**План прохождения дисциплины «Иностранный язык (английский)»**

**и задания для студентов юридического факультета**

**специальности «Бизнес-администрирование»**

**заочной формы обучения**

***1 семестр:*** 4 аудиторных часов

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| --- | --- | --- |
| № | Название темы | Количество аудиторных часов |
| 1 | Brest State University. My Studies at the University. | **1** |
| 2 | Social and Political Portrait of the Republic of Belarus. Brest. | **1** |
| 3 | Economy of Belarus | **1** |
| 4 | Economy in Great Britain | **1** |

1. *Подготовить устные высказывания по темам:*
2. Our University. My studies at the University.
3. The Republic of Belarus (general information: geographical position, population, political system, places of interest, outstanding representatives, etc.).
4. Economy of Belarus
5. *Прочитать и перевести тексты* “Economy in Great Britain ” *и* “ Economy in the USA”*, составив словарь незнакомых слов. Ответить на вопросы после текстов.*
6. *Составить аннотацию текста* “Business Economics”.

**Topic 1: OUR UNIVERSITY**

Brest State University was founded in 1945. It was called the Teachers’ Training Institute then. In 1995 it became a university. Its full name is Brest State Alexander Pushkin University.

The University occupies several academic buildings: an old building, the sports complex with gymnasiums, a swimming pool, several lecture halls and tutorial rooms, and a seven-storey building with a canteen, a library, reading halls, laboratories, lecture halls and subject rooms. At the disposal of students there are four hostels, a winter garden, a garden of successive blossoming, an agricultural and biological station. The University has museums of biology, of geology, and of the history of physical culture and sport.

The University educates about 3,500 students at the day-time department and about 3,000 students acquire higher education at the correspondence department. There are 11 faculties at the University: Language and Literature, Foreign Languages, Psychology and Pedagogics, Social Pedagogics, Geography, Biology, Physics and Mathematics, Physical Education and Sports, History, Law, and Pre-University Preparation. Students are educated in 45 specialities.

Teaching is maintained at a high level. About 400 professors, associate professors and tutors teach students at the University.

The course of study lasts four-five years. Each year consists of two terms (autumn and spring) with examination periods at the end of each term. The term is divided between theoretical and practical work: students have a few weeks of lectures followed by seminars. When students have seminars, they spend a lot of time in the reading room revising the material. Fortunately, the Internet helps now a lot. The main form of work for external students is independent work at home.

Students do not only study, they are also engaged in various forms of research work. They write course papers and diploma theses, participate in scientific conferences and publish their articles. This work helps them to better understand the subjects they study and the current requirements of the national economy, to see the results of their work put into practice.

**Topic 2: THE REPUBLIC OF BELARUS**

Belarus is situated in Central Europe. The Republic borders on Russia, the Ukraine, Poland, Lithuania and Latvia. Its territory is 207,600 square kilometres and the population is about 10 million people. Most of the people live in cities, the largest of which are Minsk (the capital), Gomel, Brest, Vitebsk, Grodno and Mogilev.

Belarus is a bilingual republic: the official languages are Belarusian and Russian. The total population of the country is literate. The main religion is Eastern Orthodox (80 %), others include Roman Catholic, Protestant, Jewish and Muslim.

Belarus is a broad plain. One third of the territory is covered with woods and forests. The largest of them are called pushchas, the most famous are the Belovezhskaya and the Nalibockskaya. Other national reserves are Braslavsky and Narochansky National parks, Berezinsky Reserve, etc. They have rich flora and fauna some of which have survived only in Belarus.

There are about 20,000 rivers and brooks in the republic. They flow into the Baltic Sea or into the Black Sea. Seven rivers are more than 500 kilometres long each. They are the Dnieper, the Neman, the Western Dvina, the Pripyat, the Berezina, the Sozh and the Viliya. There are also more than 10,000 lakes in Belarus. The largest of them are Braslav Lakes and Lake Naroch, the pride of the republic. The swamps of Belarus deserve a special mention. These unique natural ecosystems take up nearly a quarter of the country. In general 6 % of the country is officially viewed as specially protected natural territories.

The climate in the republic is moderate continental with comparatively mild and humid winters, warm summers and rainy autumns. The breathing of the Baltic Sea is felt here.

Belarus has a well-developed industry and economy. The main sectors of the economy are industry, agriculture, services. Belarusian industry produces tractors, heavy trucks, combine-harvesters, automatic lines, metal-cutting machine tools, electronic equipment, computers, refrigerators, television sets, bicycles, motorcycles, watches, chemical fibres, fertilizers and textiles. Agriculture specializes in cattle breeding and crops growing. The main crops cultivated here are potatoes, grain, flax, medical herbs, sugar beets, vegetables and fruits. Our nation today faces a crucial task of how to compete in a global economy.

Since 1991 the Republic of Belarus has been a sovereign state, which independently carries out its domestic and foreign policy. The state system of the republic is very much like that of other European states. There are three branches of power – legislative (Parliament), executive (Council of Ministers) and judicial (Supreme Court). The bicameral Parliament, i.e. the National Assembly of the Republic of Belarus, consists of the Council of the Republic and the Chamber of Representatives. The Government, i.e. the Council of Ministers of the Republic of Belarus, is the central body of state management, the executive power in the Republic of Belarus. In its activities, the Government is subordinated to the President and reports to the Parliament. The judicial power in the Republic of Belarus belongs to courts. The control over correspondence of standard laws in the State to the Constitution is performed by the Constitution Court.

Belarus is a member of many international organizations including the United Nations organization.

**Topic 3: ECONOMY OF BELARUS**

Belarus has a well-developed economy. Last year gross domestic product (GDP) of Belarus was about $112 billion. Trade and other services accounted for 41 percent of GDP; industry, including mining and manufacturing, 46 percent; and agriculture and forestry, 13 percent.

Approximately 5.3 million people contribute to the economy of Belarus. Of this total, 42 percent are employed in industry; 21 percent in agriculture and forestry; 17 percent in culture, education, and health services; 7 percent in trade; 7 percent in transportation, and 6 percent in miscellaneous pursuits. Unemployment is officially estimated at 2.1 percent.

Belarus is relatively poor in terms of natural resources. It does not have vast amounts of most of the minerals used in modern industrial production. The country has small reserves of petroleum and natural gas.

In the south-west there are small reserves of hard coal, brown coal, and petroleum, but they are not easily accessible and remain undeveloped. The country has large forest reserves. About one-third of the republic is covered in forest.

Belarus does possess, however, one of the world's largest reserves of potassium salts.

The country also is a world leader in the production of peat, which is especially abundant in the Pripyat Marshes. Peat is used as a mulching material in agriculture. In briquette form it is used as fuel.

Among the other minerals recovered are salt, building materials, chiefly limestone and quartz sands for glassmaking, and small deposits of gold and diamonds.

Belarus is heavily reliant on oil and gas supplies from Russia.

Belarus generates only about 12 percent of its own energy needs. Nearly all electricity is generated at thermal power stations using piped oil and natural gas; however, there is some local use of peat, and there are a number of low-capacity hydroelectric power plants.

Belarus is a highly developed industrial country. The main industries include machine building, instrument making, chemicals, timber processing, textile and clothing manufacture, and food processing.

Manufacturing contributes most of the country's industrial output. The country is known for its heavy-duty trucks, transport vehicles, and tractors. Belarus also manufactures computers, engineering equipment, metal-cutting tools, and such consumer goods as clocks and watches, motorcycles, bicycles, refrigerators, radios, television sets and others. Forests yield many wood products, including furniture, matches, wood and paper goods.

Heavy industry is the most highly developed sector of the economy. Machine-building industry is mostly concentrated in Minsk. It makes various types of tractors, heavy-duty trucks, other heavy machinery and electrical equipment. Minsk's satellite town, Zhodzino, produces large-capacity dump trucks. Dump trucks are also made in Moghilyov.

