. Who is the official head of this country?
4. Is the USA a democratic state? Prove it.
5. What are the main branches of power in America?

The Russian Federation

The Russian Federation (or Russia), is a country that stretches over a vast expanse of Europe and Asia. With an area of 17,075,200 square kilometers, it is the largest country in the world by land mass. Russia shares land borders with the following countries (counter-clockwise from NW to SE): Norway, Finland, Estonia, Latvia, Lithuania, Poland, Belarus, Ukraine, Georgia, Azerbaijan, Kazakhstan, China, Mongolia and North Korea.

Formerly the dominant republic of the Union of Soviet Socialist Republics (USSR), Russia is now an independent country, and an influential member of the Commonwealth of Independent States, since the Union's dissolution in December 1991. Russia is considered the Soviet Union's successor state in diplomatic matters.

The Russian Federation stretches across much of the north of the super continent of Eurasia. Although it contains a large share of the world's Arctic and sub-Arctic areas, and therefore has less population, economic activity, and physical variety per unit area than most countries, the great area south of these still accommodates a great variety of landscapes and climates. Most of Russia is in zones of a continental and Arctic climate. Russia is the coldest country in the world.

Russia has a coastline of over 37,000 kilometers along the Arctic and Pacific Oceans, as well as more or less inland seas such as the Baltic, Black and Caspian seas. Major lakes include Lake Baikal, Lake Ladoga and Lake Onega. Russia has 13 cities with over a million inhabitants (from largest to smallest): Moscow, Saint Petersburg, Novosibirsk, Yekaterinburg, Nizhny Novgorod, Samara, Omsk, Kazan, Chelyabinsk, Rostov-on-Don, Ufa, Volgograd and Perm.

Despite its comparatively high population, Russia has a low average population density due to its enormous size. The Russian Federation is home to as many as 160 different ethnic groups and indigenous peoples.

The Russian language is the only official state language, but the individual republics have often made their native language co-official next to Russian.

The economic development of the country has been extremely uneven: the Moscow region contributes one-third of the country's GDP while having only a tenth of its population. Russia remains heavily dependent on exports of oil, natural gas, metals, and timber, which account for about 80% of exports. In recent years, however, the economy has also been driven by growing internal consumer demand that has increased by over 12% annually in 2000-2005, showing the strengthening of its own internal market.

Read and answer the following questions:

1. How many people live in Russia?
2. What are the main problems that Russia faces nowadays?
3. What are the main products that Russia exports/imports?
4. Do you know the main political parties?
5. What are Russia's geopolitical advantages?

Political system of Russia

Перескажите данный текст.

The Russian Federation is a Presidential (or a constitutional) republic. The President is the head of the state and is elected directly by the people. In fact he has much power, he controls all the three branches of power. The President can even dissolve the Duma if he doesn't agree with his suggestions three times running. The President has his administration, but it's not part of the Federal Government. The President is involved in the work of the legislative and executive branches.

The Federal Assembly represents the Legislative branch of power. It's made up of the two houses: the Federation Council and the State Duma, which make laws. The Federal Assembly is also called the Parliament, but it's not its official name. Both chambers are headed by chairmen sometimes called speakers. The

Duma consists of 450 deputies (one half is elected personally by the population, and the other half consists of the deputies who are appointed by their parties after voting). The members of the Federation Council are elected on a different basis. There are two representatives of each subject of the RF (89 subjects). Every law to be adapted must be approved by the State Duma, the Council of Federation and signed by the President. The President can veto laws passed by the Federal Assembly, but it can pass laws over the President's veto a two-thirds majority.

The Federal Government represents the executive branch of power. The President appoints its head, the Chairman of the Government, but the Duma must approve his appointment.

The judicial branch of power consists of the Constitutional Court, the Supreme Court and lower Courts. The responsibility of the Constitutional Court is to analyze the new laws to make sure they correspond to the laws of the state. The Constitutional Court has the right to declare actions of the President, the Federal Assembly and the Federal Government unconstitutional. The Supreme Court is the highest instance for civil and criminal cases.

