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ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ

ВЫСШЕГО ОБРАЗОВАНИЯ

Воронежская государственная академия

спорта

Колледж физической культуры

И.В. Красильникова

**business correspondence**

Учебно-методическое пособие

для студентов 4 курса СПО ВГАС

(8 семестр)

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Введение

Настоящее учебно-методическое пособие предназначено для студентов 4 курса (8 семестр) колледжа физической культуры, изучающих английский язык. Пособие рассчитано на 26 часов, как для работы в аудитории под руководством преподавателя, так и самостоятельно.

Настоящее учебно-методическое пособие предназначено для оказания помощи студентам при подготовке к практическим занятиям поделовой переписке и аннотированию и реферированию на английском языке.

В учебно-методическом пособии представлен текстовой материал, необходимый для профессионального общения в ходе деловой переписки, а также упражнения, направленные на отработку грамматических явлений и речевых образцов.

В пособии рассматриваются образцы деловых писем, наиболее часто встречающихся в работе различных организаций.

Для овладения студентами рецептивными и репродуктивными видами речевой деятельности предлагается формировать фонетические, лексические и грамматические навыки, которые являются необходимым фактором и условием приобретения речевых умений. Их формирование осуществляется на основе профессионально-ориентированных упражнений и заданий пособия.

Учебно-методическое пособие состоит из 2 тем, включающих в себя 13 занятий, и содержащих теоретический материал, большое количество языковых и речевых упражнений

**Section 6**

**Business correspondence**

**Unit 6.1**

**Types of business letters**

**Lesson 1**

**Business correspondence.**

**Задание 1.** Прочтите и переведите текст.

Letter-writing is an *essential* part of business. In spite of telephone, telex and telegraphic communication the writing of letters continues. In fact most telephoned and telegraphed communications have to be *confirmed* in writing.

The letter is often *evidence* of an arrangement or a contract, and must therefore be written with care; even the shortest and most usual of letters may have this importance. The need for thought in writing is clear when you realise that in speaking - either face-to-face or by telephone - the reaction to the *spoken word* can be seen or heard immediately, but reaction to a letter is not known until the answer is received.

When you have written a letter, read it through *carefully*; see that you have put in everything you *intended*, and have expressed it well; read it again, trying to put yourself in the place of the receiver, to find out what impression your letter will make.

It is *obvious* that what has been said in the *previous* paragraph becomes even more important when you write a letter in a foreign language. Unless you know that *particular language* very well you are certain to translate some phrases from your own language literally; these phrases may then *convey* quite a different meaning from that intended.

It is in any case impossible to translate all business phrases *literally* as each language has its own characteristic idiom.

A question *frequently* asked is: “How long should a good letter be?” The answer is: ‘As long as is necessary to say what has to be said.’ The manner of interpreting this varies, of course, with the writer, and also varies greatly with the nationality of the writer.

Because the aim of the letter is to secure the interest of the reader, and his co-operation, the letter should begin with sentences that will introduce the matter without undue delay, and polite forms to help the introduction must not be too long.

The letter should continue with the subject itself and all the necessary information or arguments connected with it, but the wording must canny (вести) the reader along smoothly; jerky, over-short or disjointed sentences spoil the impression. The letter should have a suitable ending - one that is not long but makes the reader feel that his point of view is being considered. This is especially necessary when sellers are writing to buyers.

Waste of time in subsequent letters should be avoided by giving all the information likely to be required, unless the writer purposely refrains from going into too much detail until he knows the reaction of his correspondent. A good vocabulary is necessary, both in your own and foreign languages; repetition should be avoided as much as possible, except where the exact meaning does not allow any change of word.

Everyone has a characteristic way of writing, but it must be remembered that the subject of the routine business letter lacks variety and certain accepted phrases are in general use. This is of great help to the foreigner, who can rely on them to compose a letter that will be understood.

**Задание 2.** Ответьте на следующие вопросы.

1) How must the letter be written?

2) What can be seen in speaking - either face-to-face or by telephone?

3) Why should a letter be read through carefully after writing?

4) Is it possible to translate all business phrases literally?

5) How long should a good letter be?

6) What is the aim of the letter?

7) What should the letter begin with? Why?

8) What spoils the impression from the letter?

9) Why should a letter have a suitable ending?

9) What phrases are in general use in a business letter?

**Задание 3.** Выпишите из текста слова, выделенные курсивом, переведите их на русский язык и составьте с ними свои предложения на английском языке.

**Задание 4.** Письменно переведите 4 последних абзаца текста.

**Задание 5.** Используя клише для аннотирования и реферирования, кратко перескажите текст.

**Задание 6.** Составьте план текста и перескажите его по Вашему плану.

**Lesson 2**

**Types of business letters**

**Задание 1.** Ознакомьтесь с основными видами деловых писем:

* ***Inquiry Letter***: The letter of inquiry is written to inquire about a product or service.
* ***Answering Letter***: The answering letter contains the answer to the letter of inquiry.
* ***Offer letter***: A letter of offer is a letter that is sent from one party to another to make a proposition.
* ***Order letter***: This letter as the name suggests is used for ordering products. This letter can be used as a legal document to show the transaction between the customer and vendor (продавец).
* ***Request letter***: The letter of request can be written for different purposes like request for specific information, job interview, promotion and recommendation.
* ***Credit Letter***: The letter of credit is a way of endorsing a certain business to be considered a credit loan.
* ***Reclamation letter***: The letter of reclamation is written when the client demands return and reclamation of delivered goods.
* ***Apology Letter***: The apology letter asks the client for reconsideration, and apologizes for failing to deliver.
* ***Business memorandum*** or ***Memo***: Business memorandum notices that are distributed to the staff.
* ***Invitation Letter***: The letter of invitation invites a client to join a certain gathering.
* ***Congratulation Letter***: The congratulation letter is a letter that praises the recipient for a job well - done and others.

**Задание 2**. Выпишите из задания 1 незнакомые слова и переведите их на русский язык.

**Задание 3.** Письменно переведитеабзацы ***Order letter, Request letter, Business memorandum.***

**Задание 4**. Найдите русские эквиваленты английским словам:

|  |  |
| --- | --- |
| Offer letterInvitation LetterCongratulation LetterInquiry LetterRequest letterAnswering LetterApology LetterBusiness memorandum (Memo)ReclamationletterCredit LetterOrder letter | письмо-просьбаписьмо-ответписьмо-предложениеписьмо-заказписьмо-запрос[аккредитив](https://pandia.ru/text/category/akkreditiv/)письмо-претензияписьмо с извинениямислужебная запискаписьмо-приглашениеписьмо-поздравление |

**Задание 5**. Соедините начало предложений (1-8) с окончанием (a-h).

|  |  |
| --- | --- |
| 1. The letter of inquiry is written to…
 | 1. from one party to another to make a proposition.
 |
| 1. The answering letter contains …
 | 1. request for specific information, job interview, promotion and recommendation
 |
| 1. A letter of offer is a letter that is sent…
 | 1. inquire about a product or service
 |
| 1. This letter can be used as a legal document to show…
 | 1. endorsing a certain business to

 be considered a credit loan. |
| 1. The letter of request can be written for different purposes like…
 | 1. the client demands return and reclamation of delivered goods.
 |
| 1. The letter of credit is a way of…
 | 1. reconsideration, and apologizes for failing to deliver.
 |
| 1. The letter of reclamation is written when…
 | 1. the transaction between the customer and vendor.
 |
| 1. The apology letter asks the client for…
 | 1. the answer to the letter of inquiry.
 |

**Grammar revision**

**Дата создания английского письма** чаще всего указывается сразу же под адресом отправителя. Формат даты несколько изменился в последние годы. В конце прошлого века наиболее распространенным был формат:

October 5th, 1992  или

5th October, 1992

Этот формат происходил от некоторых особенностей написания окончаний порядковых числительных в английском языке. Так,

* первое число в английском обозначается как 1st (first - первый, 21st - двадцать первое и т.д.),
* второе число - 2nd (second - второй, 22nd - двадцать второй  и т.д.),
* третье число - 3rd (third - третий, 23rd - двадцать третий и т.п.),
* во всех остальных случаях порядковые числительные имеют окончание th: 7th, 12th, 25th и т.п.

В современных письмах на английском языке даты с окончаниями почти не употребляются.

В настоящее время значительно чаще употребляются форматы без окончаний числительных:

|  |  |  |
| --- | --- | --- |
| Формат с запятой | Формат без запятой | Формат с сокращением |
| November 12, 2012  или12 November, 2012 | November 12  2012  или12 November  2012 | Nov. 12  2012  или12 Nov. 2012 |

В дате не ставятся ни предлоги, ни определенный артикль (за исключением официальных писем и деловых документов). После даты точка, как правило, опускается.

## Дата в английском письме в Великобританию

В письме в Великобританию, в отличие от американского письма, дата начинается со дня и продолжается месяцем:

49 Featherstone Street

London

EC1Y 8SY

UNITED KINGDOM

18 November 2019

При написании даты можно пользоваться [сокращениями названий месяцев.](http://english-letter.ru/sokrashenia.html)

## Дата в английском письме в США

В американском английском дата наоборот начинается с месяца и продолжается номером дня:

Robert Austin

200 Boylston Ave E

Seattle WA 98 102

USA

April 15, 2019

Надо помнить, что британское и американское написание  и прочтение даты существенно отличаются.

Британец прочитает дату 11.06.12 как 11 июня 2012 года. Американец же прочитает эту же дату 11.06.12 как 6 ноября 2012 года. Чтобы избежать этой путаницы рекомендуется в дате английского письма всегда указывать месяц словом, а не цифрой.

**1**. Напишите дату события полностью, затем цифрами в американском, а затем в британском формате как в образце.

*Valentine’s Day 14 February GB 14/2 USA 2/14*

Christmas Day \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

New Year’s Day \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Hallowe’en \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_\_

Victory Day \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Your birthday \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

**2**. Поставьте даты в хронологическом порядке.

11/09/99 (UK)

11/23/89 (USA)

September 22nd 1998

Twenty first of September nineteen ninety-eight

09/08/00 (USA)

Christmas Day 2000

21/12/99 (UK)

23 September 1999

01/01/01

10/10/10

**Lesson 3**

**Structure of a business letter**

**Задание 1.** Прочтите, переведите следующий текст.

## Parts of a Business Letter

A business letter is one of the vital ways of communication in business organizations. To make a business letter effective we should give attention to structure/different parts of a business letter. An effective/good business letter should have the following parts:

**1.** **Letter Heading:**Here the following information is highlighted:

1. The full name of the firm or individual sending the letter
2. Address of the sender
3. Reference No:
4. Date of drafting (составление) the letter
5. Telephone, telex, Fax, and E-mail address of the sender.

