Министерство сельского хозяйства и продовольствия Республики Беларусь

Учреждение образования «Витебская ордена «Знак Почета» государственная академия ветеринарной медицины»

А. И. Картунова, Т. К. Васильева, Т. А. Тихонова

ACTIVITY BOOK

Учебно-методическое пособие для студентов 1 курса факультета ветеринарной медицины и биотехнологического факультета

Витебск ВГАВМ 2017 УДК 802.0 ББК 81.2 Англ – 9 К27

Рекомендовано к изданию редакционно-издательским советом УО «Витебская ордена «Знак Почета» государственная академия ветеринарной медицины» от 15.12.2016 г. (протокол № 2)

Авторы:

заведующий кафедрой А. И. Картунова, старший преподаватель Т. К. Васильева, старший преподаватель Т. А. Тихонова

Рецензенты:

кандидат филологических наук, доцент, заведующий кафедрой иностранных языков ВГМУ *Р. В. Кадушко*; доктор ветеринарных наук, заведующий кафедрой клинической диагностики ВГАВМ *Ю. К. Коваленок*

Картунова, А. И.

Астіvity Book : учеб. - метод. пособие для студентов 1 курса факультета ветеринарной медицины и биотехнологического факультета / А. И. Картунова, Т. К. Васильева, Т. А. Тихонова. – Витебск : ВГАВМ, 2017. – 60 с.

ISBN 978-985-512-939-5

Учебно-методическое пособие предназначено для студентов факультета ветеринарной медицины и биотехнологического факультета. Пособие может быть использовано как для работы под руководством преподавателя, так и для самостоятельной работы. Пособие содержит 14 тематических блоков, соответствующих блокам учебного пособия «Английский язык / English», которые способствуют совершенствованию языковых и коммуникативных компетенций.

УДК 802.0 ББК 81.2 Англ – 9

ISBN 978-985-512-939-5

© УО «Витебская ордена «Знак Почета» государственная академия ветеринарной медицины», 2017

CONTENTS

Grammar to revise

Unit 1. Articles. Nouns. Adjectives	4
Unit 2. Verbs. To be. To have. There is / there are. Adverbs	8
Unit 3. Pronouns	13
Unit 4. Numerals. Questions	15
Unit 5. Verbs. Simple Tenses. Continuous Tenses	23
Unit 6. Verbs. Perfect Tenses. Perfect Continuous Tenses	25
Unit 7. Passive Voice. Participles. Infinitive. Gerund	27
Unit 8. Modals	31
Unit 9. Sentences. Conjunctions	36
Unit 10. English Sentence Structure. Sequence of Tenses	39
Unit 11. Complex Sentence	40
Unit 12. The Subjunctive Mood. Conditionals	47
Unit 13. Indirect Speech	48
Communicating	
1. Introducing myself	11
2. At the University	18
3. Job Career	20
4. Travels. Tourism	34
5. Animals	43
6. Visiting a Doctor	44
7. Healthy Life Style	50
8. Business Letter	52

UNIT 1 Grammar to revise: "ARTICLES"

1. Use a/an the/zero article.

- 1. We saw ... deer in ... garden.
- 2. He is ... good veterinarian.
- 3. They live in ... farmhouse.
- 4. Let's have ... dinner at 7.
- 5. It's the biggest planet in ... universe.
- 6. He is ... man whom I meet every day.
- 7. Where do ... children usually play?
- 8. Have you ... picture I gave you yesterday?
- 9. I'm just going to ... bed.
- 10. He bought ... new car.

2. Insert articles where necessary.

- 1. I bought ... new CD yesterday. ... CD was not expensive.
- 2. ... sun is shining and ... sky is clear.
- 3. Anyone can make ... mistake.
- 4. He told us he was ... student.
- 5. She was ... best student in ... our group.
- 6. Do you like ... weather today?
- 7. I live in ... Vitebsk.
- 8. Some ... students have ... breakfast at ... home.
- 9. ... anthrax is ... infectious disease.
- 10. ... Republic of Belarus is situated in Europe.

3. Use the proper article.

- 1. My brother is ... engineer by education.
 - a) a
 - b) an
 - c) the
 - d) -
- 2. My grandparents are glad to share ... family news.
 - a) a
 - b) an
 - c) the
 - d) -
- 3. His relatives live in ... Russia.
 - a) a
 - b) an
 - c) the
 - d) –

- 4. At the age 7 I went to ... school.
 - a) a
 - b) the
 - c) an
 - d) –
- 5. Give me ... book, please.
 - a) a
 - b) -
 - c) the
 - d) an
- 6. He showed me ... his kitten.
 - a) a
 - b) -
 - c) the
 - d) an
- 7. There are ... three swine in this pen.
 - a) a
 - b) -
 - c) the
 - d) an

4. Translate into English.

- 1. Через час придут родители.
- 2. У моего друга есть собака.
- 3. Передай мне, пожалуйста, сахар.
- 4. Утром мы принимаем душ.
- 5. Ивановы дружная семья.
- 6. Атлантический океан влияет на климат Беларуси.
- 7. Женщинам нравятся цветы.
- 8. Возьмите любую книгу, которая вам нравится.
- 9. У меня болит голова.
- 10. Сначала давайте позавтракаем.

Grammar to revise: "NOUNS"

1. Select nouns. Write them down and underline suffixes.

Education, distant, cheerful, pensioner, fair, belong, nationality, development, emotional, best, friendship, doctor, nature, veterinarian, listen, my, childhood.

2.

a. Give the plural for:

A sportsman, a star, a family, a boy, a wolf, a child, an ox, a species, water, a bacterium, a swine, a nucleus, a man, a ship.

b. Give the singular for:

Babies, wives, foxes, women, teeth, data, cows, mice, sheep, news, eyes, fungi.