Chemical industry produces chemical fibers, mineral fertilizers, petrochemicals, plastics, soda ash, and synthetic resins. The chief chemical product is potassium fertilizer.

Agriculture accounts for about a seventh of Belarus' economic output. Belarus has a large amount of farmland. Most of the country has mixed crop and livestock farming, with a strong emphasis on flax growing. The country's principal crops are potatoes, grains (especially wheat, barley, oats and rye), flax, fruits, sunflowers, vegetables, and sugar beets. Nearly 60 percent of the country's total land area is cultivated. Arable land accounts for about 30 percent of the country's land use, and meadows and pastures account for 15 percent. The 1986 explosion at the Chernobyl' nuclear power station in Ukraine contaminated much of the soil in southern Belarus, reducing the country's total area of arable land by more than 10 percent. Livestock breeding is another main component of agriculture. Cattle, hogs, and sheep are the most important livestock raised in the country.

Service industries are industries that produce services, not goods. Today, private economic activity in the service sector is increasing. Many individuals and families are starting small businesses such as restaurants, barbershops, dry cleaners, and taxi services.

Independent Belarus restructured its banking system into a system consisting of the National Bank of Belarus and a number of commercial banks, most of which are either joint-stock or limited-liability companies. The republic introduced its own currency, the Belarusian ruble, in 1994. It has been the official national currency since January 1995, when circulation of Russian rubles ceased.

Belarus proper consumes only 13% of the goods produced. A great amount of goods produced by Belarusian industries and agriculture is oriented towards the CIS countries' markets. Russia, Poland, and Ukraine remain the republic's main trading partners, with trade increasing with Germany and Italy. Belarus also conducts trade with Austria, China, Great Britain, Lithuania, Switzerland, the United States and other countries.

Belarus exports transport equipment (mainly tractors and trucks), machinery, refrigerators, television sets, chemicals, potassium fertilizers, energy products, wood and paper products, and meat and dairy products. About 60 percent of Belarus' exports go to former Soviet republics. The major exports include tractors to Australia, Canada, New Zealand, the United States and many other countries.

The nation's major imports include petroleum, natural gas, industrial raw materials, textiles, rolled metal, rubber, paint, sugar, and some consumer goods. Fuel is Belarus' largest import expenditure from Russia, which is our most important trading partner.

**Text for reading:**

**ECONOMY OF THE UNITED KINGDOM**

The United Kingdom is primarily an industrial and commercial nation. The country's gross domestic product totalled over $1 trillion last year. Annual national budget revenues were estimated at $325.5 billion, and expenditures were over $400 billion.

Service industries account for about two-thirds of the United Kingdom's gross domestic product. More than 70 percent of British workers are employed in service industries. The country's service industries are concentrated in and near its largest cities, especially London. Finance, insurance, and real property, health care and education, wholesale and retail trade are the most important service industries in Britain. Tourism is also one of Britain's important service industries. It is a growing source of income and employment.

The United Kingdom is a leading industrial nation. Britain ranks as an important steel producer. It exports nearly half of its finished steel. The rest is used in Britain to make hundreds of products. Much steel is used in automobiles, buses, trucks, and motorcycles. Britain also produces heavy machinery for industry, farming, and mining. The country is one of the world's largest producers of tractors. Other products include cranes, earth movers, road graders, harvesters, and drilling machines. British factories also make railway equipment, household appliances, and machine tools. The city of Sheffield is famous for its high-quality knives and hand tools.

British Aerospace makes a wide range of jet aircraft. It is the largest aerospace company in Europe. Rolls-Royce is world famous for airplane engines as well as luxury automobiles. Space satellites and weapons defense systems are also produced in Britain. Aerospace equipment and heavy machinery are major British exports.

An increasing percentage of Britain's manufactured goods consists of sophisticated electronic equipment. Factories produce such items as cable television equipment, data processing equipment, fibre-optic communications systems, radar devices, and undersea telephone cables.

The chemical industry in Britain produces a variety of products - from industrial chemicals to plastics and soap. Britain is the fourth largest exporter of pharmaceuticals.

The United Kingdom is one of the world's chief centres of printing and publishing. British companies print paper money and postage stamps for many countries. Books published in Britain are exported to countries throughout the world.

The Industrial Revolution began in Britain's textile industry. Today, Britain remains an important producer of cotton and woolen textiles. British manufacturers also make synthetic fibres and fabrics. England's east Midlands region is a centre for the production of lace and knitwear. Cotton and wool are produced in northern England. Scotland produces knitwear and is famous for its fine woollen products. Northern Ireland has a world-wide reputation for its linen goods.

Processing of foods and beverages ranks as one of Britain's major industries. Most processed foods and beverages are consumed in Britain. But some are exported. Scotch whisky has a large world market. Other British industries manufacture bricks and cement, furniture, leather goods, glassware, and paper. Britain imports about a third of its food supply. The imports include avocados, bananas, oranges, peppers, pineapples, and other items that cannot be easily grown in Britain's climate.

The United Kingdom has about 240,000 farms. Many British farmers practice mixed farming – that is, they raise a variety of crops and animals. Methods of mixed farming vary from farm to farm. In the rough highlands of Scotland, Wales, and western England, grass grows much better than farm crops and farmers use most of their land for grazing. The land in southern and eastern England is drier and flatter, and it is more easily worked, so farmers use most of their land for raising crops.

Britain's most important crops are barley, potatoes, sugar beets, and wheat. Farmers in southern and eastern England grow almost all the country's sugar beets, and wheat and most of its barley. Potatoes are grown throughout the United Kingdom. Farmers in southern England grow most of Britain's fruits and garden vegetables. The county of Kent in south-eastern England is called the Garden of England and is famous for the beautiful blossoms of its apple and cherry orchards in springtime. Farmers in Kent also grow hops, which are used in making beer.

Sheep are Britain's chief livestock. Farmers in almost every part of the country raise sheep for meat and wool. British farmers also raise beef cattle, dairy cattle, and hogs. Chickens are raised mainly in special mass-production plants.

The United Kingdom is a major world producer of petroleum, coal, and natural gas. These three fuels account for about 85 percent of the value of total mineral production in the country. Petroleum is Britain's most valuable mineral. In the past, the country had to import petroleum to meet its needs. But in the 1970's, Britain began producing petroleum from wells in the North Sea. Today, Britain's oil wells provide nearly all the petroleum that the country uses and also supply petroleum for export.

Britain's largest coal-mining region lies near the River Trent in central England. Coal from this area is an important source of fuel for the country's electric power plants. Britain obtains natural gas from deposits below the North Sea. These deposits provide enough gas to meet most of the country's needs. Britain's next most important minerals are sand and gravel, limestone, and clays.

The United Kingdom ranks as a leading trading nation. Britain exports aerospace equipment, chemicals and pharmaceuticals, machinery, motor vehicles, petroleum, and scientific and medical equipment. Its imports include chemicals, clothing, foods (especially fish, fruit, vegetables, meat, coffee, and tea), machinery, metals, motor vehicles, paper and newsprint, petroleum products, and textiles.

Most of the United Kingdom's trade is with other developed countries. France, Germany, and the United States are Britain's leading customers and suppliers. A growing proportion of the country's trade is with members of the European Union. Other trade partners include Canada, Ireland, Japan, Norway, Saudi Arabia, Sweden, and Switzerland.

Britain has a large merchant fleet. The ships in the fleet carry British-made goods to ports throughout the world and bring back needed imports. British ships also carry freight for other countries. There are about 80 ports of commercial significance throughout the United Kingdom. The country's inland waterways are used to carry freight, as well as for recreational boating. The Thames, which flows through London, is Britain's busiest river and one of the busiest in the world.