**2.** **Inside Address:** The address of the receiver is given here as would appear on an envelope. It helps the outward clerk to write the same address on the cover. It also a record on the copy which serves to identify the letter for filling a purpose. The inside address begins at the left margin two spaces below the heading.

**3.** **Attention Line:** The person who can take prompt action for the letter, his name, and department are stated here:

For example: Mr. Mahabub, Sales Manager

**4.** **Subject Heading:**The main theme of the letter is highlighted here

**Sub**: Confirmation of order for 100 GT Television.

**5.** **Salutation:** It is the complimentary greetings with which the writer opens his letter. It should be written two spaces below the inside address and with the margin on the left. The salutation is made according to the status of the receiver.

For example:

* If the name is unknown: Dear Sir or Madam
* If the name is known: Dear Mr. Hossain
* If close friend: My Dear Tasir
* If large people: Dear Customers or Dear Subscribers or Dear Members.

**6. Body:** It is that part of the letter which contains the message or the information to be communicated and therefore the most important part. It must be natural, and simple with logical sequence.

**7.** **Complimentary close:** The complimentary close is a polite way of ending a letter. It is written two spaces below the last sentence of the letter and to the right of the corner of the page. There are various styles to write a complimentary close, which are given below:

* Yours faithfully
* Yours truly
* Yours very truly
* Yours respectfully
* Yours Sincerely
* Sincerely Yours

and so on.

**8.** **Signature:** The signature is written directly beneath the complimentary close. It is the assent of the writer to the subject matter of the letter and is a practical necessity. It is usually handwritten and given below the complimentary close.

**9. Sender’s Name and Address:** The person who is sending the letter, his name and address should be given for proper identification. Such identification is placed just after the signature.

Parts of the letter that are mentioned above create a good business letter.

## Задание 2. Внимательно изучите таблицу с образцом делового письма.

## Business letter drafting sample

This table will describe all essential structures/parts of a business letter at a glance.

|  |  |  |
| --- | --- | --- |
| 1 | **Letterhead** | **Commerce Zone LTD.**A Manufacturer of Quality Stationery Park Avenue, Baridhara, Dhaka. |
| 2 | **Date:** | May 6,04 |
| 3 | **Inside Address:** | Purchase Manager DEE Publication Ltd. Bangla Bazar, Dhaka. |
| 4 | **Subject:** | Sub: Confirmation of order for 2000 GX Ballpen |
| 5 | **Salutation** | Dear Sir, |
| 6 | **Introduction** | We are glad to receive your order for 2000 Gx Ball pen dated April 25, 04 |
| 7 | **Body** | We have forwarded your Consignment and will reach on 8th July 2004. All the Business documents have been sent through Standard Chartered Bank as per your instruction and duplicate is attached herewith for your favor |
| 8 | **Complimentary close** | We believe that you would settle our dues in time and improve our business Close relations |
| 9 | **Signature Block** | Yours faithfully (Tahsin Hossain) Sales Manager |
| 10 | **Enclosure** | : Duplicate of Business documents |
| 11 | **Distribution** | Copy: A. B. Siddique General Manager, AdminTime Publications Ltd. |

**Задание 3**. Используя текст задания 1, перепишите эту таблицу в виде письма и переведите его на русский язык.

**Задание 4**. Прочтите письмо и ответьте на следующие вопросы:

а) как называется компания, отправляющая письмо

б) где она находится

в) дата составления письма

г) кому предназначается письмо

д) о чем говорится в письме

е) кто подписал письмо.

***Putney & Raven Merchants Ltd.***

Dealers House, Canbey Street, London WC11AR

Directors: M.L Putney, D. Raven

Telephone: 071 467 3149 (10 lines) Reg No: England 615113

Telex: 886125 PUTRAY G VAT No: 21 371942

Fax: 071 467 5959

Keyser Shipbrokers Ltd. 7 July 2005

123-5 Lowland Street

London EC 1 2RH

Dear Sirs,

We would like to charter a vessel for one voyage from Newcastle, New South Wales, Australia, to St Malo, Brittany, France, to take a consignment of 4,000 tons of bauxite.

Our contract states that we have to take delivery between 1st and 5th August, so we will need a ship that will be able to load during those dates. Please advise us if you can get a vessel and let us know the terms.

Yours faithfully,

(*signature*)

D. Raven

**Задание 5.** Используя тексты урока, расставьте части делового письма в нужном порядке.

1) We thank you for the letter dated the 29th September and are pleased to send

 you our latest catalogue and the current price list. We shall send you a special

 offer as soon as we have your exact requirements.

2) George Finchley& Sons

 68 Bond Street, London

 4 October 2003

3) Yours faithfully,

 \_\_\_\_\_\_\_\_\_\_\_\_\_

 Sally Blinton

 Sales Manager

4) Dear Sirs

5) Messrs Dickson and King,

 9 Newgate Street, London

**Задание 6**. Напишите адрес в нужном порядке, используя следующие слова:

England Essex CM20 2JE Harlow 25 Regent Street

**Задание 7*.*** Перепишите письмо, в правильном порядке, используя следующие слова:

1) your ref: MN/LG/100

2) Dear Sirs

3) Compac Systems

 96 Rosewell Drive,

 Southtown, S03 48T

 Tel:0927-423845

 Telex:69364

4) Subject: results of the market research

5) our ref: AE/KR/101

6) Softchain Ltd

 Foss House

 Brigham Street

 Liverpool

 L 13 4AT

7) 14 November 2010

8) Encl: a copy of the report

9) cc F. Henley, Sales Manager

10) Further to our letter of 5 November, we write to advise you of the results of

 the market research.

 The findings of the report, a copy of which we enclose herewith, are favourable and clearly indicate the requirement in your product.

 As to your request regarding further discounts, we regret, that at present we are unable to offer you more favourable terms.

11) Alice Everett

 Marketing Manager

12) Yours faithfully

 Alice Everett

**Lesson 4**

**Resume and CV**

**Задание 1**. Прочтите и переведите текст.

A resume of your career, sometimes called a Curriculum Vitae or CV, informs the employer about the experience and skills you have.

A good resume should:

1. Attract attention.
2. Create a positive impression.
3. Present your skills and qualities clearly and concisely.

The purpose of your resume is to tell the employer why you should be hired. A good resume is the first step to a job interview.

The resume may be photocopied and sent off to many employers. You can change the sections of the content according to the different needs of the orga­nizations.

***Resume writing tips***

As you write your resume, keep in mind the following:

1. Use concise language.
2. Minimize or omit everything that is irrelevant.
3. Place the most important information at the beginning of your resume.
4. There must be no grammatical errors in your resume.
5. Let an experienced person read your resume.
6. Print your resume on good paper.

**Задание 2.** Ответьте на вопросы:

1. What is a resume?
2. What should be mentioned in a good resume?
3. What are the rules of resume-writing?

**Задание 3.** Прочтите резюме, обращая внимание на информацию об Энн Джексон.

**1. Personal Details**

Ann Jackson

52 Hanover Street

Edinburgh EH2 5LM Scotland

Phone - 01957487004

E-mail: annjackson@mid.net

|  |  |
| --- | --- |
| **2. Education**1981-1988 | **Broadfield School, Brighton.**A levels in German (A), English (B), History (B) and Geography (C). |
| 1988-1991 | **University of London.**BA (Honours) in Journalism and Media Studies (Class II). |
| 1991-1998 | **London Chamber of Commerce and Industry.**Diploma in Public Relations. |

**3. Professional Experience**

|  |  |
| --- | --- |
| 1998 - present | Public Relations Officer, Scottish Nature Trust.Editor of the Trust’s monthly journal.In charge of relations with European environmental agencies. |
| 1999-2000 | Press Officer, Highlands Tourist Board. Preparation of promotional materials and brochures.Co-ordination of media coverage. Summers of The News Herald newspaper. |

1990 and 2000 Two three-month training periods as assistant to the Sports Editor.

Arranging and conducting interviews.

Preparation of articles covering local community sports events.

**4. Skills** Windows, MS Office 2000, Excel, Internet

|  |  |
| --- | --- |
| Languages | Fluent German and proficient in French. |
| Additional | Driving license. |
| **5 Activities** | Skiing and swimming. Ski Instructor (grade II). |

**6 References**

Herbert Lindsay Diane Swans

Professor of Journalism Sports Editor

London University The News Herald

**Задание 4.** Ответьте на вопросы:

1. What job has Ann Jackson today?
2. Name the educational establishments that Ann Jackson has graduated from.
3. What is Ann Jackson’s profession?
4. What languages can she speak?
5. Can she work on a computer?
6. What computer programmes can Ann Jackson work with?
7. Can she drive a car?
8. Does she go in for sports?

**Задание 5.** Расположите части резюме в надлежащем порядке. На какую должность претендует соискатель?

|  |  |
| --- | --- |
| a) Date of birth: 12 April 1989Marital status: marriedChildren: son, 10 years oldb) Ivan Petrov67 ap., 28, Zhukov Ave., Moscow, Russiatel. 572-28-368 (050) 743-36-65ivan\_petrov@mail.ruc)  2010–presentSales ManagerABC Company, Moscow2005–2010**Sales Manager**FDG Company, Moscow1996–2000**Manager Assistant**JSM Company, Moscow | d) 2000–2005**Student**Moscow State University e) 6 years experience as a Sales Manager. Provide sales, sales promotion, customers counselling, sales forecasting, new advertising strategies, sales increasing. Proficient with Windows, Microsoft office programs, and use of database programs.f) **Languages:** English – Intermediate LevelGerman – Elementary Level**Driving Licence:** Driving Licence Category B |

**Задание 6**. Прочтите и переведите текст.

The letter of application can be as important as the CV because it is the first direct contact between a candidate for a position and an employer. This letter must be well written and presented to make a good impression. The letter of application normally contains four parts in which you should:

* confirm that you wish to get the job and say where you learned about the vacancy;
* say why you are interested in this position and your interests are the same as those of the company;
* show that you can contribute to the job by highlighting your skills and experience;
* indicate your willingness to attend an interview (and possibly say when you would be free to attend).

Below you will find Ann Jackson’s letter of application:

Ann Jackson

52 Hanover Street

Edinburgh

EH2 5LM

UK

Emily Stark

Futura Gmbh

Blumenstrasse 120

8000 Munich 22

8th January, 2019

Dear Ms Stark:

I’m writing to apply for the position, which was advertised last month in The Daily News.