3. Fill in the chart:

male	female
a man	
	a girl
	an aunt
a husband	
a father	
a son	
	a lioness
a bull	
	she-wolf
	an actress
a tiger	

4. Fill in the chart with nouns in the singular or plural.

Singular	Plural

- 1. The **jeans** are dirty.
- 2. His **trousers** are black,
- 3. The **shorts** are a bit large in size.
- 4. Can you bring a pair of scissors?
- 5. Find the chapter in the contents.
- 8. An animal cell possesses a nucleus.
- 9. Two **nuclei** are visible.
- 10. There are three **swine** in a yard.
- 11. These are my calves.
- 10. The knives are sharp.
- 11. Men and wives were dancing slowly.

5. Choose the right variant.

- 1. The students listened very attentively to ... explanation.
 - a) a professor
 - b) professors'
 - c) the professors
 - d) the professor's
- 2. My ... son is my brother.
 - a) parent's

- b) parents'
- c) parentses'
- d) a parent
- 3. His ... name is Alice.
 - a) mother
 - b) mothers
 - c) mother's
 - d) mothers'
- 4. The ... relatives celebrate family feasts together.
 - a) Petrov
 - b) Petrovs'
 - c) Petrovs
 - d) Petrov's
- 5. They sell ... clothes here.
 - a) children's
 - b) childrens'
 - c) children
 - d) a children

6. Translate into English.

1. Мужчины пришли, их жены остались дома. 2. Дети играли с собакой. 3. Овцы тоже мясные животные. 4. Гуси — его лучшие друзья. 5. Мы наблюдали клетку с двумя ядрами. 6. Мы часто видим их с ребенком. 7. Я чищу зубы два раза в день. 8. Телята всегда пьют воду здесь. 9. Я знаю хозяина этой лошади. 10. Там растет картофель. 11. Это большие ножницы? 12. Посмотри в содержание книги. 13. Я видел его на вокзале. 14. Здесь живут студенты.

Grammar to revise: "ADJECTIVES"

1. Distribute the following adjectives into groups.

Tall, slim, difficult, veterinary, international, hard-working, agricultural, tactful, medical, square.

qualitative	relative

Emotion	, to differ	, tact	, product ,
danger ———	beauty –	to attract	grace .
flesh	, trust	athlete	, product,, grace
3. Give the	forms of compai	rison.	
Positive		Comparative	Superlative
slim			
difficult			
serious			
good			
important			
little			
different			
modern			
close			
bad			
happy		26	
great			
1. I'm 3. Christmas is	than my	all, brave, good, favour sister. 2. The boy is a n our family. 4. My fri	rable, easy) as as his father. end is student in our
group. 5. He is	s as as	a lion. 6. I have neve	er drunk coffee than
his one. 7. It's	to pho	one than to write a lette	er.
	the mistakes if n		
		•	orrecter than hers. 3. She is the
			rly next time? 5. Non-smokers
		•	phone is not as trendy as mine.
-	nore pollution tha	-	
	1	J	
) \		UNIT 2	
Grammar to	revise: "THE VE	ERBS TO BE, TO HA ARE"	AVE", "THERE IS / THERE
1. Insert th	ne verb to be in a	proper form.	
			esson now. 3. My friend a
good student.	What yo	our name? 4. The wear	ather fine today. 5. Where motherhard-working

and serious. 7. My hobbiessport and computer games. 8. My friendborn under the Zodiac sign of Libra.				
2. Make the sentences interrogative and negative.				
Model: Granny is in the village now - Is Granny in the village? Yes, she is. /				
No, she isn't.				
1. My grandparents are pensioners.				
2. The grandfather is in the garden.				
3. Peter and Andrew are in group 7.				
4. Mr. Black is on business trip.				
5. My cousin is fond of travelling.				
6. These vets are Russian.				
3. Make up sentences using there is\there are. Supply each sentence with a				
suitable numeral: 2 7 26 1 30 50 24 6				
Model: Days / a week There are 7 days in a week.				
1. Letters / English alphabet				
2. States / the USA				
3. Days / September				
4. Hours / day				
5. Moon / the solar system				
6. Faculties / the academy				
7. Regions /Belarus				
1. State in a proman form				
4. State in a proper form.				
A: My name John Brown. I from a British firm. Here my				
card. I here last week, but you away.				
B: Yes, I on business abroad. What can I do for you, Mr. Brown?				
A: Please, show me the contract. I very glad to see it.				
5. Fill in the blanks with have, has, don't have, doesn't have, had.				
1. He never any problems. 2. Bob a new computer. 3. I a toothache.				
4. Sorry, but I any time today. 5. Go to the pet-shop, our cat enough food. 6.				
We three exams last term. 7. I met Ann in the street, we stopped and a chat.				
Tr and a second				
6. Is or has?				
1. The metro station's far from my house. 2. She's blue eyes. 3. Dan's bad hab-				
its. 4. She's no time. 5. It's three o'clock now. 6. He's no time. 7. She's two mis-				
takes in her test. 8. It's too late. I must be off.				
takes in her test. 8. It's too rate. I must be on.				
Grammar to revise: "ADVERBS"				
1. Form adverbs from the following adjectives:				
Model: true → truly				
Quick, bad, sudden, careful, heavy, slow, perfect, hard, angry, easy.				
Zuick, bad, sudden, careful, neavy, slow, perfect, nard, angry, easy.				

2. Give degrees of comparison.

Positive	Comparative	Superlative
well		-
		most actively
	harder	
early		
far		
	worse	
		most dangerously
	more	
often		
many		

3. Choose an adjective or an adverb.

- 1. He opened the door quickly/quick.
- 2. Nick is a careful/carefully driver. He drives careful/carefully.
- 3. The party was very good/well. We enjoyed it very much.
- 4. I'm going to say something very important, so listen to me attentively/attentive.
- 5. She doesn't want to work for that company because they pay their workers very poor/poorly.
- 6. Come on, Jane! Why are you always so slow/slowly?
- 7. He speaks English very well/good.