British Traditions and Customs

Прочитайте текст, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

Britain is like a 'melting-pot' (плавильный котел (метафора, применяемая для объяснения формирования многонациональных обществ, в которых "сплавляются" различные национальные культуры; впервые была употреблена британским писателем И. Зангуиллом (Israel Zangwill) в 1908 г. в одноименной пьесе по отношению к американскому обществу; предполагает возникновение единой общей культуры, стирание национальных различий)) - it is multicultural. Different countries have helped to build Britain into an exciting place today. Britain has become a 'new' home or a shelter for those people who come with different backgrounds and often at difficult times from their home countries. The ethnic and cultural diversity adds great value to Britain.

Britain has some traditions and customs that show the typical 'way of life' for British peoples. Not everyone does them, but many do.

Sunday Roast (воскресное жаркое (из говядины или баранины, традиционное воскресное блюдо; готовится в духовке, подаётся на стол с картошкой и овощами)). Roast beef is served with roast potatoes, Yorkshire pudding, vegetables and gravy. It is usually served on a Sunday, mid to late afternoon.

Yorkshire pudding is better baked in hot fat in the oven. Gravy is a sauce made from meat juices and stock, thickened with flour.

High Tea ("большой чай", ранний ужин с чаем (распространён на севере Англии и в Шотландии)). The modern High Tea is served between 3pm and 5pm. It is a pot of tea usually accompanied by thin sandwiches, scones with cream, small cakes, and pastries. High tea can also be called 'afternoon tea' which can be as simple as a cup of tea (a cuppa) and biscuits.

Fish and Chips (рыба с картофелем во фритюре (треска или камбала; популярное дешёвое блюдо; подаётся в небольших специализированных кафе; если покупатель берёт рыбу с собой, она, по традиции, заворачивается в газетную бумагу)). Friday Fish and chips can, and are, eaten any day of the week. Fridays became the 'traditional' day to eat them due to a Roman Catholic rule that fish was the only meat to be eaten on a Friday.

There are many superstitions in Britain, but one of the most widely-held is that it is unlucky to walk under a ladder - even if it means stepping off the pavement into a busy street! If you must pass under a ladder you can avoid bad luck by crossing your fingers and keeping them crossed until you've seen a dog. Alternatively, you must lick your finger and make a cross on the toe of your shoe, and not look again at the shoe until the mark has dried.

Another common superstition is that it is unlucky to open an umbrella in the house - it will either bring misfortune to the person that opened it or to the household. Anyone opening an umbrella in fine weather is unpopular, as it inevitably brings rain!

The number 13 is said to be unlucky for some, and when the 13th day of the month falls on a Friday, anyone wishing to avoid an inauspicious event had better stay indoors.

The worst misfortune that can befall you is incurred by breaking a mirror, as it brings seven years of bad luck! The superstition is supposed to have originated in ancient times, when mirrors were considered to be tools of the gods.

Black cats are generally considered lucky in Britain, even though they are associated with witchcraft - a witch's animal-familiar' is usually a black cat. It is especially lucky if a black cat crosses your path.

A commonly-held superstition is that of touching wood for luck. This measure is most often taken if you think you have said something that is tempting fate, such as 'my car has never broken down - touch wood!'

British Culture

Прочитайте текст, посмотрите вариант перевода, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

British Culture	Культура Великобритании (Перевод Н. Вишняковой)
Greeting Etiquette	Этикет приветствия