1. What is the GDP of Great Britain?

2. What are the major financial institutions of Great Britain?

3. What are major British manufactured goods?

4. What is the share of agriculture in the country's food requirements?

5. What does Britain export?

6. What do its imports include?

**Text for reading:**

**ECONOMY OF THE UNITED STATES OF AMERICA**

The United States ranks first in the world in the total value of its economic production. The nation's gross domestic product (GDP) amounts to over $7 trillion.

The United States economy is based largely on a free enterprise system. In such a system, individuals and companies are free to make their own economic decisions. Individuals and companies own the raw materials, equipment, factories, and other items necessary for production, and they decide how best to use them in order to earn a profit.

Even though the U.S. economy is based on free enterprise, the government has placed regulations on economic practices through the years. Government regulations help protect consumers from unsafe merchandise. They also help protect workers from unsafe working conditions and unreasonably low wages.

In spite of its overall strength, the United States economy has faced problems from time to time. The problems include recessions (mild business slumps), depressions (severe business slumps), and inflation (rising prices).

The US economy consists of three main sectors – the primary, secondary, and tertiary.

Primary economic activities are those directly extracting goods from the natural environment, including agriculture, forestry, fishing, and mining. The primary sector usually contributes about 3 percent of annual GDP.

Agriculture accounts for 2 percent of the US gross domestic product and employs 3 percent of the nation's workers.

A variety of natural resources provide the raw materials that support the economy of the United States. In addition to a moderate climate, the most valuable resources are minerals, soils, water, forests, and fish.

The United States has large deposits of coal, iron ore, natural gas, and petroleum, which are vital to the country's industrial strength. Its many other important minerals include copper, gold, phosphates, silver, and zinc. The United States ranks among the leading countries in the value of its mineral production.

The farms, factories, households, and motor vehicles of the United States consume vast amounts of energy annually. Various sources are used to generate the energy. Petroleum provides about 40 percent. It is the source of most of the energy used to power motor vehicles, and it heats millions of houses and factories. Natural gas generates about 25 percent of the energy used.

Secondary economic activities involve processing or combining materials into new products, and include manufacturing and construction. They account for 22 percent of the gross domestic product and employ 20 percent of the workers. The leading categories of U.S. products are, in order of value, chemicals, transportation equipment, food products, non-electrical machinery, electrical machinery and equipment, printed materials, scientific and medical instruments, fabricated metal products, paper products, rubber and plastic products, and primary metals.

Construction accounts for 4 percent of the US GDP and provides jobs for 4 percent of the work force. This industry employs such workers as architects, engineers, contractors, bricklayers, carpenters, electricians, plumbers, roofers, ironworkers, and plasterers.

Tertiary economic activities involve the output of services rather than goods. Examples of tertiary activities include wholesale and retail trade, banking, government, and transportation.

Service industries account for 75 percent of the US gross domestic product and employ 76 percent of the country's workers. This industry group includes a wide variety of businesses that provide services rather than producing goods.

Community, social, and personal services rank first among U.S. service industries in terms of the gross domestic product. This industry includes such establishments as doctors' offices and private hospitals, hotels, law firms, computer programming and data processing companies, restaurants, repair shops, private research laboratories, and engineering companies.

Finance, insurance, and real estate rank next among U.S. service industries. Banks finance much of the economic activity in the United States by making loans to both individuals and businesses. American banks loan billions of dollars annually. Most of the loans to individuals are for the purchase of houses, automobiles, or other major items. Bank loans to businesses provide an important source of money for capital expansion – the construction of new factories and the purchase of new equipment. As a business expands, it hires more workers. These workers, in turn, produce more goods and services. In this way, the nation's level of employment and its economic output both increase.

1. What system is the American economy based on?
2. What is a free enterprise system?
3. What problems has the United States economy faced?
4. What do primary economic activities include?
5. What do secondary economic activities involve?
6. What examples of tertiary activities does the economy of the US include?

**Text for annotation:**

**BUSINESS ECONOMICS**

People frequently do not trade directly on markets. Instead, on the supply side, they may work in and produce through firms. The most obvious kinds of firms are [corporations](http://en.wikipedia.org/wiki/Corporation%22%20%5Co%20%22Corporation), [partnerships](http://en.wikipedia.org/wiki/Partnerships%22%20%5Co%20%22Partnerships) and [trusts](http://en.wikipedia.org/wiki/Trusts%22%20%5Co%20%22Trusts). According to [Ronald Coase](http://en.wikipedia.org/wiki/Ronald_Coase%22%20%5Co%20%22Ronald%20Coase) people begin to organise their production in firms when the costs of doing business becomes lower than doing it on the market Firms combine labour and capital, and can achieve far greater [economies of scale](http://en.wikipedia.org/wiki/Economies_of_scale%22%20%5Co%20%22Economies%20of%20scale) (when the average cost per unit declines as more units are produced) than individual market trading.

In [perfectly-competitive](http://en.wikipedia.org/wiki/Perfect_competition%22%20%5Co%20%22Perfect%20competition) markets studied in the theory of supply and demand, there are many producers, none of which significantly influence price. [Industrial organization](http://en.wikipedia.org/wiki/Industrial_organization%22%20%5Co%20%22Industrial%20organization) generalizes from that special case to study the strategic behavior of firms that do have significant control of price. It considers the structure of such markets and their interactions. Common market structures studied besides perfect competition include [monopolistic competition](http://en.wikipedia.org/wiki/Monopolistic_competition%22%20%5Co%20%22Monopolistic%20competition), various forms of [oligopoly](http://en.wikipedia.org/wiki/Oligopoly%22%20%5Co%20%22Oligopoly), and [monopoly](http://en.wikipedia.org/wiki/Monopoly%22%20%5Co%20%22Monopoly).

[Managerial economics](http://en.wikipedia.org/wiki/Managerial_economics%22%20%5Co%20%22Managerial%20economics) applies [microeconomic](http://en.wikipedia.org/wiki/Microeconomic%22%20%5Co%20%22Microeconomic) analysis to specific decisions in business firms or other management units. It draws heavily from quantitative methods such as [operations research](http://en.wikipedia.org/wiki/Operations_research%22%20%5Co%20%22Operations%20research) and programming and from statistical methods such as [regression analysis](http://en.wikipedia.org/wiki/Regression_analysis%22%20%5Co%20%22Regression%20analysis) in the absence of certainty and perfect knowledge. A unifying theme is the attempt to [optimize](http://en.wikipedia.org/wiki/Optimization_%28mathematics%29%22%20%5Co%20%22Optimization%20%28mathematics%29) business decisions, including unit-cost minimization and profit maximization, given the firm's objectives and constraints imposed by technology and market conditions.

***1 семестр: 4*** аудиторных часов

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| --- | --- | --- |
| № | Название темы | Количество аудиторных часов |
| 1 | What is Economics. | **1** |
| 2 | Economic Systems | **1** |
| 3 | My Future Profession | **1** |
| 4 | Economics as a Science | **1** |

1. *Подготовить устные высказывания по темам:*
2. What is Economics.
3. Economic Systems
4. My Future Profession
5. *Прочитать и перевести тексты* “Types of Ownership ” *и* “ Careers in Business Administration”*, составив словарь незнакомых слов. Ответить на вопросы после текстов.*
6. *Составить аннотацию текста* “Hoe Banks Evolved”.

**Topic 1: WHAT IS ECONOMICS?**

Unlike history, mathematics, English and chemistry, economics is a subject that most students encounter only briefly sometimes not at all, before they begin college. Though economics has some similarities to mathematics because logical reasoning and mathematical tools are used in it extensively. It also has some similarities to history because economics studies people as they interact in social groups.