Although I am presently employed, it has always been my intention to work in commercial environment. I would like to work for your company as I have long admired both the quality of the products that it provides and its position as a defender of environmental causes. As you notice on my enclosed CV, the job you are offering suits both my personal and professional interests.

My work experience allows me to work in Public Relations today. I am sure that this, together with my understanding of the needs and expectations of sport and nature enthusiasts, would be extremely relevant to the position. Moreover, as my mother is German, I am fluent in this language and would enjoy working in a German-speaking environment.

I would be pleased to discuss my resume with more detail at an interview.

In the meantime, please do not hesitate to contact me if you require further information.

I look forward to hearing from you.

Yours sincerely

Ann Jackson

(Ann Jackson)

**Задание 7**. Переведите письменно абзац письма, который начинается словами «*Although I am presently employed…»*

**Задание 8**. Напишите свое резюме, выбрав подходящую должность, согласно приведенному плану*:*

1) teacher 2) coach 3) instructor at :

* secondary school
* swimming pool
* health centre
1. Personal Details
2. Education
3. Professional Experience
4. Skills

Languages

Additional

1. Activities
2. References

**Задание 9.** Напишите своё сопроводительное письмо по образцу, используя информацию задания 8.

**Lesson 5**

**Order Letter**

**Задание 1**. Прочтите и переведите текст.

Order Letters are a kind of business letter that is written by a customer or client when purchasing a vendor’s product or requesting that company’s service. It is the very first document that’s created when a particular business transaction takes place. Just like any [type of business letter](https://www.doctemplates.net/13-types-of-business-letters-with-formats-samples-writing-tips/)*,* Order Letters, which are sometimes also called Purchase Orders, contain standard elements and follow a particular format.

**Order Letters have the following parts:**

1. The letterhead of the company sending the Order Letter.
2. In case the Order Letter has no letterhead, the sender’s contact details are supplied.
3. The date the letter is sent.
4. The recipient’s name, title, name of company, and its specific address.
5. The salutation.
6. The body of the Order Letter.
7. The closing.

And the sender’s name with his or her signature.

Typically, [business letters use the “block format”](https://www.doctemplates.net/formal-business-letter-formats-with-examples/). Also, all of the lines are single-spaced. A single space also separates one line from the next. For instance, one line separates the sender’s company header and the letter’s date. One line separates the date and the receiver’s name. One line separates the sender’s address and the salutation. One line separates the salutation and the body of the Order Letter, and so on and so forth.

There’s only one exception. The distance between the closing and the sender’s name should be 3 to 4 lines apart.

There’s also one difference between Order Letters and most other kinds of standard business letters, and that is the addition of “Subject” before the salutation. But this is often only optional.

The quality and tone of Order Letters, just like any business letter, is one of formality, clarity, and directness. It goes straight to the point. Formality is done to prevent ambiguity and therefore errors. A single error can mean a big difference in business transactions.

To give you an idea of what Order Letters look like, take a look at these examples:

Number 333 Camino Street

Lahug, Cebu City

Philippines

January 14, 2018

Juan de la Cruz
Manager
Logos Bookshop
Mandaue, Cebu
Philippines

Dear Mr. Juan de la Cruz,

We highly appreciate you sending us the catalogue of your books yesterday. Please see below for the list of titles we want to purchase.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item Number | Description | Quantity | Unit Price | Amount |
| 1 | How to Read a Book | 1 | PHP (филиппинское песо)800 | PHP 800 |
| 2 | Pride and Prejudice | 1 | 800 | 800 |
| 3 | World History | 1 | 1,000 | 1,000 |

TOTAL:  PHP 2,600

We will be able to pay the total amount in cash upon delivery of the items. You may deliver them directly to our school’s library.

Thank you very much!

Sincerely,
Danny Chan
Librarian
St. Aquinas’ College

**Задание 2**. Прочтите письмо и ответьте на вопросы.

|  |
| --- |
| Black & Scott  Ladies' World  316, 4th Avenue  Washington, DC. 12345  USA  Dec. 12, 2010Westford & Cliff 28 Royal Street London W1С 23D UKGentlemen:Re: Order of GoodsThank you for your quotation of October 26. We have pleasure in placing an order with you for 1,300 dresses to the amount of US$ 41,563 in the colours and sizes specified below:Quantity 10Size 6Colour redPrice per unit $60Amount $600Delivery: air freight, c.i.f., WashingtonA Letter of Credit will be opened by us with your bank as soon as we receive your confirmation of order.Please arrange for immediate shipment by air freight.Very truly yours,  B. Scott (B. Scott)  Buyers |

1. What is the structure of the letter?

2. What number of dresses do the Byers order?

3. When will the Byers open the letter of credit with the Sellers bank?

4. What kind of shipment do the Byers ask to arrange?

5. What is the amount of the order?

**Задание 3.**  Заполните пропуски следующими словами:

 cancel, obliged, hope, regret, order, complete, item, regulations

|  |
| --- |
| Dear Sirs,Owing to our government's recent changes in the \_\_\_ governing the safety of children's toys we \_\_\_\_ to inform you that we must \_\_\_ part of our \_\_\_\_ No 2041.In view of this we would be \_\_\_\_ if you would substituted 4 dozen Pressed Steel Dumper Trucks and 10 Radio-controlled Fire engines for the neoprene Talking Dolls listed as \_\_\_\_ 7 on the order.We \_\_\_\_ that you will be able to \_\_\_\_ the order by the end of December.Yours faithfully, … |

**Задание 4.** Напишите письмо-заказ, используя следующие выражения:

|  |  |
| --- | --- |
| We acknowledge the receipt of your letter of 24th August and enclose our order № ... for your models. | Подтверждаем получение Вашего письма от 24 августа, и прилагаем наш заказ № ... на Ваши модели... |
| We have received your letters of 8th May and 16th May and enclosed our order № for... | Мы получили Ваши письма от 8 мая и 16 мая, и прилагаем наш заказ № ... на ... |
| We have studied your catalogue and have chosen 3 models for which we enclose our order. We would stress that this is a trial order and if we are satisfied with your shipment you can expect regular repeat orders. | Мы изучили Ваш каталог, и выбрали 3 модели, на которые и прилагаем наш заказ. Мы хотели бы подчеркнуть, что это пробный заказ, и если мы будем удовлетворены партией, то за ним последуют регулярные повторные заказы. |
| In reply to your cable of 14th June we have pleasure in enclosing our order №; ... for your prompt and careful attention. | В ответ на Вашу телеграмму от 14 июня мы рады приложить наш заказ № ... для Вашего безотлагательного и пристального внимания. |
| With reference to our telephone conversation and your letter of 11th September we have immediately contacted... and have been successful in securing their order. | Ссылаясь на наш телефонный разговор, и Ваше письмо от 11 сентября, мы немедленно связались с ... и сумели получить от них заказ. |
| Payment will be made by Letter of Credit in London against documents. | Платеж будет произведен аккредитивом в Лондоне против документов. |
| Please advise us when the goods are ready for shipment and await our final shipping instructions. | Просим уведомить нас о готовности товара к отгрузке и ожидать наших заключительных инструкций по его отправке. |
| To avoid difficulties with the customs authorities, please make sure that our shipping instructions are carefully observed. | Во избежание сложностей на таможне, просим Вас позаботиться о тщательном соблюдении наших инструкций по отправке товара. |

**Lesson 6**

**Letter of complaint**

**Задание 1.** Прочтите следующий текст, выпишите незнакомые слова и переведите их на русский язык.

Mistakes can happen no matter how efficient a business firm tries to be. There might be mistakes about the goods to be supplied; sometimes the goods are dispatched too late or there are delays in transit. Sometimes defect is discovered when the equipment is put into operation and so on. In this case a letter of complaint is sent. The Buyers can ask the Sellers to settle the matter by replacing the faulty goods.

**Задание 2.** Прочтите и переведите образец письма-рекламации.

HOWARD & PRATT

 Ladies’ Clothing

 306, 3d Avenue

 Chicago, III. 60602

 USA

JACKSON & MILES

118 Regent Street

London W1C37D

UK

November 22nd, 20…

Gentlemen:

Thank you for your delivery of dresses which were ordered on Nov. 4, 2000. However we wish to draw your attention to two matters.

1. Concerning the red dresses supplied: one lot of 100 (size 12) included clothes of a lighter red colour than the other sizes. We are returning them, and would ask you to replace the whole lot by 100 dresses (size 12) in the correct colour.

2. As far as your charges for air freight are concerned, we agree to pay the extra costs which you invoiced. However your costs for packing and insurance must have been lower for air cargo, and we request you to take this fact into consideration and to make an adjustment to the invoice amount. Would you please send us a rectified invoice, reduced accordingly.

We look forward to your dealing with these questions without delay.

Very truly yours.

 P. PRATT, Jr

 (P. Pratt)

 Buyers

**Задание 3.** Прочтите и переведите на русский язык письмо-претензию.

**SoftchainLtd**

**(Head office), Foss House, Brigham Street, Liverpool L13 4AT**

**Tel: 051-387 6397 Telex: 79284**

Mrs A. Everett Your ref: AE/6

Compact Systems Our ref: Ord.

96 Rosewall Drive

Southtown

S034BT

1. August 2000

Dear Mrs Everett

On 15 July we placed an order for 100 IBM compatible Compact Accounts packages. A consignment was delivered on 30 July, but upon inspection we found that the packages were not IBM compatible.

As this is our first transaction with your company we are naturally disappointed that we have got off to such a bad start. Therefore I would be much obliged if you could send us the correct goods as soon as possible, and arrange for the collection of the incorrect ones.

Yours sincerely

(signature)

P. Barker

Purchasing Manager

**Задание 4.** Составьте письма-претензии из следующих фраз.

**1**. It / now / almost / month / since / you agreed / install / the equipment / we / purchased / you / April. We regret / unless / the equipment / installed / two weeks / we / obliged / report / Head Office. Please / treat / matter / urgent.

2. ... more / three months ... you / expressed / interest / setting up / joint venture / we ... awaiting / your comments / draft scheme. We ... you / prepared / let us know these /near future / we / obliged / seek other .arrangements. Please treat... .

3. ... more / nine months / you became /our agents / we not yet received / one good order. Unless / you / able / sell /more / our goods / we / obliged / seek / services / another agent. Please treat... .

4.... more / four weeks / we sent / final reminder / outstanding account. We regret ... this / settled at once / we / obliged/ take legal action. Please / treat / matter / urgent /.

5. ... letter ... regret / delay / enclosed contract. Our Board Director / ill / number of days / result / we / been / unable/ get approval / until now. We apologize... .