<p>When meeting someone for the first time, it is common to greet them with a firm handshake in Britain. Verbal greetings are usually enough when meeting old friends or acquaintances. Among close friends and family, women usually greet each other with a kiss on the cheek. If you are unsure about what to do —especially on social occasions — the rule is to observe what other people do and go with the flow.</p>	<p>В Великобритании при встрече с кем-нибудь впервые принято здороваться крепким рукопожатием. Устное приветствие обычно достаточно при встрече старых друзей или знакомых. Среди близких друзей и в кругу семьи, женщины, как правило, приветствуют друг друга поцелуем в щеку. Если вы не знаете, что делать - особенно в общественных местах - возьмите за правило наблюдать за тем, что делают другие люди и постараться делать то же самое.</p>
<p>If you are invited to dinner or to a party in their room by one of your friends, it is a good idea not to go empty-handed. A bottle of wine is usually enough. Though if you don't drink, don't let this dissuade you from accepting an invitation! There are a variety of non-alcoholic drinks you can bring instead, such as sparkling apple juice, non-alcoholic cider or wine, soft drinks, etc. Small snacks or nibbles (such as crisps, cake and the like) are another alternative.</p>	<p>Если вы приглашены на обед или на вечеринку в квартиру одного из ваших друзей, хорошей идеей будет прийти не с пустыми руками. Бутылки вина, как правило, достаточно. Хотя, если вы не пьете, это не повод отказываться от принятия приглашения! Существуют различные безалкогольные напитки, которые вы можете принести вместо вина, например, яблочный сок, безалкогольные сидр и вино, и другие безалкогольные напитки. Легкие закуски являются еще одной альтернативой.</p>
<p>Similarly, if you are invited to someone's family home —especially, if this is for the first time or for a meal, bring a small gift. If you will be dining together, then a bottle of wine is again ideal, but you could also bring a small gift of flowers or chocolates instead. These need not be expensive, but the gesture will be warmly welcomed. To thank your host, a phone call or ‘thank you’ card is a good idea. Remember that in Britain you can never say ‘please’, ‘thank you’ or ‘sorry’ too often!</p>	<p>Так же, если вы приглашены в чей-то дом, особенно, если впервые или на обед, будет правильно принести небольшой подарок. Если вы будете обедать вместе, то бутылка вина снова подойдет, но вы можете также принести небольшой подарок или цветы, или конфеты вместо вина. Подарок не обязательно должен быть дорогим, но ваш жест будет тепло воспринят. Хорошая идея – поблагодарить хозяина по телефону или отправив ему открытку. Помните, что в Англии никогда не</p>

	помешает лишний раз сказать «пожалуйста», «спасибо» или «извини»!
<p>‘Cheers’ is one of the most commonly used words in Britain. It has two uses. One is at the pub, where you will hear it said as a toast over drinks. But you will also hear it said instead of ‘thank you’ or ‘good bye’ or ‘thanks and good bye’ almost everywhere. Similarly, people will sometimes say ‘you all right?’ instead of ‘How are you?’.</p>	<p>Слово «Cheers!» является одним из наиболее часто используемых в Великобритании. Оно имеет два варианта использования. Первое – в пабе, где вы услышите его как тост за напитками. Также вы услышите его вместо «спасибо» или «до свидания» или «спасибо и до свидания» почти везде. Так же, люди иногда говорят ‘You all right?’ (С тобой все в порядке?) вместо ‘How are you?’ (Как дела?).</p>
<p>A final point of note is about to how to address your tutors. As elsewhere, the general rule of thumb is to address a tutor as ‘Dr.’ or ‘Professor Burton’. But don't be surprised if you hear other students referring to their tutor by his/her first name, or if a tutor invites you to address them by their first name (for example, ‘John’). This is not unusual in Oxford. To repeat and to avoid any misunderstanding, the best — and by far the safest— thing for you to do is to address them as ‘Dr.’ or ‘Professor’, and only if they ask you to do so and you are sure they won't mind, then by their first name.</p>	<p>И наконец, о том, как обратиться к вашим наставникам - тьюторам. Как и в других странах, общим правилом является обращаться в адрес наставника «доктор» или «профессор». Но не удивляйтесь, если вы услышите других студентов, обращающихся к их наставнику по имени, или если наставник сам предлагает вам называть его по имени (например, «Джон»). Это не является чем-то необычным в Оксфорде. Чтобы избежать любых недоразумений, лучше и надежнее для вас обращаться к ним «доктор» или «профессор», и называть по имени только, если они просят чтобы вы сделали так, и вы уверены, что они не будут против.</p>
Weather	Погода
<p>Britain has a temperate maritime climate, which basically means it is mild and damp. Summers are warm and air-conditioning unnecessary. July and August are usually the hottest months of the year. Probably the most surprising</p>	<p>В Великобритании умеренный морской климат, который в основном мягкий и влажный. Лето теплое и нет прохладного ветра. Июль и август обычно самые жаркие месяцы года. Наверное, самая удивительная вещь о</p>