Like chemistry, economics employs the scientific method, although some of economics has a descriptive rather than an analytical flavour. Finally, like English grammar, economics has a few simple rules and principles, but from these principles economics can derive many conclusions.

Economics is the study of how society chooses to allocate its scarce resources to the production of goods and services in order to satisfy unlimited wants. Society makes two kinds of choices: economy-wide, or macro, choices and individual, or micro, choices. The prefixes macro and micro come from the Greek words meaning “large” and “small”, respectively. Reflecting the macro and micro perspectives, economics consists of two main branches: macroeconomics and microeconomics.

*Macroeconomics*

The old saying “Looking at the forest rather than the trees” fits macroeconomics. Macroeconomics is the branch of economics that studies decision making for the economy as a whole. Macroeconomics examines economy-wide variables, such as inflation, unemployment, growth of the economy, money supply, and national incomes. Macroeconomic decision making considers such “big picture” policies as the effect of balancing the federal budget on unemployment and the effect of changing the money supply on prices.

*Microeconomics*

Examining individual trees, leaves, and pieces of bark, rather than surveying the forest, illustrates microeconomics. Microeconomics is the branch of economics that studies decision making by a single individual, household, firm, industry, or level of government. Microeconomics applies a microscope to specific parts of an economy, as one would examine cells in the body. The focus is on small economic units, such as economic decisions of particular groups of consumers and businesses.

We have described macroeconomics and microeconomics as two separate branches, but they are related. Because the overall economy is the sum or aggregation of its parts, micro changes affect the macro economy, and macro changes produce micro changes.

**Topic 2: ECONOMIC SYSTEMS**

Economic systems are classified into four broad categories. These are traditional, command, market, and mixed economies. Each of these systems works well to some degree at different points of time and for different cultures, but some are often better for answering one of the basic economic questions, while other systems may answer other questions more successfully.

Traditional economy is an economic system using social customs to answer the basic economic questions.

Nowadays traditional economies are found primarily in the rural, non-industrial areas of the world. In such areas, there is no national economy. Instead, there are many small segmented economies, each centred around a family or tribal unit. Each unit produces most of its own goods and consumes what it produces. The basis economic questions of "what", "how", and "for whom" are answered directly by the people involved, and the answers are usually based on tradition.

In command economies, the basic economic questions are answered by government officials. Government leaders decide what goods and services will be produced, how they will be produced, and how they will be distributed. Individuals have little control or influence over the way the basic economic questions are answered. They are told what to produce, how to produce it, and what they will receive.

Command economies are often called planned economies, because the government engages in elaborate, detailed planning in an effort to produce and distribute goods and services in a way that is consistent with the wishes of government leaders. Command economies usually are also characterized by government ownership of the economy's natural resources and capital goods.

A market economy is the opposite of a command economy. In a command economy, the government answers the basic economic questions. In a market economy, basic economic questions are answered by individual households and businesses through a system of freely operating markets. In market economies, natural resources and capital goods are usually privately owned. In such economies, buyers and sellers have a great deal of economic freedom, and they send signals to one another as they interact through the system. For example, by purchasing more of an item than usual, buyers send a signal to producers to increase production of that item. Similarly, by reducing their purchases of an item, buyers signal producers to reduce production of that item.

The American economy is predominantly a market economy. Other examples of predominantly market economies include the economies of Canada, Japan, and many of the countries of Western Europe.

In actual practice, there are no real economies in the world that rely solely on freely operating markets or on government decisions to answer basic economic questions. All major economies are mixed economies in the sense that some decisions are made through a system of freely operating, or free markets, by individual households and businesses, and some are made by the government. In mixed economies, a distinction is usually made between the private sector, in which decisions are made primarily by individual households and businesses, and the public sector, in which decisions are made by the government.

Mixed economy is an economic system that relies on a mixture of markets, government commands and tradition. This economic system is used in most countries. The United States is an example of this type of economy. Most decisions there are made by individuals and firms as they exchange goods, services, and resources in private markets. But some decisions are made through the political process of government.

Although several countries own most resources, especially land and large basic enterprises like steel plants, hospitals, and electric power plants, markets are allowed to play a role in certain economic activities, such as dining in restaurants, repairing shoes, selling garden produce, etc. Even China, at one time an extreme example of a command economy, has in recent years taken steps toward allowing some markets to operate.

In the 1990s there appeared a new term transition economy to describe the countries of Eastern Europe and the former Soviet Union. Transition economies face the task of moving from a centrally-planned system of resource allocation towards a more market-oriented approach.

**Topic 3: MY FUTURE PROFESSION**

I'm a student of Law Department of Brest State University. In the near future I'll graduate from the University and become a professional economist. I'm sure that the profession of an economist is one of the most important nowadays in view of the situation in our Republic.

What makes a good economist? Whatever he does, an economist should have a thorough training in economic theory, mathematics and statistics and our University offers such training. At the University we are taught various general and special subjects, such as Macroeconomics, Microeconomics, Management, Accounting, Marketing, Advertizing, Money and Banking, Economic Theory, Econometrics, Statistics, Computer Science, Philosophy, Business Ethics, Foreign Languages, etc.

An economist needs some knowledge of the world outside his own country because both business and government are deeply involved in the world economy. Some knowledge of political and economic history will help him to expect changes and always look for basic long-run forces under the surface of things.

The profession of an economist is quite diversified. The graduates of our Faculty work at educational institutions, various research centers and laboratories, in industry, business, banks, etc. You may continue your studies at the Post-graduate Courses or Doctorate if you have a desire and abilities to become a scientist or a professor. Scientists in the field of Economics create new theories and models, test their hypotheses and carry out economic researches.

Being employed in industry and business, our graduates work as managers, as an executive manager, a sales manager, a financial manager. Some of us work as accountants. An accountant is one of the most prestigious and widely required professions of an economist in any society. You shouldn't mix an accountant with a book-keeper. While a book-keeper is mostly involved in calculations, like balance sheets, income statements, invoices, an accountant is responsible for designing the financial policy of a company.

Some of us work at the banks, at the Stock Exchange as brokers, others work for the government or are employed by various agencies and by military services.

Knowing the economic laws of the development of the society, economists can solve many problems facing our Republic and I hope I'll manage to make my contribution to this process.

**Text for reading:**

**TYPES OF OWNERSHIP**

There are several types of business ownership like franchises, solo proprietorships, private limited companies, partnerships, public limited companies, cooperative business enterprises etc. The main difference between these types is the amount of ownership rights that one gets in the new establishment.

According to the concept of solo proprietorship the particular business is owned by a single individual and all the related business decisions are taken by the person. A business that is carried on by a sole trader is owned by one person, who also usually runs and manages the business. There may or may not be people working in the business; these are referred to as employees of the business and the owner is the employer. This is the simplest form of ownership and numerically the most common. The sole trader receives all profits and is legally required to bear and satisfy all losses personally. The sole trader has unlimited liability to repay amounts owing, or debts, of the business. The total amount of money and other assets brought into the business by the sole trader is the capital that the business owes to the owner and is called the owner’s equity. The sole trader is free to run the business as he or she thinks best and is not answerable to a boss. Although such a business is inexpensive and easy to set up and run, additional finance may be difficult to obtain. The business name, if different from the owners own name, must be registered.

Franchise is one of the newest forms of business ownership. It is quite widespread nowadays, especially in the United States of America. In case of a franchise, the owner gets the right to market and sell the products of another business entity that has already established itself in the market.