**Lesson 7**

**Memo**

**Задание 1**. Прочтите и переведите следующий текст.

Memo (also known as a memorandum, or "reminder") is used for internal communications regarding procedures or official business within an organization.

Unlike an email, a memo is a message you send to a large group of employees, like your entire department or everyone at the company. You might need to write a memo to inform staff of upcoming events, or broadcast internal changes.

***MEMORANDUM***

*TO:*

*FROM:*

*DATE:*

*SUBJECT:*

*I'm writing to inform you that* [reason for writing memo].

*As our company continues to grow* … [evidence or reason to support your opening paragraph].

*Please let me know if you have any questions. In the meantime, I'd appreciate your cooperation as* [official business information] *takes place.*

Header:

In your header, you'll want to clearly label your content of "Memorandum" so your readers know exactly they're receiving. Then, you'll want to include "TO", "FROM", "DATE", and "SUBJECT". This information is relevant for providing content, like who you're addressing, and why.

***Paragraph One:***

In the first paragraph, you'll want to quickly and clearly state the purpose of your memo. You might begin your sentence with the phrase, "I'm writing to inform you …» or "I'm writing to request ... ". A memo is meant to be short, clear, and to-the-point. You'll want to deliver your most critical information upfront, and then use subsequent paragraphs as opportunities to dive into more detail.

***Paragraph Two:***

In the second paragraph, you'll want to provide context or supporting evidence. For instance, let's say your memo is informing the company of an internal re-organization. If this is the case, paragraph two should say something like, "As our company continues to grow, we've decided it makes more sense to separate our video production team from our content team. This way, those teams can focus more on their individual goals."

***Paragraph Three:***

In the third paragraph, you'll want to include your specific request of each employee - if you're planning a team outing, this is the space you'd include, "Please RSVP\* with dietary restrictions," or "Please email me with questions."

On the contrary, if you're informing staff of upcoming construction to the building, you might say, "I'd appreciate your cooperation during this time." Even if there isn't any specific action you expect from employees, it's helpful to include how you hope they'll handle the news and whether you expect them to do something in response to the memo.

**\***RSVP. Формулировка, пришедшая в английский язык из французского. Расшифровывается она как répondez s'il vous plaît, то есть «пожалуйста, ответьте» или, более формально, «просьба ответить».

**Задание 2.** Выпишите из задания 1 незнакомые слова и переведите их на русский язык.

**Задание 3**. Письменно переведите микротексты ***Paragraph Two*** и ***Paragraph Three.***

**Задание 4.** Дайте русские эквиваленты следующих слов и словосочетаний:

reminder, internal communications, regarding, employees, staff, upcoming, evidence, meantime, header, clearly label, relevant, purpose

**Задание 5.** Поставьте 10 вопросов разного типа к тексту.

**Задание 6.** Кратко перескажите текст , опираясь на заданные вопросы.

**Задание 7.** Прочтите и переведите письменно следующую служебную записку (Memorandum).

**Memorandum**

**TO**:  GTS Sales Staff

**FROM**:   Karen Moore

**\*CC**: Mr. John Sakazaki

**DATE**:   April 18, 2008

**SUBJECT**:   Customer Presentation

The JSKL Marketing presentation you prepared last week to showcase our new
product line was exceptional!

Your enthusiasm, sales strategy, and product knowledge were impressive and
certainly sealed the deal with Mr. Lockhart!

Thank you for your outstanding work and dedication. Bonus checks will be
distributed next week.

My sincere congratulations to all of you!

**\***CC**-** copies

**Задание 8**. Представьте себе, что Вы глава спортивного отдела крупной кампании. На основании образцов составьте служебную записку для своих подчиненных о проведении в конце месяца спортивных соревнований по футболу.

**Lesson 8**

**Working out the translation technique (I)**

Прочитайте тексты и выполните задания***.***

**Football**

1. Football began as a contest between neighboring villages - with no limit to the number of players on each side, no fixed pitch and almost no rules. The Football Association drew up the rules of the modern game in 1863 and in 1888 12 clubs joined together to the first Football league. Football is the most popular sport in Britain as a whole. A lot of people support their local clubs at matches on Saturday afternoons, or watch the matches on TV.

2. The football league in England and Wales has four divisions. Each division contains twenty teams, and at the end of each season the top three clubs from the lower division are promoted to a higher one. These who are at the bottom are relegated. Scotland has its own separate system, and there are not many professional sides in Northern Ireland.

3. The re are two main prizes each season. The football league championship is won by the team that’s top of the first division, whereas the Football Association cup is a knockout competition between all the teams of the league. The final of this competition takes place every May at the famous Wembley stadium in London.

4. Recently violent behavior by football fans earned British football a bad reputation both at home and abroad, although the number of hooligans was very small. Football hooliganism was at its worst in 1985. There was violence inside and outside many British grounds, but the worst incident occurred at European interclub game in Brussels. A number of spectators were killed in the panic caused largely by the violence of a group of British football supporters. As a result British club teams were banned from competitions in European countries. The British government banned the sale of alcohol from football stadiums and took other strong measures. English fans visiting Europe are now no worse in their behavior than the fans of many other countries.

1. Определите, какое утверждение соответствует содержанию текста.
* The final of this competition takes place every year.
* The final of this competition takes place every May.
* The final of this competition takes place every April.
1. Определите, какое утверждение соответствует содержанию текста***.***
* There are three main prizes each season.
* There are two main prizes each season.
* There are four main prizes each season.
1. Завершите утверждение согласно содержанию текста.

*The football league in England and Wales has...*

* two divisions;
* three divisions;
* four divisions.
1. Завершите утверждение согласно содержанию текста***.***

*The Football association drew up the rules of the modern game in...*

* 1963;
* 1863;
* 1866.

**5**. Укажите, в каком абзаце говорится о**:**

*Football hooliganism.*

1 2 3 4

**6**. Укажите, в каком абзаце говорится о:

*The football league championship.*

1 2 3 4

**7.** Укажите, в каком абзаце говорится о:

*Football is the most popular sport in Britain.*

1 2 3 4

**8.** Письменно переведите текст.

**RUGBY**

1. Rugby and football became two separate sports when the rules laid down by the Football Association said that only the goalkeeper could handle the ball. Two kinds of rugby are played in Britain. Rugby Union is played by amateurs in teams of fifteen in the South of England and in Wales (where it is the national sport). Rugby League is played by professionals in teams of thirteen in the north of England.

2. Rugby football (or «rugger») is played with an egg-shaped ball, which the players carry and throw (but not forward). If a player is carrying the ball he may be «tackled» and falls down. Each team has fifteen players, who spend a lot of time lying in the mud or on top of each other and become very dirty, but do not need to wear heavily protective clothing as players of American football.

3. There is some professional Rugby League in the North, but elsewhere rugby is played by amateurs from the middle-class. It is also played at most «public schools».

**1**. Определите, какое утверждение соответствует содержанию текста.

* Rugby Union is played in the South of England and in Scotland.
* Rugby Union is played in the South of England and in Wales.
* Rugby Union is played in the North of England and in Wales.

**2.**Завершите утверждение согласно содержанию текста.

* 1. *Rugby League is played...*
* by professionals in teams of fourteen;
* by amateurs in teams of thirteen;
* by professionals in teams of thirteen.

**3.**Завершитеутверждение согласно содержанию текста.

* 1. *Rugby Union is played...*
* by amateurs in teams of thirteen;
* by amateurs in teams of fifteen;
* by professionals in teams of fifteen.

**4.**Укажите, в каком абзаце говорится о:

* 1. *Rugby is also played at «public schools».*
	2. *1 2 3*

**5.**Укажите, в каком абзаце говорится о:

* 1. *Rules of Rugby.*
	2. *1 2 3*

**6**. Укажите, в каком абзаце говорится о:

* 1. *Kinds of Rugby.*
	2. *1 2 3*

**7.** Письменно переведите текст.

**ADVENTURE AND EXTREME SPORTS**

1. Adventure Sports have been best defined as «Outdoor Sports or Activities in which the participants compete in a natural environment, more against themselves than against others». Although the term is sometimes used interchangeably, Extreme Sports can be considered a sub-category of Adventure Sports, as well as the terms «Action Sport» and «Adventurous Sport» are also used.

2. An Extreme Sport is any sport featuring speed, height, danger, a high level of physical exertion, highly specialized gear, or spectacular stunts. Another characteristic of extreme sports is that they tend to be individual rather than team sports. Extreme sports can include both competitive and non-competitive activities.

3. True Extreme Sports are more likely defined as a leisure or recreation activity where the most likely outcome of a mismanaged accident or mistake was death. Extreme sports are often associated with young adults wishing to push themselves to the limits of their physical ability and fear, in turn pushing the boundaries of a particular sport.

**1.**Завершите утверждение согласно содержанию текста.

*Extreme Sports can be considered...*

* a sub-category of Active Sports;
* a sub-category of Adventure Sports;
* a sub-category of Outdoor Sports.

**2.**Завершите утверждение согласно содержанию текста.

*Extreme Sports are often associated with ...*

* young athletes participating in a natural environment;
* young adults wishing to push themselves to the limits of their physical ability and fear;
* young adults watching extreme sports events.

**3.**Укажите, в каком абзаце говорится о:

*Highly specialized gear and spectacular stunts.*

 *1 2 3*

**4.** Письменно переведите текст.

**Grammar revision**

**1**. Fill in Present Indefinite, Present Continuous, Present Perfect, Past Indefinite or Future Indefinite

Peter 1) … (be) one of my best friends. At the moment he 2) …(stay) with my family in London. I 3)… (know) him since I 4) …(be) a little girl when we 5)… (play) together after school. Now Peter 6) … (look) for a job in London. He 7)…. (just/pass) his exams and 8) … (want) to be a journalist. Tomorrow he 9)… (have) …an interview. I hope he 10) …(get) the job!

**2.**Fill in Present Indefinite, Present Continuous, Present Perfect, Past Indefinite or Future Indefinite

My cousin’s name is Sylvie Dupont. She 1)…(live) in Paris and 2) … (work) in a café in the centre of the city. She 3) … (work) there for three years. At the moment her best friend from England 4) …(stay) with her. She 5) …(enjoy) her holiday very much. They 6)… (already/visit) many museums together and they 7)… (be) to the theatre three times. Next week they 8) ... (see) a film and then they 9) …(have) dinner at an expensive restaurant. Last Tuesday they 10) ... (go) to a disco with some friends of theirs. They 10) ... (not/come) until very late. Sylvie 12)… (be) so tired at work the following day that she 13) … (spill) coffee all over a customer. She doesn't think she 14)… (see) him at the cafe again! In future she 15) … (not/stay) out so late and she 16 )…(be) more careful while she is serving customer.