<p>thing about summer in Britain is how long the days are. It can stay light until 10pm in June! In winter, on the other hand, it gets dark as early as 5pm in December and there is a lot of fog on most mornings. Winters are cold in Britain and a warm jacket or heavy coat are a must from November to March and sometimes even in mid-April. Rain and cloud are frequent throughout the year, as is wind.</p>	<p>лете в Англии, заключается в том, как долго длится день. Он может оставаться светлым до 10 вечера в июне! Зимой, же напротив, в декабре темнеет уже в 5 вечера и часто бывает туман по утрам. Зима холодная в Великобритании и теплую куртку или пальто носят с ноября по март, а иногда даже в середине апреля. Дождь и облака являются частыми в течение года, так же как и ветер.</p>
<p>General habits</p>	<p>Общие правила поведения</p>
<p>In general, the British are very polite most of the time. ‘Please’ and ‘thank you’ are among the most commonly used words in Britain. People also have a tendency to apologize —some would say too much— and so, you will also hear ‘sorry’ and ‘excuse me’ a lot. The popular stereotype of the average British person is more often than not true — they will say sorry to you, even when it is in fact you who has accidentally stepped on their toes or bumped into them!</p>	<p>В целом, англичане очень вежливы большую часть времени. «Пожалуйста» и «спасибо», среди самых часто употребляемых слов в Великобритании. Люди также имеют привычку извиняться - некоторые говорят слишком много - итак, вы сможете также услышать «извините» и «простите меня» часто. Популярный стереотип о британцах – довольно часто бывает так, что они будут извиняться перед вами, даже когда на самом деле вы тот, кто случайно наступил им на ногу или налетел на них!</p>
<p>It will not surprise you to know then that queuing, or waiting in line so that someone who arrived first is served first, is another British near-obsession. It is sacrosanct. Seriously! Be it in the pub, at the supermarket or at a bus stop, people in Britain queue for everything. Pushing in or cutting into a queue is considered very impolite and you will be heavily frowned upon for doing it. It is one of the few occasions when the famously reserved British can get visibly annoyed in public, so do bear it in mind.</p>	<p>Не удивляйтесь, чтобы вы знали, очереди в Великобритании всегда соблюдаются, кто-то, кто прибыл первым всегда обслуживается первым, это еще одна британская «одержимость». Seriously! В пабе, в супермаркете или на автобусной остановке, люди в Великобритании соблюдают очередь на все. Попытка влезть без очереди считаются крайне неприличным, и вы вызовете сильное неодобрение за это. Это один из немногих случаев, когда британец можете выглядеть заметно</p>

	раздраженным в общественных местах, так что стоит иметь это в виду.
In most cases, queues are easy to spot. They tend to be tidy lines of people waiting. In public places, including shops and restaurants, there will also usually be a sign —such as ‘Please Wait Here to Be Served’ or ‘Please Queue Here’. Where it can be a bit tricky is in pubs, where the lines are neither tidy nor so easy to spot at the bar. The best thing to do is to take note of who was there before you and wait your turn to be served after them. Bar staff are usually very good about keeping track of who should be served next.	В большинстве случаев, очередь легко обнаружить. Это, как правило, аккуратные очереди ожидающих людей. В общественных местах, в том числе в магазинах и ресторанах, обычно бывают знаки, такие, как «Пожалуйста, подождите здесь, чтобы быть обслуженным» или «Пожалуйста, ожидайте здесь». Будет немного сложнее в пабах, где очереди не такие аккуратные и их не так легко обнаружить. Лучшее решение, как поступить, это заметить, кто был здесь до вас, и ждать своей очереди, чтобы быть обслуженным после них. Персонал бара, как правило, очень хорошо отслеживает того, кто должен быть обслужен далее.
Finally, punctuality is important in Britain. As a rule, you should arrive on time for lectures, tutorials and any other appointments. Similarly, if you've arranged to meet someone at a pub, cafe or elsewhere and find yourself running late or unable to make it, then let the person you are meeting know.	Наконец, пунктуальность важна в Великобритании. Как правило, вы должны прибыть на время проведения лекций, учебные занятия и другие встречи вовремя. Аналогично, если вы договорились встретиться с кем-то в баре, кафе или другом месте и опаздываете или не в состоянии сделать это вовремя, то предупредите человека, который ждет вас, чтобы он знал об этом.

London



London is the capital city of England and the United Kingdom, and the most populous city in the European Union. London is one of the world's major business, political and cultural centers. It is a leader in international finance, politics, education, culture, communications, entertainment, fashion and the arts and has considerable influence worldwide. It is widely regarded as one of the

world's major global cities, and has been an important settlement for nearly 2000 years.