<i>4. C</i>	Complete	e the	sentences	using	the	correct j	form of	the aa	lverb.
-------------	----------	-------	-----------	-------	-----	-----------	---------	--------	--------

1.	I speak English (fluently) now than last year.
2.	She greeted me (politely) of all.
3.	She smiled (happily) than before.
4.	This girl dances (gracefully) of all.
5.	Could you write (clearly) ?
6.	He had an accident last year. Now, he drives (carefully) than before.
7.	Our team played (badly) of all.

5. Translate into English.

- 1. Студенты были активны на занятии и правильно отвечали на вопросы.
- 2. Она хорошо обращается с животными.
- 3. Вы должны регулярно повторять материал.
- 4. Том чрезвычайно умен.
- 6. Наша футбольная команда плохо сыграла прошлый раз.
- 7. Говорите, пожалуйста, медленно. Я не понимаю.
- 8. Как ты себя чувствуешь? Спасибо, довольно хорошо.

UNIT 1, 2 COMMUNICATING

INTRODUCING MYSELF AND OTHERS

1. Study useful expressions.

Here are expressions to introduce yourself

- My name is ...
- I'm ...
- Nice to meet you, I'm ...
- Let me introduce myself, I'm ...

Here are expressions to introduce others:

- Jack, please meet Nicolas.
- I'd like you to meet Liza.
- I'd like to introduce you to Betty.
- Leila, this is Barbara. Barbara, this is Leila.

Useful responses:

- Nice to meet you.
- Pleased to meet you.
- Happy to meet you.
- How do you do.

Useful phrases:

- How do you spell your surname?
- Where are you from?
- What do you do?
- What's your phone number?
- Let me give you my card.
- Hi! How're you doing? What's your name?

2. Act out the following dialogues with your partner.

a)

Mr. Porter: Excuse me, are you Mrs. Black?

Mrs. Edison: No, sorry, my name is Alice Medison.

Mr. Porter: How do you do, Mrs. Edison. I'm John Porter. Mrs. Edison: How do you do, Mr. Porter. How are you?

Mr. Porter: Fine, thanks. Let me give you my card. Hope we'll meet again.

h)

William: Robert, can you introduce your friend to me?

Robert: This is William Bush. We share a room in the hostel.

David: Hi, nice to meet you. I am David.

William: Nice to meet you too. We are going to the gym. Will you join us?

David: It'll be great!

3. Complete the dialogue.	
Martin: Hello! I'm Martin Learner.	
Charles:	
Martin: Fine, thanks. Where are you from	om?
Charles	
Martin: I'm a doctor.	
Charles:	
Martin: New York University hospital.	Let me give you my card.
Charles:	
Martin: All the best.	
<i>4</i> .	
a. Introduce yourself to the member	rs of Veterinary Students' Association.
b. Introduce your friends to the Dec	an.
	Υ > '
5. Choose the correct reply.	
1. How do you do? I am Bill Thompson	
a) Very well, thank you.	c) Fine, thank you.
b) How do you do?	d) Well, not bad.
2. This is Mr. Green. He is a British bus	sinessman.
a) Hi, Mr. Green.	c) Hello!
b) How do you do, Mr. Green.	d) How nice!
3. My name is Albert.	
a) I'm pleased to meet you.	c) It's my pleasure.
b) What a pleasure!	d) I'm very happy.
4. Who are you?	
a) Fine, thanks.	c) Hi there!
b) Thank you,Ned Kelly.	d) My name is Ned Kelly.
5. This is our manager, Mr. Feeman.	
a) I'm very happy.	c) Hello, everybody.
b) Your servant, sir.	d) Pleasure.
	yourself or your friend. The following
information should be included:	
 educational establishment 	
full name	
occupation	
- address	
– phone	
– mobile	

e-mail

7. Fill in a registration form in a hotel.

l.	Surname
2.	First name
3.	Nationality
	7 1

4. Date of arrival _____

5. Sex

6. Particulars of Passport

7. Issued at _____

8. Number ____

9. Arrived here from

(give last address in full)

10. Signature of a person to whom the above particulars relate.

8. Fill in a hotel card.

	WELCOME
Name	10
Room	Rate
Date of arrival	Date of departure
Check-out Time – 12 noon	
Please present this card who	en signing bills in the restaurant
Hotel Hilton	

UNIT 3 Grammar to revise: "PRONOUNS"

1. Choose the correct pronoun.

- 1. Steve is one of (our, us, ours) best students.
- 2. (Your, you, yours) department is not far from (our, us, ours).
- 3. Can I borrow (you, your, yours) pen? I'm sorry, it isn't (me, my, mine).
- 4. Is that (yours, you, your) scientific project?
- 5. This recreational centre is (their, theirs, them).
- 6. Some students begin (they, them, their) studies at the preparatory department.
- 7. Work with vets in clinics helps (me, mine, my) acquire practical skills.
- 8. (I, me, my) study is free of charge.
- 9. The president (him, his, himself) spoke at the meeting.
- 10. I enjoyed (ourselves, mine, myself) at the party.

2. Insert the correct pronoun.

- 1. Everything ... we do together is great.
- 2. ... faculty do you study at?
- 3. Those ... want to combine work and studies can study by correspondence.

4. The book ... I read yesterday is really great.

5. ... can enter the faculty of correspondence studies.

6. I like watching films ... have happy ending.

7. A man ... company sells laboratory equipment has just telephoned me.

whose who which

> what that

3. Insert some, any, no, somebody, anybody, nobody, something, anything, nothing.

- 1. ... knows what happened.
- 2. There are ... books on the desk, but there are ... exercise-books.
- 3. Did he say ... about his pet? No, he said
- 4. That is a very easy question, ... can answer it.
- 5. Students can do ... sport they like.
- 6. Does ... work in this laboratory on Sundays?
- 7. ... students failed the examination.