**3***.* Fill in the blanks using Past Indefinite or Past Continuous*.*

Yesterday I 1)…(walk) through the woods with my dog, Eric. The sun 2) … (shine) through the trees and the birds 3) … (sing). Suddenly Eric 4)… (start) barking and 5)… (run) off into the distance. I 6)… (chase) him, but as I 7).. . (run) through the trees I 8)… (trip) over a stone and 9)… (fall) to the ground. When I 10) … (look) up I couldn’t believe my eyes. Eric 11)… (play) with a fox! They 12) … (roll) around in the leaves, barking playfully. Unfortunately when I 13)… (stand up), the fox 14) … (run) away, so I 15)… (catch) Eric and 16) … (take) him home.

**Lesson 9**

**Working out the translation technique (II)**

Прочитайте тексты и выполните задания***.***

**1. AQUATICS**

1. Aquatics consist of four Olympic disciplines: swimming, water polo, diving, and synchronized swimming.

2. Swimming has been on the Olympic Games program since the first modern Olympic Games in Athens in 1896. The impressive representation of aquatics sports in Olympic events continued with the inclusion of water polo at the 1900 Olympic Games in Paris, and diving at the 1904 St. Louis Olympic Games. Eighty years later at the Olympic Games in Los Angeles, in 1984, synchronized swimming was added to the official program.

3. The disciplines of synchronized diving and women’s water polo were included in the competition program for the first time at the Sydney Games in 2000. International aquatic contests are governed by the rules of FINA, the International Swimming Federation. This is the highest authority for the sport, founded in 1908, which now includes 181 National Federations.

**1**. Завершите утверждение согласно содержанию текста.

*Aquatics consist of...*

* three Olympic disciplines;
* four Olympic disciplines;
* six Olympic disciplines.

**2**. Завершите утверждение согласно содержанию текста.

*The disciplines of synchronized diving and women’s water polo were included in the competition program for the first time...*

* in 1904;
* in 2000;
* in 1900.

**3**. Укажите, в каком абзаце говорится о:

*The International Swimming Federation.*

 1 2 3

**4**. Укажите, в каком абзаце говорится о:

*The inclusion of water polo and diving.*

1 2 3

**5**. Письменно переведите текст.

**2. TRACK-AND-FIELD (ATHLETICS**)

1. The many track-and-field events are placed in the following categories. *Running events* include: sprints (100 m, 200 m, 400 m), middle distance (800 m, 1500 m), long distance (3000 m Steeplechase, 5000 m, 10,000 m), hurdles (110/100 m, 400 m), relays (4x100 m, 4x400 m). *Jumping* *events* include: long jump, high jump, triple jump, pole vault. *Throwing events* include: discus, shot put, javelin, hammer throw.

2. *Multiple Events*. The men’s decathlon and women’s heptathlon include a combination of events, held over two days each. Points are awarded for each event and the overall winner is the athlete with the most points. The decathlon includes ten events in the following order, for the first day: 100 m, long jump, shot put, high jump, 400 m. The second day events are 110 m hurdles, discus throw, pole vault, javelin, 1500 m. The heptathlon includes seven events in the following order, for the first day: 100 m hurdles, high jump, shot put and 200 m. The second day events are long jump, javelin and 800 m.

3. *Walking Events*. Race walking is a special long-distance race event in which the participants must walk as fast as they can, while they are expected to maintain good form. The competitors are penalized for bending the knee as it passes under the body or having no foot-to-ground contact. The men compete in both 20 km and 50 km events, women only in the 20 km event.

4. *Marathon*. The marathon is a long-distance running event, taking place over a course of 42.195 km or (26 miles & 385 yds.) in length. The marathon was originally conceived as a race for the 1896 Olympics in Athens, commemorating the run of the soldier Pheidippides from a battlefield at the site of the town of Marathon, Greece, to Athens in 490 B.C. Legend has it that Pheidippides delivered the momentous message «Niki!» («victory»), then collapsed and died. The unusual distance is a result of the 1908 Olympic Games in London where the marathon distance was changed to 26 miles to cover the ground from Windsor Castle to White City Stadium, with 385 yards added on so the race could finish in front of royal family’s viewing box.

**1**. Определите, какое утверждение соответствует содержанию текста.

* The heptathlon includes seven events.
* The heptathlon includes nine events.
* The heptathlon includes eleven events.

**2**. Завершите утверждение согласно содержанию текста.

*Jumping events include*...

* long jump, shot put, high jump, pole vault;
* high jump, triple jump, pole vault, javelin;
* high jump, long jump, triple jump, pole vault.

**3**. Завершите утверждение согласно содержанию текста.

*The decathlon includes...*

* seven events;
* ten events;
* nine events.

**4**. Укажите, в каком абзаце говорится о:

*The legend of the soldier Pheidippides*.

1 2 3 4

**5.** Укажите, в каком абзаце говорится о:

*The competitors are penalized for bending the knee*.

1 2 3 4

**6**. Укажите, в каком абзаце говорится о:

*The men’s decathlon and women’s heptathlon*.

1 2 3 4

**7.** Письменно переведите текст.

**3. GYMNASTICS**

1. Gymnastics, as an activity, has been around for more than two thousand years in one form or another, from the ancient Greek Olympics to Roman ceremony to today’s modern meets. As an organized and truly competitive sport, gymnastics has existed for a little more than a century. It was introduced in the mid 1800s to the United States, where it gained in popularity within school systems.

2. Amateur associations gathered together by the late nineteenth century, offering classes and opportunities for young people to join in on the fun. Eventually, these associations began to have their own championships.

3. In 1896, at the first International Olympic Games in Athens, Greece, the sport we all know and love enjoyed its first large-scale debut. Included in the Olympic tournament were vaulting, parallel bars, pommel horse, and rings events for men. The first women’s Olympic gymnastics events were held in 1928. After the Olympics began to officially host gymnastics, the World Championship gymnastics meet emerged in the early 1900s, and it is still held to this very day. Thus began a noble tradition that continues even in modern Olympic Games and in local, regional, national, and world meets all over.

**1**. Определите, какое утверждение соответствует содержанию текста.

* Amateur associations gathered together by the late nineteenth century.
* Amateur associations gathered together by the late eighteenth century.
* Amateur associations gathered together by the late seventeenth century.

**2**. Завершите утверждение согласно содержанию текста.

*As an organized and truly competitive sport, gymnastics has existed for...*

* a little more than two centuries;
* a little more than a century;
* a little more than three centuries.

**3**. Завершите утверждение согласно содержанию текста.

*The first women’s Olympic gymnastics events were held in ...*

* 1982;
* 1892;
* 1928.

**4**. Завершите утверждение согласно содержанию текста.

*Gymnastics was introduced in the mid 1800s to...*

* Great Britain;
* Italy;
* the USA.

**5**. Укажите, в каком абзаце говорится о:

*The World Championship gymnastics meet.*

1 2 3

**6**. Укажите, в каком абзаце говорится о:

*Amateur associations.*

1 2 3

**7.** Письменно переведите текст.

**Grammar revision**

**1**. Turn from Active into Passive.

1. The gardener has planted some trees.
2. A famous designer will redecorate the hotel.
3. Someone has broken the vase.
4. Fleming discovered penicillin.
5. They will advertise the product on television.
6. We keep money in safe.
7. He invited 30 people to his party.
8. Someone is helping her with housework.
9. The mail-order company sent Mrs Green a parcel.
10. Our firm will pay you within the next few days.
11. He has improved his health with exercises.
12. His partner had sent him an invitation.
13. The secretary has given the manager some new letters.
14. They chose him as the best actor of the year.

**2***.* Rewrite the following passage in the Passive.

Some people saw a UFO in the sky above London last night. They reported it to the police. The army sent a helicopter to look it more closely. The UFO shot the helicopter down and killed both men in it. People have given photographs of the UFO to the police. Experts are looking at them now.

**3**. Rewrite the following passage in the Passive.

Someone broke into a local jewellery shop yesterday. The owner had just locked up the shop when a robber with a gun threatened him. The robber told him to unlock the shop and give him all the diamonds in the safe. Then the robber tied him up. The police have organized a search for the robber. They hope they will find him in a few days. Doctors are treating the owner of the shop for shock.

**4.** Rewrite the following passage in the Passive.

Our university is organizing a contest. The teachers will choose the best project about the environment. The students have already included pictures and drawings in their projects. The university will give the winner a set of encyclopaedias.

**5***.* Put the verb in brackets into the correct passive form.

A small Japanese village 1)… (hit) by earthquake last night. It 2) …(think) there are few survivors. The time of the disaster 3) … (give) as 7 p.m. The village 4)… (destroy) by the force of the earthquake. Soldiers 5)…(already/send) to the village by the Government to help in the search. Efforts 6)… (still/make) to clear the village. Further help 7)… (give) soon.

**Unit 6.2**

**Annotating and referencing authentic texts**

**Lesson 1**

**Annotating and referencing authentic texts (I)**

Изучите следующий теоретический материал

***Аннотация*** - краткая характеристика произведения печати или ее неопубликованной части с точки зрения содержания, формы, читательского назначения и других особенностей, дополняющих библиографические описания. В аннотации раскрывается тематика публикации, перечисляется главный круг вопросов, раскрывается содержание, или сообщается о наличии материала на определенную тему и указывается источник.

По содержанию и целевому назначению аннотации подразделяются на справочные и рекомендательные. Справочные аннотации, которые также называют описательными, или информационными, характеризуют тематику документа, сообщают какие-либо сведения о нем, но не дают его критической оценки. Рекомендательные аннотации характеризуют документ и дают оценку его пригодности для определенной категории потребителей, с учетом уровня подготовки, возраста и других особенностей потребителей.

Справочные аннотации предназначены для быстрого и беглого просмотра. Для справочной аннотации характерно содержание конкретности и достаточной полнота сведений с определенным лаконизмом изложения.

Цель рекомендательной аннотации - заинтересовать читателя и показать место данной публикации среди других публикаций, дать оценку публикации и рекомендации по ее использованию. В рекомендательной аннотации должны органически сочетаться краткая характеристика содержания аннотируемого произведения с характеристикой автора трактуемых вопросов, их актуальности и интереса.

В описательной аннотации перечисляется круг затронутых вопросов в аннотируемом произведении, но не даются рекомендации по его использованию.