London has an estimated population of 7.5 million (as of 2005) and a metropolitan area population of between 12 and 14 million. London has an extremely cosmopolitan population, drawing from a diverse range of peoples, cultures and religions, speaking over 300 different languages.

The city is an international transport hub and a major tourist destination, counting iconic landmarks such as the Houses of Parliament, Tower Bridge and Buckingham Palace amongst its many attractions, along with famous institutions such as the British Museum and the National Gallery.



London's vast urban area is often divided into a large set of districts. One area of London which has a strict definition is the City of London (usually just called The City), the principle financial district of the UK.

The West End (actually in Central London) is London's main entertainment and shopping district, with locations such as Oxford Street, Leicester Square and Piccadilly Circus acting as tourist magnets.

Meanwhile, the eastern side of London contains the East End - the area closest to the original Port of London, known for its high immigrant population, as well as for being one of the poorest areas in London.



London is one of the most visited cities on Earth, and the city is home to many tourist attractions. Many of London's historic sights are world-famous. The City of London is home to St Paul's Cathedral, with the Tower of London and Tower Bridge just outside its official boundary. The Houses of Parliament, Westminster Abbey and Buckingham Palace bring visitors to the City of Westminster to the west, which also counts many of London's top museums and galleries amongst its attractions, including the British Museum, the National Gallery in Trafalgar Square, London Zoo and Madame Tussaud's. Royal attractions are always popular – as well as the various palaces, Horse Guards Parade is a ceremonial photo opportunity, whilst nearby Downing Street is home to the Prime Minister.



Read and answer the following questions:

1. Do you know any other British cities?
2. What is the heart of business in Great Britain?
3. What is the cultural centre of the country?
4. What cultural places of London would you like to visit?
5. Where is the residence of the Prime Minister situated?

The History of Valentine's Day

Vocabulary:

shrouded - скрытый, укрытый; покрытый завесой

vestige - след, остаток; признак

rite - обряд, церемония; ритуал, церемониал

to outlaw - объявлять незаконным; запрещать

to defy - противостоять, сопротивляться

put death - казнить, убивать

confinement - тюремное заключение

murky - темный, мрачный

token - знак, символ

stationery - канцелярские товары, почтовая бумага

Every February, across the country, candy, flowers, and gifts are exchanged between loved ones, all in the name of St. Valentine. But who is this mysterious saint and why do we celebrate this holiday? The history of Valentine's Day - and its patron saint - is shrouded in mystery. But we do know that February has long been a month of romance. St. Valentine's Day, as we know it today, contains vestiges of both Christian and ancient Roman tradition. So, who was Saint Valentine and how did he become associated with this ancient rite? Today, the Catholic Church recognizes at least three different saints named Valentine or Valentinus, all of whom were martyred.

One legend contends that Valentine was a priest who served during the third century in Rome. When Emperor Claudius II decided that single men made better soldiers than those with wives and families, he outlawed marriage for young men - his crop of potential soldiers. Valentine, realizing the injustice of the decree, defied Claudius and continued to perform marriages for young lovers in secret. When Valentine's actions were discovered, Claudius ordered that he be put to death.

Other stories suggest that Valentine may have been killed for attempting to help Christians escape harsh Roman prisons where they were often beaten and tortured.

According to one legend, Valentine actually sent the first 'valentine' greeting himself. While in prison, it is believed that Valentine fell in love with a young girl - who may have been his jailor's daughter - who visited him during his confinement. Before his death, it is alleged that he wrote her a letter, which he

signed 'From your Valentine,' an expression that is still in use today. Although the truth behind the Valentine legends is murky, the stories certainly emphasize his appeal as a sympathetic, heroic, and, most importantly, romantic figure. It's no surprise that by the Middle Ages, Valentine was one of the most popular saints in England and France.

In Great Britain, Valentine's Day began to be popularly celebrated around the seventeenth century. By the middle of the eighteenth century, it was common for friends and lovers in all social classes to exchange small tokens of affection or handwritten notes. By the end of the century, printed cards began to replace written letters due to improvements in printing technology. Ready-made cards were an easy way for people to express their emotions in a time when direct expression of one's feelings was discouraged. Cheaper postage rates also contributed to an increase in the popularity of sending Valentine's Day greetings.