4. Translate into Russian.

- There are too many cars in traffic.
- 2. The professor spoke to a few students, but few of them understood much of it.
- 3. Could I have a little coffee, please. I'm afraid there's little left.
- 4. It is necessary to do sport.
- 5. One should do it as soon as possible.
- 6. Some buildings of the Academy were built in the pre-war period and some are modern ones.
- 7. Students often help one another.

5. Select the sentences which are logically correct.

- 1. They greeted themselves.
- 5. He could never look after himself.
- 2. Ann and John looked at each other.
- 6. We often consult each other.
- 3. They liked one another.
- 7. He will do it themselves.
- 4. We disagree with ourselves.
- 8. We often talk to each other.

6. Translate into Russian.

She gave him a long look. 2. He brought me some money. 3. Mr. Stevenson didn't say anything to his brother. 4. He doesn't ask his mother, he asks me. 5. Give me a book, please. 6. Give this book to him. 7. He showed me his new kitten. 8. You showed this picture to him twice. 9. May I tell you a story? 10. You've never said this to me.

7. Translate the sentences into English using the pattern:

Give me this book, please. Give this book to me, please.

1. Дайте мне это фото, пожалуйста. 2. Вчера он показывал им своих животных. 3. Я могу одолжить вам эту книгу. 4. Я хочу вам что-то сказать. 5. Пожалуйста, верните им их документы. 6. Заполните бланк и пришлите его нам. 7. Покажи мне эту картинку, пожалуйста. 8. Не давайте свои записи никому. 9. Не говори это Нику.

UNIT 4 Grammar to revise: "NUMERALS"

1.

a. Read the numerals:

253, 4001, 25034, 9256, 78412, 57681000, 1000000;

b. Read phone numbers:

5-92-07; 36-24-72; 29-22-47; 22-81-994 24-45-90; 37-80-11; 25-30-98;

c. Read the following dates:

1812, 1905, 1240, 1330, 1945, 2005, 2012.

2. Write in English.

Первый, десятый, пятый, сороковой, второй, семьдесят третий, тысячный.

3. Write in words.

55%, 83.3%, 05, 7x41, 2/3, 2/4, 6.16, 212 kg, 204 km².

4. Write when these holidays are celebrated.

Model: New Year

New Year is celebrated on the first of January.

Christmas Day, May Day, Women's Day, Victory Day, Valentine's Day, Fool's Day, Halloween.

5. Choose the correct numeral.

- 1. Over two ... students were present at the meeting.
 - a) hundred
 - b) hundreds
 - c) hundreds of
 - d) hundred of
- 2. Queen Elizabeth ... is a constitutional monarch of the UK.
 - a) the Second
 - b) two
 - c) the two
 - d) second

- 3.... humans have been protected against zoonotic diseases.
 - a) Million
 - b) Millions
 - c) Millions of
 - d) Million of
- 4.... lecture begins at 8 o'clock.
 - a) one
 - b) the first
 - c) first
 - d) the oneth
- 5.... is the seventh day of the week.
 - a) Friday
 - b) Sunday
 - c) Thursday
 - d) Saturday
- 6. The classes are over at 15^{25} (...).
 - a) twenty-five minutes past four
 - b) twenty-five minutes to four
 - c) twenty-five minutes to three
 - d) twenty-five minutes past three
- 7. Students wrote this test on
 - a) the twenty-two of October
 - b) the twenty-second' of September
 - c) the twentieth-second of October
 - d) the twenty-second of October

Grammar to revise: "QUESTIONS"

1. Choose the right auxiliary verb.

1 you got any brothers or sisters?	a. are
2 you get to the Academy by bus or you walk?	b. can
3 you finish the secondary school last year?	c. is
4 students get practical skills at the Academy?	d. will
5 Vitebsk an ancient town?	e. have
6 you graduate from the Academy next year?	f. did
7 swine important meat animals in Belarus?	g. do

2. Write questions for these answers.

- 1. She wants to be a veterinarian. (What?)
- 2. Jane likes going to discos and night clubs. (Where?)
- 3. Everyone should preserve nature and protect the environment. (Why?)
- 4. People have two pairs of limbs. (How many?)
- 5. Vitebsk was founded in 974. (When?)
- 6. The President is the head of the state. (Who?)
- 7. Minsk is the capital of Belarus. (Which city?)

3. Complete the sentences with question tags.

- 1. Ann was 17 when she entered the University, ...?
- 2. His parents will surely help him, ...?
- 3. You can't do this job, ...?
- 4. My friend went to London last week, ...?
- 5. The United Kingdom comprises England, Wales, Scotland and Northern Ireland, ...?
- 6. Great Britain is a relatively densely populated country, ...?
- 7. The UK is not a republic, ...?

4. Choose the right variant.

- 1. Where ...?
 - a) he is working
 - b) he works
 - c) is he work
 - d) does he work
- 2. What languages ... in Great Britain?
 - a) people speak
 - b) do people speak
 - c) are people speaking
 - d) people spoke
- 3. What ... the main crops cultivated in Great Britain?
 - a) is
 - b) were
 - c) will be
 - d) are
- 4. Who ... by correspondence?
 - a) can study
 - b) did study
 - c) does study
 - d) is study
- 5. When ... founded?
 - a) is the Academy
 - b) was the Academy
 - c) the Academy is
 - d) the Academy was
- 6. What ... now?
 - a) you are doing
 - b) do you do
 - c) you do
 - d) are you doing

- 7. What ecological problems ... in the world?
 - a) exist
 - b) do exist
 - c) are existing
 - d) exists

5. Put the words in the right order to make up a question.

- 1. time / he/ on / always / come/ his / to / does / classes /?
- 2. listening / the / are / students / what / to /?
- 3. food / does / from / where / come /?
- 4. know / what / do / farm / you / machinery /?
- 5. products / is / Belarus / for / famous / industrial / what /?
- 6. Belarus / a / is / large / region / economic / modern /?
- 7. veterinarians / a / what / prime / of / is / responsibility /?