Partnership is a type of business ownership where two or more people share the ownership of the company and the profits or losses are equally divided among these owners. All of them are motivated by the common goal. A business that is carried on by a partnership can generally be owned by between two and 20 people. The partners usually run and manage the business. However, there may be a silent partner who does not take any part in the running of the business even though he/she has contributed capital to the partnership. The amount of the capital that each partner brings to the partnership and the proportion in which the profits and losses are to be split amongst the partners is agreed between them and usually written in the Partnership Agreement. If a matter is not covered by the Partnership Agreement, then the position as set out in the partnership Act of the state applies. The partners share in the profits of the partnership. However, they also must share in the losses and can each be held personally liable for the debts of the partnership. The partners are able to use their individual skill and specialize in areas for the overall benefit of the partnership and therefore should be able to earn more collectively than would be possible if be operated individually as sole traders. It is easy and inexpensive to set up a partnership. The business name should be registered and a separate bank account must be used for the partnership.

The most common type of corporation or company is one that is limited by shares. The shareholders hold shares in the company and therefore own it. Shareholders have limited liability; that is, their obligation is limited to the amount, if any, unpaid on their shares. Beyond this, the shareholder is not required to contribute to satisfying the debts of the company. The company has a separate legal identity and it can sue and be sued; the shareholders cannot be sued. The name of a company limited by shares must end with "Limited" or its abbreviation "Ltd". Private limited companies are mainly small or medium sized business enterprises. They are normally owned by a particular family or by a small group of businessmen and the ownership rights are divided among these owners. All the business decisions are subjected to the approval of all these owners or at least the majority of these owners. Public limited companies are a type of business ownership that has very little amount of liability. These companies have a lot of shareholders. In the United Kingdom the term public limited company means any company that has share capital of more than fifty thousand pounds. Cooperative business ownerships work by following a cooperative business model. These companies have limited liabilities. The common goal of the members, as in the case with partnerships, is making profits. All the members have the right to play a significant role while taking business decisions.

1. What is the main difference between various forms of ownership?
2. What is the main idea of solo proprietorship? Why is it considered as the most common?
3. How can partnership be organized? What is the document to rely on by the partners?
4. A common bank account should be used for the partnership, shouldn’t it?
5. In what way do shareholders have limited liability?
6. How are business decisions made by members of a company?

**Text for reading:**

**CAREERS IN BUSINESS ADMINISTRATION**

Business administration is one of the broadest, most popular fields in business but it is also one of the most difficult to define. Concerned with the management and operations of business, business administration practices apply to almost every organization – from major corporations to small businesses, from environmental nonprofits to property development companies. The field's focus on management, however, extends beyond managing people and their work: careers in business administration deal with both the day-to-day operation of an organization as well as with industry-changing economic trends, business technologies, ethical leadership and effective management. Put simply, business administration is a complex approach to creating a successful, efficient and well-run company.

Business administration schools and those choosing a career in business administration now deftly handle topics like international business, information technology, leadership dynamics, supply chain management and operations management. As business administration theories become more refined and as technology and globalization have caused the business world to shrink with increasing rapidity, more and more emphasis has been put on keeping pace with the constant innovations and expansion. Unlike many business fields that channel directly into a predetermined set of careers – accounting, for example – business administration provides the general skills that can transfer into a wide array of careers in business choices.

Focused on the management and operational skills that are crucial to running a business, a business administration background can apply to almost any industry within the business world. Business administration graduates go on to manage stores, offices and warehouses; to become CEOs of major corporations; to create advertising campaigns; to develop new products, and to start whole new businesses of their own.

Most business administration degree programs offer the opportunity to specialize in a business field that falls under the large-scale umbrella of business administration. This provides students with both broad business administration skills as well as the specific knowledge that will guide them as they make career choices. Common business administration career specialties include accounting, finance, sales, marketing and information technology.

Many people with business administration backgrounds, therefore, are able to bring to the workplace a unique mixture of industry-specific abilities and the management, leadership and overall business knowledge that will allow them to grow above and beyond entry-level, field-specific positions. It is this combination of skills that has created the high correlation between those with a business administration background and high-status, high-earning positions such as CEO, CFO or Senior Manager in essentially every business field.

Assuming the field of business administration will continue to adapt to new business trends as it has done so well in recent years, it is essentially guaranteed that business administration careers will continue to be relevant; as long as businesses continue to operate, people with business administration backgrounds will be needed to run those businesses.

Success in a career in business administration depends mostly on one's ability to balance effective management skills with a focus on the bottom line. This translates to somewhat of a dual skill set. The first of the two skill types can be summarized as effective leadership tactics: good communication, ethical business practices, people and group management skills, ability to motivate a team, time management, problem solving, etc. The second aspect is often slightly more industry-specific (if you use your business administration degree to go into finance, for example, it is crucial that you understand financial technology), but broadly includes analytical and critical thinking, ability to process data, basic understanding of economics and sense of industry trends.

1. What are the organizations business administration practices apply to?
2. What do the careers in business administration deal with?
3. What topics does business administration have to handle?
4. Where can business administration graduates use their management and operational skills?
5. What do common business administration career specialties include?
6. What does the success in a career in business administration depend on?

**Text for annotation:**

**HOW BANKS EVOLVED**

Most goldsmiths were willing to store valuables for a small fee issued receipts for the gold deposited with them. Buyers found it convenient to exchange these receipts instead of physically getting the gold, and sellers were happy to take the receipts because they knew they could redeem them for gold whenever they wished. This was the beginning оf checking accounts – the receipts issued by the goldsmiths were primitive demand deposits.

The first bankers probably used also their own capital to fund their activities, but it wasn't long before the idea of attracting deposits and securing temporary loans from wealthy customers became an important source of bank funding. Loans were then made to merchants, shippers, and landowners at rates of interest as low as 6 percent per annum to as high as 48 percent a month for the riskiest ventures! Most of the early banks of any size were Greek in origin. The Romans generally tolerated banking practices, but were hesitant to set up own banks.

The banking industry gradually spread outward from the classical civilizations of Greece and Rome into northern and western Europe. Banking encountered religious opposition during the Middle Ages, primarily because loans made to the poor often carried very high interest rates.

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4. Кинг, Ф.У., Кри, Д.Э. Коммерческая корреспонденция на английском языке / Ф.У. Кинг, Д.Э. Кри. – Москва: Астрель, АСТ, 2003. – 301 с.

**ГРАММАТИЧЕСКИЙ МАТЕРИАЛ**

**ДЛЯ САМОСТОЯТЕЛЬНОГО ИЗУЧЕНИЯ**

*Рекомендуемые учебники для изучения грамматического материала:*

1. Murphy, Raymond. English Grammar in Use / Raymond Murphy. – Cambridge University Press, 2003. – 350 с.
2. Практическая грамматика английского языка для среднего и продвинутого уровней. Под ред. Л.М. Лещёвой. В 2-х ч. – Минск: Акад. упр. при Президенте Респ. Беларусь, 2004.
3. Христорождественская, В.Н. Intermediate English (в 3-х ч.) / В.Н. Христорождественская – Минск : ООО «Плопресс», 1998.

Существительное: множественное число существительных, притяжательный падеж.

Определенный, неопределенный, нулевой артикль.

Личные, притяжательные, указательные, относительные, вопросительные, неопределенные местоимения.

Прилагательные, степени сравнения прилагательных.

Наречие, степени сравнения наречий.

Формальные признаки сказуемого: позиция в предложении (повествовательном, вопросительном).

Временная система изъявительного наклонения.

Согласование времен изъявительного наклонения.

Условное наклонение.

Неличные формы глагола: причастия настоящего и прошедшего времени, отглагольное прилагательное, деепричастие, герундий.

Строевые слова – средства связи между элементами предложения.

Побуждение к действию / просьба – глагол в повелительной форме.

Средства выражения долженствования / необходимости / желательности.

Структура сложноподчиненного предложения.

Причинно-следственные отношения – придаточные предложения (причины, следствия).