According to the Greeting Card Association, an estimated one billion valentine cards are sent each year, making Valentine's Day the second largest card-sending holiday of the year. (An estimated 2.6 billion cards are sent for Christmas.) Valentine greetings were popular as far back as the Middle Ages (written Valentines didn't begin to appear until after 1400), and the oldest known Valentine card is on display at the British Museum. Approximately 85 percent of all valentines are purchased by women.

Valentine's Day was probably imported into North America in the 19th century with settlers from Britain. In the United States, the first mass-produced valentines were produced and sold shortly after 1847 by Esther Howland (1828 – 1904) of Worcester, Massachusetts. Her father operated a large book and stationery store, and she took her inspiration from an English valentine she had received.

In the United States in the second half of the 20th century, the practice of exchanging cards was extended to include the giving of all manner of gifts, usually from a man to a woman. Such gifts typically include roses and chocolates. Starting in the 1980s, the diamond industry began to promote Valentine's Day as an occasion for giving jewelry.

In 1929 due to tensions between gangs in Chicago, members of a gang led by Al Capone killed several members of Bugs Moran's gang in what became known as the Saint Valentine's Day Massacre.

The day has come to be associated with a platonic greeting of "Happy Valentine's Day."

Those without a significant other often speak with sarcasm by referring to Valentine's Day as "Singles' Awareness Day".

In addition to the United States, Valentine's Day is celebrated in Canada, Mexico, the United Kingdom, France, and Australia.

Источники: <http://www.historychannel.com/exhibits/valentine/?page=history>,
http://en.wikipedia.org/wiki/Valentines_Day

British Meals

Прочитайте текст, предложите свой перевод. Составьте аннотацию, подготовьте устное сообщение.

The first meal of the day in the morning is breakfast (usually eaten between about 7:30 and 9:00). Many British people eat toast with butter or margarine and jam (often strawberry, raspberry, apricot or blackcurrant jam), marmalade (a type of jam made from oranges) or Marmite ("Мармайт" (фирменное название питательной белковой пасты производства одноимённой компании; используется для бутербродов и приготовления приправ)) (a dark brown spread made from yeast). Melon, grapefruit or fruit cocktail are popular. Others eat a bowl of cereal; for example, cornflakes or muesli with milk, or porridge (a mixture of oats, hot milk and sugar). A traditional English breakfast (also known as a cooked breakfast or a fry-up) is a cooked meal which may contain food such as sausages, bacon, kippers (киппер, копчёная сельдь (подаётся к завтраку или ужину; обычно едят с маслом)) (herring - a type of fish - which has been covered in salt and smoked), black pudding, scrambled or fried or poached egg, mushrooms, fried tomatoes, baked beans, hash browns and toast. People sometimes eat a boiled egg, dipping (dunking) strips of toast (soldiers) into the egg yolk. A continental breakfast is a small meal and is not cooked; for example, a bread roll or croissant with cheese or ham and a cup of coffee. The most common drinks at this time of day are orange juice or a cup of breakfast tea.

Many people have a tea-break at about 11:00 in the morning (elevenses). If a meal is eaten in the late morning instead of both breakfast and lunch, it is called brunch.

Lunch (sometimes called more formally luncheon) is the meal eaten in the middle of the day (usually between about 12:30 and 2:00). Many people eat a sandwich (also known as a butty or sarnie in some parts of the UK). Some people have a simple meal such as cheese and biscuits or soup and bread. A ploughman's lunch is a traditional lunch for farmers: a bread roll, Cheddar cheese, Branston pickle and salad, perhaps with a pork pie. It is also traditional for people to go to a pub with some friends for a pub lunch and a drink.

A Sunday roast is a traditional meal eaten by a family at Sunday lunchtime; for example, roast beef with roast potatoes, parsnips (пастернак), peas, Brussels sprouts, green beans, Yorkshire pudding, bread sauce and gravy. Mint sauce or redcurrant jelly is often eaten with lamb, apple sauce with pork, and horseradish sauce (a type of mustard) with beef, cranberry sauce with turkey. Stuffing may be eaten with chicken or turkey.