6. Translate into English.

- 1. Ты собираешься стать ветврачом или зооинженером?
- 2. Чему учат студентов ветеринарной академии?
- 3. Какие обязанности имеет ветврач в хозяйстве?
- 4. Где студенты получают практические навыки?
- 5. Большинство студентов живут в общежитии, не так ли?
- 6. Платят ли студенты за пользование библиотекой?
- 7. Сколько времени требуется тебе, чтобы выполнить домашнее задание?

UNIT 3, 4 COMMUNICATING

AT THE UNIVERSITY

1. Read the following dialogues. Pay attention to the following word combinations: to feel like doing something; to miss classes; to take notes; to make arrangements with somebody; to make good use of something; to be accepted to the University.

a

Linda: Hey! How did your physics exam go?

Frank: Not bad, thanks. I'm just glad it's over! How about you? How did your

presentation go?

Linda: Oh! It went really well. Thanks for helping me with it.

Frank: No problem. So ... do you feel like studying tomorrow for our math

exam?

Linda: Yeah, sure! Come over around 10.00 after breakfast.

Frank: All right. I'll bring my notes.

b)

Ann: You received a letter in the mail.

Nick: Give it here.

Ann: Who's the letter from?

Nick: I think it's my acceptance letter from the University.

Ann: Tell me what it says.

Nick: They didn't accept me.

Ann: Are you serious?

Nick: It's the truth. Ann: Are you okay?

Nick: I really wanted to get into this University.

Ann: I am really sorry to hear that.

Nick: It's okay. I'm still waiting to hear from another one anyway.

 C_{λ}

Student: Excuse me, Professor. I am going to miss next week's class. **Professor:** Is this something that you could schedule for another time?

Student: No, I have to do this; it's very important.

Professor: Have you arranged for someone to take notes for you?

Student: I've made arrangements with a friend to help me.

Professor: You know that I only allow one absence per semester, don't you?

Student: Yes, I know.

Professor: Make good use of that day off; you'll only have one this semester.

2. Role play the dialogues.

3. Act out the following situations:

a. Two students talk about their exams.

b. The student asks the Professor the permission to use the mobile during practical classes.

4. Put the following phrases in order to get a dialogue.

- Oh, no, well, I'll see you later then. Good luck!
- Fine, thanks and you?
- Hi, Helen! How's it going?
- To the library. I've got a history exam next week and need to start studying.
- Thanks. See you later...
- Just fine. Where are you off to?

5. Read about admission requirements to the University of Glasgow School of Veterinary Medicine. Translate the passage into Russian.

Candidates are selected on the basis of all-round ability and personal qualities appropriate to a career in veterinary science. Academic capability is important: the programme is long and demanding, and we aim to select individuals who are able to sustain a demanding study programme.

At the admission interview for entry you will be asked about your work experience, hobbies and interests and your school work. You should have a good knowledge of the profession as a whole and what would be expected of you as a

veterinary surgeon. You may be also asked questions relating to animal welfare, ethical issues.

JOB. CAREER.

1. Practice the dialogues with your partner, change the roles and do it again.

HOW TO FIND A JOB

- **A:** What is the best way to find a job here?
- **B:** There are different ways of conducting a job search. Do you know what you want to do?
- **A**: I don't know.
- **B**: Can you work part-time or full-time?
- **A:** It doesn't matter right now, either one would be OK.
- **B:** The binders have current local jobs listings and the computer jobs lists are good too. Understand?
- **A:** OK, I'll go check it out.
- **B**: Schedule an appointment with a counselor and you can get more information. Would that work for you?
- **A**: I am not sure.
- **B:** Everything that you need for a successful job search is here. Good luck!

JOB INTERVIEW

- **A:** Good morning. Thank you for the interview.
- **B:** No problem. Now do you prefer working with others or flying solo?
- **A:** Actually, I enjoy both.
- **B:** So, what is important to you in a job? Do you need job security or professional growth and a chance to advance?
- **A:** I need job security.
- **B**: Would you be able to relocate?
- **A:** I am open to relocating.
- **B:** What are your annual salary requirements?
- **A:** I need at least 75000 per year.
- **B**: I'll keep that in mind. Thank you for coming in today. We'll be in touch.

ACCEPTING A JOB OFFER

- A: Good morning, may I speak with Mr. Walace, please.
- **B**: You are speaking to him, may I help you?
- **A:** Mr. Walace, this is Zenon Company calling to speak with you.
- **B**: Yes, good to hear from you.
- **A:** We are calling you today to offer you the job you interviewed for last week.
- **B**: That's great! I am looking forward to working with you.
- **A:** Would you be able to begin working for us in two weeks?
- **B**: I could begin working then with no problem.
- **A:** Welcome to our company; We'll see you then.

2. Complete the dialogue with answers, then act it out in pairs. Useful hints: part-time work; full-time work; job security; salary requirements; personal qualities; to schedule an appointment; to be in touch.

A :	Why do you want to work with us?
B :	
A :	What experience do you have?
B :	
A :	What qualities do you think are important for the job?
B :	
A :	Are there any questions you would like to ask me?
B :	
A :	About 1,5 thousand Euros a month.
\mathbf{R} .	

B – Interviewee

A – Interviewer

A: No, you shouldn't. I'll be getting in touch with you next week.

3. Write what you like and dislike most about doing a job.

I enjoy ... getting up early
I like ... working indoors
I don't mind ... working outdoors
I hate / I can't stand having a routine
working long hours
working overtime
working with my hands
working on my own
sitting all day at the desk
etc.