**GRAMMAR TEST**

**Active Voice Tense forms in comparison**

**1. Open the brackets putting the verbs into the appropriate form.**

**(A)**

I am a doctor and I have to drive a lot. I (1) (to drive) for twenty years. For all that time the police never (2) (to stop) me. But last Tuesday police officers (3) (to catch) me for speeding. It was afternoon. I (4) (to drive) fast because I (5) (to be) late. I (6) (to go) to the airport to meet a friend. I was late because a patient (7) (to telephone) before I (8) (to leave) the house. The police (9) (to wait) at the side road outside town. When they (10) (to see) me go past, they (11) (to follow) me and (12) (to stop) me. They (13) (to tell) me 1 was booked for speeding. I (14) (to try) to explain to them that my friend's plane (15) (to land) a few minutes before and he (16) (to wait) for me, but they (17) (not to want) to listen to my excuse. They (18) (to say) 1(19) (to have) to pay $50 the next day. I paid, of course. But since then I never (20) (to violate) traffic rules.

**(B)**

David William (21) (to have) such a terrible time this year that he ought to be in the Guiness Book of Records.

The trouble (22) (to start) one morning last January when David (23) (to find) that his car (24) (to disappear) from outside his house. He (25) (not to see) it ever since.

In March he (26) (to buy) a new car, but he (27) (not to have) it for more than a week when someone (28) (to crash) into the back of it. These disasters (29) (to continue) for more than a year right up to the present time. Two days ago David (30) (to sit) on a seat that someone (31) (to finish) painting only some minutes before. He (32) (to wear) a new suit he (33) (to buy) only the previous week.

The worst thing happened in August. David (34) (to spend) 3 days of his holiday at airports because of strikes. When he (35) (to arrive) home finally, he (36) (to discover) that someone (37) (to break) into his house. The burglars (38) (to steal) his video-recorder and TV-set. David doesn't know what he (39) (to do) to deserve all this bad luck. But he (40) (to hope) his luck will change soon.

**(C)**

1) Two days ago I (41) (to put) an ad in the local newspaper so that I could find a buyer for my old car. Yesterday I (42) (to sell) it. A man who (43) (to look) for an old car (44) (to buy) it. Today a friend of mine told me that he (45) (to want) to buy my old car, but he was too late. By the time he (46) (to talk) to me, I already (47) (to sell) my car.

2) After the teacher (48) (to return) the test papers to the students in class tomorrow, the students (49) (to receive) their next assignment.

3) Ever since they (50) (to build) the Taj Mahal three centuries ago, it has always been described as the most beautiful building in the world. A Turkish architect (51) (to design) it and it (52) (to take) 20.000 workers 20 years to complete it. Though it is so ancient, I'm sure, people always (53) (to like) it.

**(D)**

"Dear Sirs,

I (54) (to want) to complain to you about some fashion boots I (55) (to buy) from your Westborough branch last Wednesday. When I (56) (to put) them on for the first time at the weekend, it (57) (to rain) and after a few minutes the boots (58) (to let) the water in. The next day I took the boots to your shop and asked the assistant who (59) (to sell) them to me to replace the boots. But she said she (60) (not to replace) the boots because I (61) (to wear) already them. But how could I have seen the defect without wearing them? I can't believe that boots are made to wear in dry weather only! And I (62) (not to want) the boots which (63) (not to be) waterproof. I'll be grateful if you (64) (to send) me a replacement pair that will not let water in.

Look forward to your response.

Sincerely yours

Mary Crawford."

**(E)**

It (65) (to rain) when I (66) (to wake) up last Saturday. It always (67) (to rain) when I am not working. We (68) (to plan) to go to the seaside but in the end we (69) (to decide) to go to the theatre instead. We (70) (to miss) the bus and (71) (to arrive) late. We (72) (to arrange) to meet Joe outside the theatre and he (73) (to wait) for twenty minutes when we (74) (to get) there. The play already (75) (to start) when we (76) (to go) in.

It's Monday again today, and I (77) (to work) as usual. I (78) (to sit) here in the office for the last two hours, but I (79) (not to do) much work yet -1 (80) (to feel) I am fed up with work. I already (81) (to have) my holiday this year. I (82) (to go) to Scotland in July and, of course, it (83) (to rain) every day. Tomorrow I (84) (to book) a holiday for next April in Spain.

**(F)**

Will Kelogg, famous for Kelogg's cornflakes, was taken out of school at thirteen because he (85) (to be) a slow learner. Since he (86) (to fail) as a salesman, his brother, a doctor, (87) (to give) him a job in his hospital. He (88) (to shine) shoes for ten years when a fortunat» baking accident in the hospital kitchen (89) (to give) him an idea for Kelogg's cornflakes. This breakfast cereal already (90) (to become) one of the most successful business ideas. Every morning thousands of people (91) (to have) cornflakes for breakfast.

**(G)**

Mrs Winfred Weave (92) (to get involved) in politics ever since she (93) (to be) a student. She (94) (to go) to Hull University, where she (95) (to study) agriculture. She (96) (to have) a distinguished career in politics and (97) (to represent) her constituency for 30 years.

For the past few months she (98) (to write) her memoirs, although she insists her political career (99) (not to finish) yet. Who knows, maybe in some years she (100) (to become) a prominent politician.

from *Практическая грамматика английского языка для среднего и*

 *продвинутого уровней. Под ред. Л.М. Лещёвой. Часть ІІ. – Минск:*

*Акад. упр. при Президенте Респ. Беларусь, 2004. - c. 278-280.*

**GRAMMAR TEST**

**Passive Voice Tense forms in comparison**

**1. Choose the correct variant:**

1) Nylon … since 1938 and today it … in many things.

A) has been produced; is being found

B) has produced; is found

C) has been produced; is found

D) has been produced; has been found

2) Wait for a while .He … now.

A) is being interviewed C) has been interviewed

B) is interviewed D) will be interviewed

3) She … about the results of the research as soon as it ….. .

A) will have been informed; is finished

B) will be informed; will be finished

C) will be informed; is finished

D) will have been informed; will have been finished

4) The Houses of Parliament … between 1849 and 1857.

A) were being built C) were built

B) was built D) had been built

5) Acid rain … by burning coal or oil

A) is caused C) has been caused

B) is being caused D) has caused

6) Boss says I ….. a pay-rise.

A) was giving C) will given

B) will be given D) was be given

7) Two million books ….. to America every year.

A) are being sent C) were being sent

B) will send D) are sent

8) The students of our Institute ….. every opportunity to master the language.

A) give C) had been given

B) was being given D) are given

9) The room ….. for a month.

A) hasn't lived in C) has not been lived in

B) is not lived in D) is not being lived in

10) By the time she comes, the problem ….. .

A) will have discussed C) will have been discussed

B) will being discussed D) will be discussed

11) By the time Mr. Brown returned, the old fireplace ….. .

A) had been taken out C) was taken out

B) had taken out D) has been taken out

12) The cats ….. hen Mary entered the room.

A) were fed C) had fed

B) fed D) were being fed

13) The new night club ….. by the council last week.

A) was closed C) closed

B) had been closed D) had closed

14) I'm going home now because all the work ….. .

A) is doing C) does

B) has been done D) has done

15) Jim's house is very modern. It …... only 2 years ago.

A) had been built C) was being built

B) built D) was built

16) This piece of music ….. yet. I have just composed it.

A) hasn't been recorded C) hasn't recorded

B) wasn't recorded D) wasn't being recorded

17) This tree is very old. It ….. in the 19-th century.

A) had been planted C) was planted

B) planted D) was being planted

18) The house ….. at this time yesterday.

A) was painting C) was being painted

B) had been painted D) was painted

19) A valuable painting ….. from the Art Gallery last night.

A) was stolen C) stole

B) had been stolen D) had stole

20) By the time I arrived, all the tickets ….. .

A) had been sold C) were sold

B) had sold D) sold

21) The garages ….. every day

A) are being cleaned C) are cleaned

B) clean D) will clean

22) Two hundred people ….. to the wedding last week.