Аннотация, как правило, состоит из трех частей: 1) вводной, в которой сообщаются все необходимые выходные данные первоисточника, т. е. библиографическое описание: перевод заглавия статьи, документа; заглавие на языке оригинала; фамилия и инициалы автора; название издания, год, том, номер или дата выпуска, страницы, язык публикации; 2) описательной (текст аннотации) в которой сообщается два, три или более основных положений первоисточника. 3) заключительной, в которой приводятся отдельные особенности изложения содержания первоисточника (кратко или подробно, уделяется особое внимание и т. д.) Аннотация не должна повторять заглавие первоисточника, а наоборот, раскрыть его, конкретизировать. При составлении аннотации следует избегать избыточности информации, в частности, ее повторения, лишних фраз, вводных слов и предложений, сложных придаточных предложений. Аннотацию проще всего написать с помощью составления плана исходного документа. Для максимальной сжатости изложения нужно взять основные положения плана и свести их к минимальному количеству пунктов путем объединения. Объем аннотации – 500 печатных знаков. Справочные (описательные) аннотации не должны превышать 800–1000 печатных знаков. В аннотации не используются ключевые фрагменты оригинала, а даются формулировки автора аннотации.

Библиографические описания включают:

Фамилию, имя, отчество автора в русской транскрипции.

Перевод заголовка.

Выходные данные, фамилию автора, название журнала на иностранном языке, год и место издания.

Количество рисунков, таблиц, цифры.

Текст аннотации включает:

1. Тему аннотируемого документа.

2. Задачи, поставленные авторами аннотируемого документа.

3. Характеристику основного содержания.

4. Метод, используемый авторами.

5. Характеристику вспомогательных и иллюстративных материалов.

6. Характеристику новизны, оригинальности и актуальности проблемы, рассматриваемой в аннотируемой тексте.

7. Назначение аннотируемого документа.

8. Общий вывод.

Язык аннотации должен быть простым, сжатый, лаконичным, четким. Объем аннотации зависит от значимости аннотируемого материала и может быть от 200 до 500 печатных знаков. Аннотация является единым информационным массивом без внутреннего деления.

При составлении аннотации имеет место два процесса: обобщение и компрессия текста. Обобщение информации для аннотации происходит на уровне текст - абзацы. Основными информационными единицами являются: 1) заголовок; 2) подзаголовок; 3) абзац.

Методика составления аннотации разбивается на несколько этапов:

1. При просмотровом чтении устанавливается тематика аннотируемого документа и общее представление о тексте.

2. При вторичном ознакомлении с текстом, конкретизируется тематика, просматриваются внимательно графики, таблицы, цифровые показатели, выписываются вопросы, рассматриваемые в первичном документе, которые, по мнению аннотатора, следует упомянуть в аннотации для раскрытия содержания произведения печати.

3. Выделяются основные положения аннотируемого документа.

4. Осуществляется логическое комплексирование родственных положений, освещавшее в разных местах произведения печати.

5. Обобщаются и компрессируются выделенные основные положения в форме аннотации.

В аннотациях на английском языке, особенно на суперобложках, порядок оформления практически совпадает с аннотациями на русском языке: название, автор, выходные данные, сжатая характеристика материала. Например:

Battleships of the US Navy in World War II

by Stefan Terzibaschitsch, 192 pages, 148 photographs, 115 drawings.

This handsome large format volume details the development of the greatest fighting ships of all time – the American battleships of World War II. Lavishly illustrated with photographs, deck plans and silhouette drawings, the book covers all the classes of battleships involved in World War II. Because many older ships were kept in service, it is almost a history of the U. S. Battleship while it also includes mention of later Korean War Service. The text includes details of construction, armament, radar and wartime camouflage. Additionally there is a chapter on Japanese battleships, the design of which greatly influenced American thinking.

The author, Stefan Terzibaschitsch, is an experienced naval writer and has drawn on several private collections of photographs, as well as receiving help from the U. S. Department of the Navy. Originally published in Germany, this is a revised English language edition.

***Реферат*** - сжатое изложение содержания произведения печати с основными фактами, выводами, результатами и рекомендациями. В отличие от аннотации, реферат отвечает на вопрос; "Какая основная информация заключена в реферируемом документе?" Реферат должен дать ответ на вопрос, что нового, существенного содержится в рассматриваемом произведении печати.

Различают два основных вида рефератов:

информативный (реферат-конспект) и индикативный (описательный или реферат-резюме). Информативный реферат содержит в обобщенном виде все основные положения первичного документа. В индикативном реферате приводятся не все, а лишь те основные положения, которые тесно связаны с темой реферируемого документа.

К рефератам предъявляются следующие требования:

Объективность. Объективность предполагает, что материал, подлежащий реферированию, должен определяться теоретическим и практическим значением реферируемой работа, качеством ее выполнения, наличием в ней новизны, научным интересом, практической значимостью.

Полнота. Под полнотой понимается правильное и полное отражение содержания реферируемой работы, точность в передаче ее содержания.

Единство формы. Под единством формы понимается стиль реферата, единство терминов и обозначений. Реферат состоит из трех частей: заглавия реферата, библиографического описания реферируемого произведения печати.

Библиографическое описание включает: фамилию автора в русском транскрипции, название документа в русском переводе, выходные данные (фамилия автора, название материала на иностранном языке, номер, год, место издания, страницы, на которых опубликован документ). Количество иллюстраций.

Текст реферата включает: тему реферируемого документа; цель исследуемой проблемы; главную мысль и основное содержание; методику, используемую авторами; характеристику вспомогательного и иллюстративного материала; характеристику новизны, актуальности и оригинальности проблем; оборудование, условия проведения исследования;

эффективность при исследовании; экономические данные; общие выводы.

Для реферата характерна самостоятельная литературная форма, которая отличается стройной последовательностью изложения, постоянством структуры.

Объем реферата составляет 1500-2000 печатных знаков. Текст реферата пишется с абзацами. Референт сам делит текст на абзацы, сверхфразовые единства, в которые входят несколько авторских абзацев. Основными информационными единицами являются: заголовки, подзаголовки, абзацы, предложения.

При составлении реферата можно выделить несколько этапов:

1. Ознакомительное чтение текста, позволяющее судить о необходимости детальной обработки документа. 2. Изучающее чтение текста с точным письменным переводом трудных для понимания мест. 3. Выявление новизны, оригинальности, актуальности, методики реферируемой работы. 4. Знакомство с графиками и таблицами. 5. Выделение основного содержания реферируемого документа по абзацам. 6. Составление плана реферата. 7. Компрессия обобщенной информации в форме реферата.

Алгоритм реферирования:

1. Беглый просмотр текста и ознакомление с его общим содержанием.

2. Более внимательное чтение текста. Определение значения незнакомых слов с помощью контекста или по словарю.

3. Смысловой анализ текста и распределение материала статьи на три группы по степени их важности.

1. 1 группа - наиболее важные сообщения, требующие полного и точного отражения в реферате.
2. группа - второстепенная информация, передаваемая в более сокращенном виде.
3. группа - малозначимая информация, которую можно опустить.

4. Организация языкового материала. Языковая обработка и изложение.

**Задание 1.** Прочитайте следующие тексты и выполните следующие упражнения.

• Найдите в абзацах предложение, высказывание, которое может служить заголовком.

• Найдите и отметьте абзацы, содержащие конкретную информацию.

• Определите количество фактов, излагаемых в тексте.

• Обобщите 2–5 предложений (или абзац) в одно.

• Найдите в каждом абзаце главную, основную информацию и дополнительную, разъяснительную.

• Изложите основные положения текста в виде плана.

• Опустите все вводные предложения в абзаце, вводные слова в предложении и описательные (придаточные) предложения.

• Опустите второстепенные определения.

• Используйте объемные слова вместо описаний или придаточных предложений: unequalled, available.

• Опустите примеры, кроме фактов (или данных), в которых заключена значимая информация.

• Опустите те факты, которые логично вытекают из вышесказанного.

• Опустите все повторы.

• Используйте лексическое, грамматическое перефразирование.

**1. Shooting Sports**

Shooting as a sport demonstrates the accuracy, control, and speed of the shooter in aiming at targets using guns like pistols and rifles. Shooting sports started more than 500 years ago in European countries. It became popular in the US during the 1950s when a national association for this sport was created. Now, this sport is well - known and enjoyed worldwide.

There are different categories depending on the guns used and the format of the competitions. There are three major guns that are widely used in competition: rifles, pistols, and shotguns.

*Rifles* are shoulder firearms with long barrels and rifled bores. They are commonly long and require two-hand hold. Popular shooting games using this type of gun are four position small bore, gallery riffle shooting, benchrest shooting, high power rifle (aka [именуемый также] Across the Course), biathlon (combination of shooting and cross-country skiing), full-bore target shooting (shooting ranges are at 300 - 1200 meters), field target (more popular in UK) and many more.

*Pistols* (or handguns) are smaller guns, used in shorter ranges and have lesser accuracy compared to rifles. Intended for one hand use only. Popular shooting games include modern pentathlon wherein it involves timed shooting with an air pistol. Then the silhouette shooting. The goal is to hit all metallic targets placed at different distances. It is scored on how many targets are hit.

*Shotguns* are firearms that are doubled barreled smoothbore shoulder weapon. They are very similar to rifles. More often, they are for pump-action or single-shot-and-reload actions. Cowboy shooting and practical shooting generally uses shotgun. They are more popular in countries where handguns are banned.

Action shooting involves measuring the speed of how long a shooter can take to hot one or more targets. Targets can either be moving or stationary. Scoring can be based on accuracy of the shot or falling targets.

*Rifle Shooting Sports*

[Benchrest Shooting](https://www.topendsports.com/sport/list/shooting-benchrest.htm) - a shooting sport where the participant shoots with a rifle at the bench.

[Full-bore Target Rifle Shooting](https://www.topendsports.com/sport/list/shooting-fullbore-target-rifle.htm) - using rifles, shooters hit paper targets in prone position.

[High Power Rifle](https://www.topendsports.com/sport/list/shooting-high-power-rifle.htm) - shooting competition using rifles such as the service rifle.

[Popinjay](https://www.topendsports.com/sport/list/popinjay.htm) - a shooting sport with either bows or rifles, in which the bird-like target is suspended from a pole.

*Shotgun Shooting Sports*

[Clay pigeon shooting](https://www.topendsports.com/sport/list/shooting-clay-pigeon.htm) - the shooters try to shoot flying targets like clay pigeons with a shotgun.

[Skeet Shooting](https://www.topendsports.com/sport/list/shooting-skeet.htm) - targets are thrown in singles and doubles from two traps situated 40m apart.

[Trap Shooting](https://www.topendsports.com/sport/list/shooting-trap.htm) - 1 or 2 targets are thrown away from traps situated 15m in front of the shooter.