4. Study the way a CV is arranged.

CV (RESUME)

The CV is about you, your education, background, work experience and your skills. While writing a CV, use one of three CV formats: a chronological format, a functional format, a combination format. It is also important to keep a CV concise, avoid large paragraphs, leave out the "I", be honest, eliminate superfluous details.

SAMPLE CV

Alfred Russel Wallace

22 Temple Road, Folkestone, Kent CT17 3YU

Email: arw999@yahoo.co.uk. Mobile: 0339005678 Tel: 0167534769

PROFILE

I am passionate about conservation and the environment. My three years of study and my summer practical field work experience have strongly confirmed biodiversity conservation as the career choice for me.

My reliability, communication, skills, responsibility and friendly nature are assets I would bring to the work. I have specific experience in research, data collection and analysis.

I am able to work in a multi-cultural team and adapt to new cultures.

EDUCATION

2013 – 2016 The University of Kent Biodiversity Conservation Bsc (Hons) 2006 – 2013 Folkestone High School

RELEVANT WORK EXPERIENCE

July 2014 – Sept 2015 Kenya for 3 months

Voluntary work for "Save the Elephants": tracking and monitoring of the elephant population. Participation in the fixing of GPS collars on selected elephants.

SKILLS

Teamwork I have successfully undertaken various team projects within

both academic and non-academic environments.

Communication My degree course greatly enhanced my written and verbal

communication skills due to many presentations,

assignments, posters, essays and projects required.

Practical I undertook a small mammal identification course at Kent

conservation skills Wildlife Trust

Computing skills Competent using Microsoft Word, Exel, Access, Power Point

INTERESTS

- At university I was a member of the Badminton Society which I attended weekly.
- I have travelled to Kenya, Europe, the USA and Asia.

Charles Brown (Lecturer in Biodiversity) University of Kent Canterbury Kent CT2 7NJ

REFEREES

John Audubon, Manager BHS High Street Folkestone CT17 5RU jja@bhs.com cd999@kent.ar.uk

5. Write a CV of your own.

Name	
D.OB.	
Address	
Education	
Professional Activity	
Other skills / personal qualities	10
Experience	
References	

UNIT 5 Grammar to revise: "VERBS. SIMPLE TENSES. CONTINUOUS TENSES"

1. Choose the right variant.

1. Vitebsk for nearly ten kilome-	a. will stretch
ters from west to east.	b. stretches
	c. stretched
2. In 2074 Vitebsk its 1100 anniver-	a. celebrates
sary.	b. celebrated
	c. will celebrate
3. Many conquerors the town	a. destroy
many times in the past.	b. destroyed
	c. will destroy
4. I advise you to visit Vitebsk, I'm sure you	a. will enjoy
it greatly.	b. enjoyed
	c. enjoy
5. Vitebsk its history in 974.	a. begins
	b. will begin
	c. began
6. The famous arts festival "Slavyansky Bazaar"	a. took
place in Vitebsk every summer.	b. takes
	c. will take

7. Marc Chagall in Vitebsk.	a. will grow up		
	b. grows up		
	c. grew up		
2. Fill in the verbs in Continuous Tenses. 1. Yesterday at six I dinner. (to prepare) 2. This time next week we at the beach. (to rail the second of the seco	o sit) n) serf the Internet) o sing) row. (to get)		
3. Complete the sentences matching the columns.			
Good feeding will show good results	generally		
The vet is examining infected cows	last winter		
Rapid growth accelerates the development of rickets.	f gradually		
The farmer was cleaning sheep-pens yesterday	at this moment		
Most feeds contain all the nutrients.	as a rule		
dairy cows consumed silage, hay.	usually		
Small traditional farms will be disappearing.	from 9 till 12 o'clock		
 4. Put the verbs in the appropriate tense form (State of the Appropriate tense for the Appropriate tense form (State of the Appropriate tense form (State of the Appropriate tense form	e left side of the road.		
 3. I (to make) plans for my summer holidays right now. 4. Don't take him to this performance, he (to take the exam) today. 			
5. I hope the conference (to be) very interesting.			
6. Last night Tom and Sue (to visit) the Arts Museum, then they (
(a) to a rectaurant			
7. The tourists (to go) when it started raining.			

5. Translate into Russian.

- 1. Zooengineers deal with breeding, feeding and management of farm animals.
- 2. When I came in the animal clinic the veterinarian was examining a dog.
- 3. The man asked where the bus stop was.
- 4. Specialists develop their qualification at the up-dating faculty.
- 5. My friend was getting better and better slowly.
- 6. I'll call you as soon as I arrive in Belarus.
- 7. He will be passing his driving test this time next Monday.

6. Translate into English.

- 1. Этот фермер доит коров дважды в день.
- 2. В следующем году экспериментальное хозяйство достигнет наивысшего уровня производства.
- 3. Вчерашние газеты сообщили о многочисленных случаях отравления.
- 4. Ты начал свою учебу на подготовительном отделении?
- 5. Трактора вспахивали поле весь день.
- 6. Завтра в 8 часов студенты нашей группы будут сдавать экзамен по анатомии.
- 7. Если погода будет хорошей, фермеры перевезут телят на пастбище.

7. Correct the mistakes where necessary.

- 1. Marc Chagall study art with a local teacher in Vitebsk and then in St. Petrsburg.
- 2. I'm preferring green tea to black one.
- 3. Last spring we plant many beautiful flowers in our garden.
- 4. I was listening to music when the doorbell rang.
- 5. Helen looks like a million dollars, didn't she?
- 6. Who makes this terrible noise? I can't hear anything.
- 7. I'll never forget my first visit to the Puppet Theatre.

UNIT 6 Grammar to revise: "VERBS. PERFECT TENSES. PERFECT CONTINUOUS TENSES"

1. Complete the table:

+	?	
My friend has forgotten the		
shortest way to the station.		
	Had the vets finished	
	their work by 6 o'clock?	
		The company won't have
		built this new supermarket
		by October.