Tea-time is a small meal eaten in the late afternoon (usually between about 3:30 and 5:00). People may drink tea, and often eat biscuits (American English: cookies), cakes or savoury (острое блюдо, острая закуска) foods such as sandwiches, crumpets (лепёшка, пышка (обычно неподслащённая)) or tea-cakes. Occasionally people may have a full afternoon tea or a cream tea: this includes a scone (ячменная или пшеничная лепёшка) with jam and cream

(usually either whipped cream or thick clotted cream (сливочный варенец (сливки сквашиваются путем нагревания и медленного охлаждения))) as well as a selection of sandwiches and cakes.

High tea (ранний ужин с чаем) is a light meal eaten in the early evening (for example, 6 o'clock) served with a pot of tea; this is popular in north England and Scotland. Supper is the most common name for the meal eaten in the evening (usually between 7:00 and 8:30). Dinner is another common name for supper, but sometimes it is also used to refer to lunch, especially when this is the main meal of the day. A dinner party is a formal evening meal to which guests have been invited. A common type of cooked meal in Britain is meat and two veg. This is a meat dish served together on the same plate with two types of vegetable, one of which is often a type of potato. It is common to eat a dessert (also known as a pudding, or informally as afters) after the main dish.

It is increasingly popular for British people get a takeaway (готовая еда, продающаяся на вынос) or go to a restaurant instead of cooking at home, and often this is used as a chance to try different types of food. Most towns have an Indian restaurant, serving foods such as curry and chicken tikka masala. Chinese restaurants are also very common; popular dishes include sweet and sour pork and aromatic duck. Many people like Italian pizza and pasta dishes. Fast food restaurants often serve beefburgers or fried chicken. Fish and chip shops are still popular, especially in towns by the coast. There is an old tradition of eating fish on Friday.

British people enjoy eating snacks (лёгкие закуски) between meals. These include sweets (American English: candy) and crisps (American English: chips).

Источник: <http://www.ukstudentlife.com/Britain/Food/Meals.htm>

Elizabeth II

Elizabeth II became queen of the United Kingdom of Great Britain and Northern Ireland in 1952. In addition she is head of the Commonwealth.

Elizabeth was born on 21 April 1926 in London, the first child of Albert, Duke of York (Герцог Йоркский), and his wife, formerly Lady Elizabeth Bowes-Lyon. She initially had little prospect of succeeding to the throne until her uncle, Edward VIII, abdicated in December 1936. Her father then became George VI and she became heir.

Elizabeth and her younger sister Margaret were educated at home. On the outbreak of war in 1939, they were evacuated to Windsor Castle. In 1945, Elizabeth joined the war effort, training as a driver in the Women's Auxiliary Territorial Service (WATS) (Женская вспомогательная территориальная служба (существовала во время 2-й мировой войны)). In November 1947, she married a distant cousin, Philip Mountbatten (formerly Prince Philip of Greece and Denmark), who was created duke of Edinburgh. The couple have four children.

George VI died on 6 February 1952 while Elizabeth and Philip were in Kenya. She returned home immediately, and was crowned at Westminster Abbey in June 1953. For more than 50 years, during a period of great change in Britain, the queen has carried out her political duties as head of state, the ceremonial

responsibilities of the sovereign and a large annual programme of visits in the United Kingdom as well as numerous foreign tours.

Despite the controversies and scandals surrounding her children and other members of the royal family, she remains a respected head of state (глава государства (в парламентских системах: официальное лицо, представляющее государство, но не осуществляющее политическую власть; в президентских системах может являться также и главой исполнительной власти)). In 2002, Elizabeth celebrated her golden jubilee (50 years on the throne) and in 2006 her 80th birthday.

The Queen meets thousands of people each year in the UK and overseas. Before meeting Her Majesty, many people ask how they should behave. The simple answer is that there are no obligatory codes of behaviour - just courtesy.

However, many people wish to observe the traditional forms of greeting.

For men this is a neck bow (from the head only) whilst women do a small curtsy. Other people prefer simply to shake hands in the usual way.

On presentation to The Queen, the correct formal address is 'Your Majesty' and subsequently 'Ma'am'.

You can write to Her Majesty at the following address:

Her Majesty The Queen

Buckingham Palace

London SW1A 1AA

If you wish to write a formal letter, you can open with 'Madam' and close the letter with the form 'I have the honour to be, Madam, Your Majesty's humble and obedient servant'.

This traditional approach is by no means obligatory. You should feel free to write in whatever style you feel comfortable.