[Sporting Clays](https://www.topendsports.com/sport/list/shooting-sporting-clays.htm) - shooters move about a course, attempting to hit varying targets projected at different angles, speed, elevation, and distances.

*Pistol Shooting Sports*

[Practical Shooting](https://www.topendsports.com/sport/list/shooting-practical.htm) - a dynamic shooting sport using handguns and moving and shooting over obstacles.

[Metallic Silhouette Shooting](https://www.topendsports.com/sport/list/shooting-metallic-silhouette.htm) - players compete to test their skills by shooting at silhouette metal targets.

[Cowboy Mounted Shooting](https://www.topendsports.com/sport/list/shooting-cowboy-mounted.htm) - involves shooting at targets while riding a horse, using old western style single-action revolvers.

*General and other Shooting Sports*

[Target Shooting](https://www.topendsports.com/sport/list/shooting-target.htm) - guns of any type used for aiming at a target.

[Field Target](https://www.topendsports.com/sport/list/shooting-field-target.htm) - an outdoor air gun discipline.

[Hunting](https://www.topendsports.com/sport/list/hunting.htm) - an activity which involves tracking and killing animals with various weapons (not a sport?).

[Cowboy Action Shooting](https://www.topendsports.com/sport/list/shooting-cowboy-action.htm) - involves shooting targets with a variety of guns that were typical of the late 19th century.

Skirmish (перестрелка) - a general term for sports in which participants replicate firearm warfare.

[Airsoft](https://www.topendsports.com/sport/list/skirmish-airsoft.htm) - a skirmish sport in which participants eliminate opponents by hitting them with spherical non-metallic pellets from replica firearms.

[Laser Tag](https://www.topendsports.com/sport/list/skirmish-laser-tag.htm) - a skirmish sport in which players attempt to score points by tagging targets, typically with a hand-held infrared-emitting targeting device.

[Paintball](https://www.topendsports.com/sport/list/skirmish-paintball.htm) - a skirmish sport in which players compete to eliminate opponents by tagging them with capsules containing water soluble dye propelled from paintball guns.

*Sports Involving Shooting*

[Biathlon](https://www.topendsports.com/sport/list/biathlon.htm) - a combination of cross-country skiing and rifle shooting.

[Modern Pentathlon](https://www.topendsports.com/sport/list/modern-pentathlon.htm) - an event in the Olympics that comprises five events: fencing, 200m freestyle swimming, equestrian show jumping, and a combined event of pistol shooting and 3200m cross country run.

[Military Pentathlon](https://www.topendsports.com/sport/list/pentathlon-military.htm) - a competition involving a shooting phase, obstacle run, obstacle swimming, grenade throwing, and cross-country running.

[Triathlon](https://www.topendsports.com/sport/list/triathle.htm) - a shortened version of the Modern Pentathlon, athletes compete in shooting, swimming and running events as a part of a single race.

[Underwater Target Shooting](https://www.topendsports.com/sport/list/underwater-target-shooting.htm) - competitors free dive in a swimming pool, using spearguns to fire at targets.

[Archery](https://www.topendsports.com/sport/list/archery.htm) - competitive archery involves shooting arrows at a target for accuracy from a set distance or distances. The main forms of archery are [Target Archery](https://www.topendsports.com/sport/list/archery-target.htm) and [Field Archery](https://www.topendsports.com/sport/list/archery-field.htm), and others include [Clout Archery](https://www.topendsports.com/sport/list/archery-clout.htm), [3D archery](https://www.topendsports.com/sport/list/archery-3d.htm), [Crossbow Archery](https://www.topendsports.com/sport/list/archery-crossbow.htm), [Flight Archery](https://www.topendsports.com/sport/list/archery-flight.htm), and [Ski Archery](https://www.topendsports.com/sport/list/archery-ski.htm).

**2. Simple Exercises for Elderly People**

BY  SUSAN DEFEO  SEPT. 11, 2017

Exercise plays a significant part in maintaining health and physical fitness. Regular exercise can fight obesity and improve your heart and lungs. As you get older, it becomes especially important to be physically active in order to maintain health and independence. Setting the four S's of exercise as daily and weekly goals can yield valuable fitness and longevity benefits.

*Strength Exercises*

As the University of Maryland observes, "Muscles provide the force and strength to move the body." As you age, however, muscle rigidity may occur, as well as loss of muscle tone and even muscle tissue. Strength exercises help rebuild muscle mass. Additionally, they accelerate your metabolism, warding off (защищать от) obesity and diabetes - significant health issues for the elderly. According to the National Institute on Aging, seniors 80 years old and older have exchanged their walkers for canes in as little as 10 weeks of simple muscle-building exercises. To strengthen upper arm muscles, try biceps curls using light dumbbells. Sit in an armless chair, slowly bend one elbow and lift the dumbbell toward your chest. Alternate arms for 10 to 15 repetitions. For stronger thigh and hip muscles, simply hold on to the back of a sturdy chair, and march in place.

*Stability Exercises*

Balance is key to remaining safe and active. The Centers for Disease Control and Prevention reports that every year, one out of three adults in the U.S. over age 65 suffers a traumatic fall. In fact, falls account for the largest percentage of injury deaths for those over age 65. In 2008, falls were responsible for 2.1 million non-fatal injuries including head traumas, hip, ankle, hand, pelvic and spine fractures. Simple coordination and stability exercises can help prevent falls among older adults. Standing on one foot without wobbling, walking heel to toe across the room or along a line, and standing up from a sitting position without the use of your hands can all improve balance.

*Stretching Exercises*

As you get older, you lose flexibility and elasticity in your skin and connective tissue. Your muscles tighten, and your joints lose range of motion. Flexible joints and muscles are critical to maintaining an independent lifestyle as you age. Dr. Karl Knopf, author of "Stretching for 50+," says, "When muscles are flexible, joints can align themselves in the bio-mechanical manner in which they were designed. This results in improvement in everything from our ability to move, our posture and just being able to breathe more completely." To keep your body limber, spine straighter and lungs working at full capacity, Knopf recommends bouncing toe touches, shoulder rolls and stationary jumping jacks.

*Stamina Exercises*

Exercises that increase your stamina support the health of your respiratory and circulatory systems. They help you accomplish your daily tasks - climbing stairs, lifting objects and housecleaning - as well as aiding in the prevention of such diseases as diabetes, colon cancer, heart disease and stroke. Any activity that increases your heart rate - brisk walking, swimming, dancing - can increase your stamina. Start slowly and increase the intensity of your activity and the length of time you exercise as you become stronger. And always check with your healthcare provider before adding any new exercise to your fitness regimen.

**Задание 2.** Найдите в интернет-источниках текст по своей спортивной специальности и сделайте его аннотацию.

**Lesson 2.**

**Annotating and referencing authentic texts (II)**

**Задание 1.** Прочитайте следующие тексты и выполните следующие упражнения.

• Найдите в абзацах предложение, высказывание, которое может служить заголовком.

•  Найдите и отметьте абзацы, содержащие конкретную информацию.

•  Определите количество фактов, излагаемых в тексте.

•  Обобщите 2–5 предложений (или абзац) в одно.

• Найдите в каждом абзаце главную, основную информацию и дополнительную, разъяснительную.

•  Изложите основные положения текста в виде плана.

• Опустите все вводные предложения в абзаце, вводные слова в предложении и описательные (придаточные) предложения.

•  Опустите второстепенные определения.

•  Используйте объемные слова вместо описаний или придаточных предложений: unequalled, available.

• Опустите примеры, кроме фактов (или данных), в которых заключена значимая информация.

•  Опустите те факты, которые логично вытекают из вышесказанного.

•  Опустите все повторы.

•  Используйте лексическое, грамматическое перефразирование.

**1. Why a Sports Team’s Culture Matters**

Coaches often attribute their success or failure on culture. Some sport team’s cultures can create sustained success, others will only deliver success in the short term, if at all.

Culture is a critical factor in the success of any organized group, whether that be a corporate organization or a sports team.

What is a Sports Team’s Culture?

Every team has a culture. Even if you do not know what yours is, one exists.

Culture is a measure of the observable behaviors your team and organization promotes and accepts. Ultimately, culture is best defined simply as ‘the way we do things around here’ or ‘the way we behave around here’. Culture is not what you think, or want to do, it is what you do.

Cultural alignment is the degree to which everyone involved in the group (i.e. in the sports team) is ‘on the same page’. That is, their values and behaviors are congruent with the goals and strategies the team is trying to achieve.

Teams which have this cultural alignment generally are more successful, experience less conflict, less turnover and have higher levels of athlete engagement (athletes’ commitment to the team goals and morale within the team).

What are the benefits of having a culture that is aligned throughout an organization or at the team level?

Aligned cultures tend to have more engaged people.

Research has demonstrated that when employees and senior leaders have the same view of the culture, employee engagement metrics are markedly higher than those in less aligned cultures. In a sporting context these benefits are all things coaches would want in their team.

It’s easier to retain more engaged people.

In the competitive world of college sport, professional sport or international competition, there is always a challenge to recruit and select the best athletes. For talented athletes, there are usually multiple teams actively recruiting them. A strong and defined culture can be the team’s competitive advantage. If you can make sure your top performers stay engaged, you have a better chance of retaining them.

Aligned cultures also tend to have more loyal fans. The importance of alignment between an athlete and team values makes sense intuitively. Those athletes who embrace their culture and hold the team’s mission as their own are more engaged in their work and in the team as a whole. They are more motivated to achieve organizational goals and to ensure that the mission is realized. Finally, such athletes are more satisfied with their job and are less likely to leave. Their enthusiasm and service is recognized and appreciated by fans with whom they interact. To put it frankly, when the culture is aligned, everyone wins.

In our sporting world, culture is gaining more acceptance as one of the most important factors to get right to enjoy sustained success.

**2. SPORT AND DISABILITY**

Today, the idea of people with a disability being able to participate in sport and physical activity is not so uncommon. In many countries, opportunities exist to hold competition for people with a disability to showcase their abilities in the domain of sport and physical activity. However, this is not uniform around the world. There has been progressive and positive change in quality of life for people with disabilities in many developed countries, but often this progress is not reflected in developing countries.

People with a disability in developing countries face major barriers that limit their access to and participation in sport and physical activity. Within a development context, these barriers impact on both the building up of activity pathways for people with disabilities in developing countries and also on the use of sport and physical activity programmes for wider development goals.

The World Health Organisation estimates that six hundred and fifty million people live with disabilities of various types, and the number is increasing due to the rise of chronic diseases, injuries, car crashes, falls, violence and other causes such as ageing. Of this total, 80% live in low-income countries; most are poor and have limited or no access to basic services, including rehabilitation facilities.