	Have the designer already reconstructed that	
	ancient church?	
		The artist won't have
		exhibited his paintings by
		the end of the year.
Anna had visited only Marc		
Chagall museum by noon.		

2. Complete the sentences.

- 1. By the time we got to the cinema the film ... (has begun, have begun, had begun, will have begun)
- 2. I have been working in this clinic for a year already, but I ... to change my job. (had decided, have decided, has decided, will have decided)
- 3. The farmer ... potatoes for years but he has never had such a good crop before. (has grown, have grown, had grown, has been growing)
- 4. Jane ... back by the end of the next month. (will have come, had come, has come, will come)
- 5. When are you going to finish this translation? —I… it today. (have finished, have been finished, had finished, will have finished)
- 6. Have you heard the news? He ... all his exams this week. (has passed, have passed, had passed, will have passed)
- 7. Before I came to the office the manager already ... the documents. (will have signed, has signed, have signed, had signed)

3. Fill in the verbs in Perfect Tenses.

- 1. A few cows ... their weight this month. (to loose)
- 2. When we came to the farm a veterinarian ... already. (to leave)
- 3. The laboratory assistant ... this report by the end of the day. (to finish)
- 4. They ... hay for a month by the end of the year. (to use)
- 5. Clinical signs ... that the animal is ill. (to show)
- 6. Vets ... measures before many animals on the farm become ill. (to take)
- 7. How long ... this disease? (to last)

4. Nigel has made four mistakes in using for' and 'since' in his letter. Correct his mistakes.

Dear Mum and Dad

I've lived in Africa since two weeks and I love it! Africa is beautiful! I haven't travelled to any faraway place for last summer. I'm so happy now! I've already seen Mr. Rambler. He is working for "Friends of the Earth" here and taking photos of wild animals. I haven't seen any lions yet. I think I'll see them later. Thank you for the trip. I've dreamed of Kenya for my childhood. I haven't seen you since ages! I miss you so much!

Love, Nigel.

5. Translate into English

- 1. Доктор еще не пришел.
- 2. Вы были в Лондоне?
- 3. Преподаватель еще не рассказал о результатах теста?
- 4. Как долго вы учите английский язык?
- 5. Хирург закончит операцию к 6 часам вечера.
- 6. Фермер покормил животных после того, как он почистил коровник.
- 7. Загрязнение окружающей среды стало острой проблемой современности.

UNIT 7 Grammar to revise: "PASSIVE VOICE"

1. Change Active for Passive.

Model: The milkmaid fed the cows. – The cows were fed by the milkmaid.

- 1. Cells compose all animals and plants.
- 2. The blood stream connects endocrine glands.
- 3. Students discussed this problem yesterday.
- 4. Vaccination controls many diseases.
- 5. The press will report all cases of poisoning.
- 6. People domesticated animals for various purposes.
- 7. Tractors have already ploughed the soil.

2. Insert the correct verb form.

- 1. Vitebsk State Academy of Veterinary Medicine ... in 1924. (was founded, was founding, has been founded)
- 2. Cattle ... grain, grass, silage. (are feeding, fed, are fed)
- 3. The cell theory ... in the 19th century. (is elaborated, will be elaborated, was elaborated)
- 4. Usually the experimental pigs ... in individual pens. (are housing, are housed, were housed)
- 5. Water ... by animals for various purposes. (are required, is required, requires)
- 6. Next year silage ... from both legumes and grass. (is made, was made, will be made)
- 7. That additive ... on sows for three months. (was tested, is tested, has been tested)

3. Put in by or with.

- 1. The hall was decorated ... pink balloons.
- 2. The roof of the church will be repaired ... local people.
- 3. This material has been already published ... Cambridge University Press.
- 4. The poultry house was built ... money that he had borrowed from the bank.
- 5. The soil is ploughed ... tractors.
- 6. His daughter was bitten ... a stray dog.
- 7. The monument to the veterinarian in the courtyard of Vitebsk State Academy of Veterinary Medicine was made of bronze ... the famous Vitebsk sculptor Ivan Kazak.

4. Please, be informed that:

- 1. Printing was invented in 1454.
- 2. America was discovered in 1492.
- 3. The London Underground was opened in 1863.
- 4. The first photograph was taken in 1826.
- 5. The electric light bulb was invented in 1879.
- 6. Penicillin was discovered in 1928.
- 7. The world's first telephone conversation was held in 1876.

5. Put the verbs in a proper form:

to write, to found, to destroy, to be born, to bury, to speak, to build, to call

- 1. Romeo and Juliet ... by William Shakespeare.
- 2. In 1666 many buildings in London ... by fire.
- 3. William Shakespeare ... in Stratford-upon-Avon.
- 4. Many great writers ... in Westminster Abbey.
- 5. The English language ... all over the world.
- 6. The Tower of London ... by William the Conqueror in the 11th century.
- 7. St Paul's Cathedral ... by Sir Christopher Wren in the 17th century.
- 8. The flag of the UK ... Union Jack.

Grammar to revise: "PARTICIPLES"

1. Give English equivalents.

Растущие растения, выращенные растения, хорошо оборудованные лаборатории, улучшенные методы, доильные аппараты, оросительные машины, орошаемые земли, пораженные животные.

to grow, to equip, to irrigate, to milk, to affect, to improve

2. Insert the proper participle.

- 1. I visited a farm (producing / produced) sheep.
- 2. The air (being surrounded / surrounding) the globe is called the atmosphere.

- 3. The (giving / given) formula is correct.
- 4. The subjects (studied / studying) by the students are very important.
- 5. The farmers get high yields (using / being used) fertilizers.
- 6. The crop (having grown / growing) well is potatoes.
- 7. (Affected / affecting) pigs run a high temperature.