A) were invited C) were being invited

B) invited D) have been invited

23) A new spaceship ….. by our scientists now.

A) is being examined C) has examined

B) is examined D) has been examined

24) After the work ….. , they went home.

A) was finished C) was being finished

B) had finished D) had been finished

25) This letter recently ….. by the secretary.

A) has brought C) is brought

B) has been brought D) was brought

26) The meal … now.

A) is preparing C) will prepare

B) has been prepared D) is being prepared

27) By the time I returned from work, my new washing machine ….. .

A) had been delivered C) has been delivered

B) was delivered D) was being delivered

28) We ….. all the time we were there

A) were watched C) watched

B) had been watching D) were being watched

29) A plan to build a helicopter near Westminster ... last year.

A) was considered C) had been considered

B) considered D) has been considered

30) The burglar ….. yesterday.

A) arrested C) was arrested

B) had been arrested D) was being arrested

31) They didn't leave the restaurant until the bill ….. .

A) was paid C) had been paid

B) had paid D) was being paid

32) When I entered the room, the politician ….. .

A) was being interviewed C) had been interviewed

B) interviewed D) has interviewed

33) The prisoners ….. to prison now.

A) are taken C) take

B) are being taken D) will be taken

34) When I returned, I noticed that the dog ….. yet.

A) wasn't fed C) hadn't fed

B) hadn't been fed D) fed

35) The window ... now.

A) is being replaced C) will have replaced

B) will replace D) will being replaced

36) Millions of pounds' worth of damage ….. by a storm which swept across the north of England last night. (refer to the Present)

A) has been caused C) caused

B) had been caused D) were caused

37) Too many offices ….. in London over the last 10 years.

A)were built C) have been built

B) are building D) had been built

38) When she discovered that all the biscuits ….. she got angry.

A) were eaten C) had eaten

B) had been eaten D) ate

39) I hope that the missing money ….. soon.

A) will be found C) is found

B) has been found D) will find

40) The antique car ….. by an expert, at the moment

A) is restored C) is being restored

B) is restoring D) has been restored

**2. Open the brackets. Use the proper tense and voice form.**

41) The new proposal (to discuss) at our next meeting.

42) The man (to send) to prison for 6 months after he (to find) guilty of fraud.

43) Much of London (to destroy) by the fire in the 17-th century.

44) The Government is apparently winning the fight against inflation. A steady fall (to record) over the last 6 months.

45) The builders will start work as soon as the plans (to approve).

46) The motorist (to disqualify) some five years ago.

47) They say this book (to publish) next year.

48) The naughty boy (to teach) a good lesson by his friends.

49) The meat must be nearly ready. It (to cook) for nearly an hour.

50) I read in the paper a few weeks ago that Richard (to make) Vice-president of the company.

51) Their behaviour was so outrageous that we (to force) to leave the house.

52) The letter (to hand) to Lord Henry on the day of his departure.

53) Mind, you (to punish) if you disobey my orders.

54) The preparations for the party just (to finish) and the guests are arriving.

55) When I came into the kitchen I smelt something delicious. My favourite cookies (to bake) in the oven.

56) You can't use the fax now. It (to fix) at the moment.

57) Many towns (to destroy) by the earthquake in Japan last year.

58) You ever (to teach) how to play chess?

59) The exposition (to open) when we drove up to the picture gallery.

60) I can't believe my eyes! My book (to publish) already!

61) The helicopter (to construct) in Russia many years ago.

62) You'll have your copy soon, the contract (to type) now.

63) The sportsmen (to give) instructions before the match.

64) I'm happy as 1 just (to allow) to stay here for an extra day.

65) I wonder, when my project paper (to publish) (refer to the Future).

66) We felt happy that the car (to repair) the next day.

67) When they joined us, we already (to show) a lot of places of interest.

68) The house (to repaint) since they moved out.

69) She greatly (to impress) by the size and beauty of our capital every she visits Minsk.

70) He escaped when he (to move) from one prison to another.

71) They invited Jack, but Tom (not to invite).

72) The escaped convict (to arrest) in a few days.

73) After a million pounds (to spend) on the project, they decided that it impracticable and gave it up.

74) He said he (to involve) in an accident that month.

75) The bomb (to carry) to a safe place when it exploded.

76) The water level (to check) every week.

77) A whistle (to blow) if there is an emergency.

78) Your shoes (to mend) at the moment.

79) The children already (to tell) about the party.

80) The outside of the ship (to paint) when the accident happened.

**GRAMMAR TEST: MODAL VERBS**

**l. Supply the modal verbs *can*, *could*, *to be able to*,or *managed to*.**

1) A good 1500-metre runner ... run the race in under four minutes.

2) Bill is so unfit he ... run at all!

3) Our baby is only nine months and he ... stand up.

4) When I was younger, I ... speak Italian much better than I... now.

5) ... she speak German well? - No, she ... speak German at all.

6) He ... draw or paint at all when he was a boy, bat now he is a famous artist.

7) After weeks of training, I ... swim a length of the baths underwater.

8) It took a long time, but in the end Tony ... save enough to buy his car.

9) Did you buy any fresh fish in the market?- No, I ... get any.

10) For days the rescuers looked for the lost climbers in the snow. On the forth day they saw them and ... reach them without too much trouble.

**2. Rewrite these sentences using the modal verb *can/could*.**

11) Do you see that man over there?

12) I smell something burning.

13) I understood what he said.

14) Did you understand what he said?

15) I don't hear anything!

**3. Rewrite these sentences so that each sentence contains the modal verb *can* and the meaning remains the same.**

16) I knew how to skate before I was five.

17) I hope one day we will meet again in more favourable circumstances.

18) It is still very cold here in March.

19) Some supermarket beef tends to be rather tough.

20) In the end we managed to communicate with sign language.

21) If you don't feel you'll make a contribution, just say so.

**4. Fill in the gaps using the modal verbs *can* or *to be able to*.**

22) They asked if they ... go.

23) I ... solve her problems for her.

24) I'd like to ... write as well as that.

25) ... you speak Spanish?

26) I might... help you.

**5. Insert the modal verbs *may* or *can* into each gap.**

27) The engines don't seem to be working properly. There ... be some ice in them.

28) Planes flying in cold countries in winter ... have problems because of ice on the wings.

29) Both engines have failed. I'll try to find a place to land. We haven't much chance of surviving, but we ... be lucky.

30) The engines were not working properly. The pilot said he thought there ... be some ice on the wings.

31) He said there wasn't much chance of surviving, but we ... be lucky.

32) He told me that planes flying in cold countries in winter ... have problems because of ice on the wings.

**GRAMMAR TEST: CONDITIONALS**

**1. Choose the correct answer.**

1) If she ... not so slowly she would enjoy the party.

A) were B) is C) will be

2) If you ... my library book I will have to buy a new one.

A) will lose B) lost C) loose

3) If she ... you were in hospital she would have visited you.

A) had known B) knew C) would have known

4) I wish I ... rich.

A) would be B) were C) had been

5) I wish I ... his opinion before.

A) would know B) had known C) knew

6) I wish I ... to the Tower when I was in London.

A) had gone B) went C) would go

7) I wish I ... much yesterday.

A) didn't eat B) hadn't eaten C) were not eating

8) If she ... not so slowly she would enjoy the party.

A) were B) is C) will be

**2. Match the two parts of the sentences.**

9) He wouldn't have become so strong;... a) ... I wouldn't be worried now.

10)They would have come... b) ... I would have gone to the library.

11) If they had been ready the day before... c) ... we wouldn't have come so early.

12) If I hadn't needed the book... d) ... unless he had done sports.

13) If they had had a city map... e) ... they wouldn't have been lost.