This rising incidence of disability, particularly in developing countries has the potential to place further burdens on governments and health care systems. Sport can be a low-cost and effective means to foster positive health and well-being, social inclusion and community building for people with a disability.

Anyone in the community may experience disability at some point in their lifetime. Disability is a normal part of the human experience, and people with disabilities are part of all sectors of the community: men, women, and children; indigenous and nonindigenous; employers and employees; students and teachers; consumers and citizens. Since the 1970’s, there has been a dramatic increase in the number of international organizations and associations serving athletes with disabilities. At the local level, in some countries there are increased opportunities for people with a disability to participate in school-based physical education, clubs and community associations and casual recreation.

In terms of competitive sport, opportunities for athletes with a disability range from sport and disability specific world championships, regional multi-sport tournaments such as the Parapan American Games, selected events for athletes with a disability in Olympic and Commonwealth Games. Some athletes with a disability also compete in mainstream competitions against able-bodied athletes.

There are now more than 17 international games for athletes with disabilities. The three largest international disability sport competitions are the Special Olympics, Paralympic Games and Deaflympics.

Special Olympics provide year-round training and competition opportunities for people with intellectual disabilities at all levels.

The Paralympic Games provide international competition for six different disability groups including amputee, cerebral palsy, visual impairment, spinal cord injuries, intellectual disability and les autres *(фр* others)(those that do not fit into the other groups).

**Задание 2.** Найдите в интернет-источниках текст по своей спортивной специальности и сделайте его реферат.

**Lesson 3**

**Revision (I)**

**Задание 1.**Ответьте на вопросы:

1. What sport do you go in for?
2. How good are you at it?
3. Why do you think that you are good/ not very good at it?
4. How often do you go in for sports?
5. Why do you go in for that sport?

**Задание 2.** Переведите на русский:

a famous sportsman, kinds of sports,  join a sports club,  do sports, go in for wrestling, take part in competitions, take place at the stadium, win a cup, lose a game, do training

**Задание 3.**Переведите на английский язык*.*

1. Я занимаюсь плаванием.
2. Каждый день я хожу в бассейн.
3. Мои друзья тоже любят плавать.
4. Часто мы ходим в бассейн вместе.
5. Я бы хотел, чтобы Алексей присоединился к нам.
6. Они часто играют в футбол.

**Задание 4**. Составьте аннотацию, а затем реферат следующего текста.

**Hygiene of the body**

Hygiene of the body includes a lot of the methods by which we maintain (keep) good health. Hygiene involves a great many aspects of living. They are: ventilation, heating, lighting, possible contacts with industrial hazards, bacterial control of foods, the source of water supply, exposure to infectious diseases. All these aspects influence the people's health.

 The care of mouth, teeth and gums is part of the hygiene of the digestive tract. The teeth should be brushed once a day. Children should be taught to do it properly. It's necessary to visit a dentist once a year to prevent the diseases of the oral cavity.

Care of skin is of great importance to personal hygiene. The skin is more then just a protective coat of body. It is wonderful in many ways. It can stretch and fold. It has coloring matter called pigment. Pigment helps to protect the skin from the sun. The skin has a thin layer of oil. Oil glands send oil to the skin surface to make it «waterproof». There are sweat glands in the skin. The sweat moves out of the skin through pores. The sweat evaporates and body cools.

One must take care of eyes and ears too.

There are five senses that help us to enjoy the world.

With eyes we can see pictures, read words. We can see flowers and birds, the sun and the moon and the stars. We can see our dearest and nearest. Vision is precious. One should avoid serious disturbances of vision.

With ears we can hear our own voice and the voices of the others. We can hear music that makes us feel happy or sad. Hearing is important. Exposure to long - continued, loud noise damages the hearing apparatus. Chronic infection should be treated as early as possible.

Many people equate hygiene with 'cleanliness,' but hygiene is a broad term. It includes such personal habit choices as how frequently to take a shower or bathe, wash hands, trim [fingernails](https://en.wikipedia.org/wiki/Nail_%28anatomy%29), and change and wash clothes. It also includes attention to keeping surfaces in the home and workplace, including bathroom facilities, clean and [pathogen](https://en.wikipedia.org/wiki/Pathogen)-free.

Some regular hygiene practices may be considered good [habits](https://en.wikipedia.org/wiki/Habit_%28psychology%29) by a society, while the neglect of hygiene can be considered disgusting, disrespectful, or threatening.

Among the most important considerations for any athlete is [personal hygiene management](https://combatone.com/). A look at the hygiene habits of professional athletes shows that skin care is one of their top priorities, and the same should hold true of any other serious athlete, regardless of their chosen sport or their level of commitment. This is partly because the skin is the body’s first line of [defense against infection and disease](https://combatone.com/), but for athletes, the importance of the skin goes beyond even that. When exercising, we lose a lot of water through sweat. A proper skin care hygiene solution can help athletes to maintain their skin’s natural permeability barrier to avoid losing too much water from the skin and internal organs, and therefore help to maintain adequate hydration.

So what do serious athletes do to protect their skin that can also be done at home or on the field?

They Wash Their Hands.

Athletes can’t afford to get sick, and studies have found that as much as 80% of communicable diseases are transferred by touch. Regular hand washing also helps keep equipment clean and ready-to-use.

They Wash Their Feet.

Because most athletes spend so much time on the move, they run an increased risk of developing foot-related infections. They do call it Athlete’s Foot, after all. Clean feet can stop such infections before they start.

They Don’t Share Personal Care Items.

Nobody wants to share their toothbrush, and for the athlete, the same goes for just about any other personal care item, from razors to brushes, from deodorant to water bottles. Reducing the spread of germs means less likelihood of getting sick and more time in the game.

They Trim Their Nails.

Maybe it goes without saying, but keeping nails trimmed is an important safety tip for many athletes. It not only avoids accidents, but it also helps forestall the spread of germs that can get caught under there.

They Cover Their Wounds.

An uncovered wound, no matter how minor, is an invitation for an infection. Covering wounds and scrapes is a simple way for athletes to defend against infection and disease. Because of the importance of healthy skin to an athlete, it’s also a good idea to get any and all skin injuries checked out by a doctor or other health professional, just to be safe.

They Use Healthy, Natural PH Products.

Skin is an athlete’s first line of defense against injury and illness, and a key factor in keeping skin healthy is maintaining its natural pH balance and the permeability (проницаемость) barrier that helps prevent excess dehydration. Chemical cleaners can disrupt this balance and potentially do more harm than good, so serious athletes seek out hygiene solutions that help to build up their skin’s natural defenses.

**Задание 5.** Расскажите о своей тренировке.

**Lesson 4**

**Revision (II)**

**Задание 1**. Выполните следующий тест.

а) Поставьте предложения в пассивный залог:

1. We call the dog Rex.
2. They clean the rooms every day.
3. They showed me the way to the station.
4. They took the books from the library.
5. They serve dinner at 6.
6. People enjoy Coca-Cola all over the world.
7. They gave me some bread.
8. Christopher Wren built St. Paul's Cathedral in 1670.
9. People speak English all over the world.
10. They did not invite him.

б) Раскройте скобки и поставьте глаголы в нужном времени (активного или пассивного залога):

Nylon (1) (invent) in the early 1930s by an American chemist Julian Hill. Other scientists (2) (work) with his invention and finally, on 27 October 1938, nylon (3) (introduce) to the world. It was cheap and strong and immediately (4) (become) successful, especially in the making of ladies' stockings.

During the Second World War the best present for many women was a pair of nylon stockings, but more importantly, it (5) (use) to make parachutes and tyres.

Today, nylon (6) (find) in many things: carpets, ropes, seat belts, furniture, computers. It (7) (play) an important part in our lives for over 50 years. Next year about 36 million tons of it (8) (manufacture).

в) Поставьте глагол в нужном времени:

1. Barbara Lively (write) already a lot of books.
2. She (write) her first book 15 years ago.
3. You ever (try) Italian food?
4. I (live) in Glasgow for 6 years already and don't want to move.
5. He (live) in Paris till 1987. Then he (move) to Lion.
6. They usually (go) to the south in the summer.
7. Why you (cry)? - I (lose) my watch.
8. You (find) the book already? - Yes, I (find) it yesterday.
9. She (look) very nice.
10. You always (make) the same mistake. I (correct) it several times already.

г) Поставьте вопросы к следующим предложениям:

1. The parcel was delivered by the postman.

2. The criminals are now being questioned by the police.

д) Вставьте в пропуски соответствующие местоимения.

Образец: Kevin said,” I have lost my favourite sweater” - Kevin said that *...he...* had lost *...his...* favourite sweater.

1. Lars said, “My brother is going to drive me to the station” - Lars said that ...brother was going to drive ... to the station. 2. Aunt Mary said, “I want to have dinner with you tomorrow night” - Aunt Mary said that ...wanted… to have dinner with … the following night. 3. Heidi said, “I’ll buy a new sofa for my living-room.” - Heidi said that … would buy a new sofa for…living-room. 4. Sue and Frank said, “We are going to have a barbecue at our cottage next weekend.” - Sue and Frank said that … were going to have a barbecue at... cottage, the next weekend.

е) Выберите правильный вариант использования косвенной речи в каждом предложении.

1. “I’m waiting for mу parents,” Nick said.
2. Nick said that he is waiting for my parents.
3. Nick said that he was waiting for his parents.
4. Nick said that he was waiting for my parents.
5. Nick told that he was waiting for his parents.
6. “I can’t fix the engine myself,” my brother admitted.
	* 1. My brother admitted that can’t fix the engine myself.
		2. My brother admitted that couldn’t fix the engine himself.
		3. My brother admitted that can’t fix the engine himself.
		4. My brother admitted that couldn’t fix the engine myself.
7. “I will come tomorrow and finish the work,” the plumber said to grandma.
8. The plumber promised grandma that he will come tomorrow and finish the work.
9. The plumber promised grandma that he will come the next day and finish the work.
10. The plumber promised grandma that he would come next day and will finish the work.
11. The plumber promised grandma that he would come the next day and finishes the work.
12. “We only got tickets yesterday, though we booked the holiday a long time ago,” said Mr. Smith.
13. Mr. Smith said that they had got tickets the last day, though they had booked the holiday a lot time ago.
14. Mr. Smith said that they got tickets the previous day, though they booked the holiday a long time ago.
15. Mr. Smith said that they had got tickets the previous day, though they had booked the holiday a long time.
16. Mr. Smith said that they got tickets the previous day, though they had booked the holiday a long time before.