14) If you had warned us... f) ... if Jane had invited them.

15) He wouldn't know much... g) ... unless you had agreed with us.

16) We wouldn't have wasted so much time... h) ... unless he had read much.

17) If you had sent me a telegram... i) ... they would have taken their exam.

18) We had never done this ... j) if you have bought everything beforehand

**3. Correct the errors, if necessary.**

19) If I knew her well I will visit her.

20) If I were you I would have visited Jane yesterday.

21) If I have a computer I would learn Computer Studies.

22) If the weather would be nice tomorrow we'll go on excursion.

23) You did not miss the plane if you had taken a taxi.

24) I wish you have a car.

25) I wish things were different in the past.

26) I wish the weather were warmer.

27) I wish I did not decide to work in New York.

28) I wish I did not go to bed early yesterday.

**4. Complete the following radio programme by putting the verbs in brackets into the correct form.**

**Interviewer:** Welcome once again to our weekly programme in which we ask the questions "If you (29) \_\_\_ (be) alone on a tropical island for a month, what two items (30) \_\_\_ you \_\_\_ (choose) to take with you and why?" My two guests are racing driver Charles Brown and journalist Helen Howk, Charles?

**Charles:** Well, I think (31) \_\_\_ (get) very bored on this island if I (32) \_\_\_ (not have) anything to do. So, I (33) \_\_\_ (take) a knife and a ball of string. Then I (34) \_\_\_ (be able) to make useful things to catch food, and, maybe, build some kind of house to live in.

**Interviewer:** (35) \_\_\_ you \_\_\_ (try) to escape from the island?

**Charles:** If I (36) \_\_\_ (manage) to make a boat, I think I (37) \_\_\_ (try).

**Interviewer:** Helen, what about you?

**Helen:** Well, I definitely (38) \_\_\_ (not try) to escape. I'm totally impractical. So, if I (39) \_\_\_ (try) to make anything, I'm sure it (40) \_\_\_ (fall) to pieces very quickly. No, if I (41) \_\_\_ (have) to spend a month on the island, I (42) \_\_\_ (want) to have a good book and a pair of sunglasses.

**Charles:** But how (43) \_\_\_ you \_\_\_ (catch) things to eat if you (44) \_\_\_ (not have) any tools?

**Helen:** Oh, I expect there (45) \_\_\_ (be) plenty of fruit on the island. And I'm sure it (46) \_\_\_ (not hurt) me if I (47) \_\_\_ (not eat) meat or fish for a month.

**Interviewer:** (48) \_\_\_ either of you \_\_\_ (be) lonely?

**Charles:** Definitely. I (49) \_\_\_ (find) it very difficult if I (50) \_\_\_ (not speak) to anyone for a month.

**Helen:** I think (51) \_\_\_ (enjoy) the peace and quiet at first, but after a couple of weeks, yes, I (52) \_\_\_ (begin) to feel lonely.

**Interviewer:** Charles and Helen, thank you very much.

**5. Make up sentences.**

53) She / it / so / have / had / fallen / slippery / been / wouldn't / if/ not

54) had /1 / you / chosen / would /1 / have / If/ been / green / been / the / one

55) lot / if / would / trained / the / they / have / had / Our / won / a / team /

game

56) would / to / ill / place / have / your / if/ been / had / He / come / not / he

57) lay / would / gone /country / had / if / not / a / have / it / I / the / been / nasty / to

58) it / were / wish / now / summer /1

59) I / had /1 / been / wish / so / not / modest

60) redundant / been / made / If /1 / only / hadn't

**GRAMMAR TEST: VERBALS**

**1. Put in the correct form of the Infinitive choosing from А, В or С**

1) There was nothing now … for.

A) to wait B) to be waiting C) to be waited

2) She put on her wedding dress and turned round … .

A) to be admired B) to be abmiring C) to admire

3) He appeared to have plenty of money, which was said … for a couple of years at that company.

A) to be saved B) to save C) to have been saved

4) Stan seemed … silence intently, waiting for Susan to dismiss the subject.

A) to keep B) to be keeping C) to have been keeping

5) For the last few days she happened … to nobody but strange men.

A) to talk B) to be talking C) to have been talking

6) He is said … away a small fortune. So, he is safe.

A) to put B) to have put C) to be put

7) She couldn't help but … thankful for what her uncle had done for her sake.

A) to feel B)feel C) be feeling

8) You'd better … me back to my parents at once, or they' 11 be really angry with you.

A) take B) to take C) be taken

9) I'd rather … than ask him for another penny.

A) die B) to die C) to be dying

10) Jackie felt her blood in her veins when she saw what was left of the house.

A) to freeze B) freeze C) have frozen

**2. Complete the sentences choosing the verbs from А, В or С**

11) We … to leave the building as soon as possible.

A) hoped B) succeeded C) dreamed

12) Fred … in solving the problem.

A) failed B) succeeded C) looked forward

13) I … to going away next week.

A) hope B) am thinking C) am looking forward

14) Mary … to buy me a drink.

A) promised B) insisted C) objected

15) The police … the criminal lie on the ground.

A) forced B) allowed C) made

**3. Complete choosing the right preposition from A, B or С**

16) The President began his speech … explaining his point of view on the situation in the area.

A) in B) by C) with

17) Rachel seemed upset … hearing the news.

A) after B) before C) by

18) Melany left the company after her unsuccessful interview … being confused.

A) by B) without C) with

19) In many countries of the Middle East husbands prevent their wives … taking a job outside their homes.

A) against B) of C) from

20) Furious with his employees … turning up late each morning, the director decided to have a serious talk with them.

A) at B) for C) on

21) Nothing is gained … delaying.

A) without B) in C) by

22) The Foreign Minister was accused … interfering in the political affairs of another state.

A) of B) for C) with

23) Mary wouldn't dream … going to Spain.

A) of B) about C) on

24) We were warned … signing any contract with the company without a lawyer.

A) about B) against C) from

25) … discussing the future contract a lot of factors are to be taken into consideration.

A) in B) by C) at

**4. Complete with the correct form of the Verbals choosing them from A, В or С**

26) When Paul went out he remembered … the letter. He put it into the mail box.

A) posting B) having posted C) to post

27) Jane regrets … the firm after twenty years.

A) to leave B) leaving C) having been left

28) After approving the agenda we went on ... finance.

A) to discuss B) discussing C) discuss

29) Angela enjoys … tricks at people.

A) to play B) to have played C) playing

30) Julia has been ill but now she is beginning … better.

A) to get B) getting C) be getting

31) You are looking great. You seem … weight.

A) to lose B) losing C) to have lost

**5. Complete the sentences using the correct form of Participles from the verbs in brackets.**

32) … seven hundred miles, he was now near the border of the United States. (travel)

33) There was a silly smile … about the corners of his mouth. (play)

34) He had a beautiful house, and … a man of taste he had furnished it admirably. (be)

35) … him by his figure and his movements, he was still young. (judge)

36) … by the beauty of the twilight, he strolled away from the hotel. (stir)

37) For a moment the trio stood as if … to stone. (turn)

38) Cecilia had heard very little … in her own thoughts. (absorb)

39) … he went out. (dine)

40) If … to myself, I shouldn't lose my chance. (leave)

41) Thus absorbed, he would sit for hours … no interruption. (want)

42) She considered herself … to Mr Bennet. (engage)

43) It … now too dangerous to stay in the car any longer, Mark was waiting for a chance to escape. (be)

44) He sat with his feet … on the chair. (put)

45) If … , she slammed the door. (annoy)

46) When … , she never objected. (tell)

47) Douglas … to prove that he was right, reminded him of the promise. (determine)

48) She looked at Mike as if … of his manners. (disapprove)

49) While … the message she thought what she should tell the manager. (read)

50) Let them have the details … .(settle)