3. Complete the sentences using Participles.

- 1. ... animals, the farmers began to water vegetables. (having fed, feeding, being fed)
- 2. ... for different purposes, these plants are cultivated in many countries. (having been used, using, being used)
- 3. Many agricultural processes ..., the work of the farmers became much easier. (being mechanized, having mechanized, having been mechanized)
- 4. ... this course they were able to analyze the composition of feeds . (studying, having studied, being studied)
- 5. When ... proper ration animals increase their production. (giving, given, having given)
- 6. Generally ..., there are economic advantages in feeding concentrates. (being spoken, spoken, speaking)

4. Translate the sentences into Russian.

- 1. He wants it done quickly.
- 2. The manager watched the <u>feeds being mixed</u>.
- 3. The dean saw the students writing the test.
- 4. The <u>farmers</u> were seen <u>feeding</u> the cattle.
- 5. Fertilizers being used soil fertility is improved.
- 6. She sat still, with her eyes fixed on the document.
- 7. Weather permitting, we'll start tomorrow.

Grammar to revise: "INFINITIVE. GERUND"

1. Define the Infinitive form.

To be finished, to know, to be building, to have been milked, to have been growing, to plant, to have provided, to be fed, to be feeding

2. Use the correct infinitive form. Translate the sentences into Russian.

- 1. I'm glad ... at the Academy of Veterinary Medicine. (to study)
- 2. It was nice ... all the exams. (to pass)
- 3. Most of mineral salts can ... by plants from the soil. (to obtain)
- 4. They were happy ... to Minsk. (to send)
- 5. The piggery should infections. (to clean, to prevent)
- 6. They are known ... in the experimental laboratory for many years. (to work)

3. Use 'to' if necessary.

- 1. Farmers grow grass feed animals.
- 2. The zooengineer would like this new milking machine be used.
- 3. He wanted get there early, but he failed.
- 4. I'll make him _ tell me the truth.
- 5. The milkmaid saw them clean the cow-shed.
- 6. It was a very sad film. It made me _ cry.
- 7. Let's wait a few minutes. She will come.

4. Translate into Russian.

- 1. We know him to work hard on his farm.
- 2. They hope new equipment to be used this year.
- 3. The students consider their monitor to be right.
- 4. We expected the question to be discussed at the meeting.
- 5. The fertilizers are reported to improve soil fertility.
- 6. The farmer proved to be a good manager.
- 7. The health of the cow is known to influence the quality of milk.
- 8. The weather is too cold for plants to grow well.

5. Complete the sentences choosing the right variant.

- 1. Most people prefer ... money ... it.
 - a) to spend ... to earn
 - b) spending ... earning
 - c) spend ... earn
 - d) spending ... to earn
- 2. James believes ... a promotion in 2 months.
 - a) to offer
 - b) to be offered
 - c) to be offering
 - d) to have offered
- 3. The doctor advised my uncle ... smoking so many cigars a day.
 - a) stop
 - b) stopping
 - c) to stop
 - d) having stop
- 4. My parents don't let me ... up late on weekdays.
 - a) to stay
 - b) stay
 - c) staying
 - d) having stopped
- 5. I regret ... you that your application has been refused.
 - a) to inform
 - b) informing
 - c) to informing
 - d) inform

- 6. Billy didn't expect ... such a question. He wasn't prepared for it.
 - a) to ask
 - b) asking
 - c) to be asked
 - d) ask
- 7. There is an opportunity of ... foreign languages at the Academy.
 - a) study
 - b) studying
 - c) to study
 - d) to have studied

6. Make up sentences with Gerund.

- 1. feeding, chickens, I, fond, am, of.
- 2. are, necessary, minerals, in, feeding.
- 3. supply, females, milk, the, young, for, suckling.
- 4. for, silage, is, used, feeding.
- 5. parents, proud, veterinarians, of, are, my, being.
- 6. reason, is, what, late, your, being, for?
- 7. problem, of, ways, are, solving, there, many, the.

7. Insert prepositions at, of, for, in, on, by.

- 1. Some students are not good ... learning languages. 2. My dad was tired ... working on the farm. 3. The zooengineer insisted ... using this method of animal feeding.
- 4. Females supply milk ... suckling the young. 5. What methods ... vaccinating do you know? 6. Being affected ... a disease animals may run a temperature. 7. Do you have any experience ... driving a tractor?

8. Translate into English using Infinitive or Gerund.

- 1. Он ушел из лаборатории последним.
- 2. Я чувствовал, что его рассказ правдив.
- 3. Он знает английский довольно хорошо, чтобы перевести эту статью.
- 4. У меня не было времени, чтобы прочитать твой доклад.
- 5. Я считаю их своими друзьями.
- 6. Ему понравилось работать на ферме.
- 7. С ним трудно иметь дело.
- 8. Он бросил курить.

UNIT 8 Grammar to revise: "MODALS"

1. Put modal verbs in future or past forms.

- 1. You may go out.
- 2. He must write this letter.
- 3. I can do it myself.

- 4. Do you have to sign anything?
- 5. They are to meet on the farm.
- 6. She can speak English well, but she can't write at all.
- 7. You must explain it to everybody.

2. Make the sentences interrogative and negative.

- 1. You should show this sheep to the veterinarian.
- 2. I had to wait for the farm manager.
- 3. My brother can drive a car.
- 4. Students are allowed to ask their teachers any questions.
- 5. Farmers are to feed and water animals every day.
- 6. Cows must be milked three times a day.
- 7. A fair face may hide a foul soul!

3. Use the modals or their equivalents.

- 1. I ... speak English quite well now.
 - a) may
 - b) can
 - c) could
 - d) might
- 2. She ... swim really well when she was 8 years old.
 - a) must
 - b) should
 - c) could
 - d) ought to
- 3. Students ... smoke.
 - a) are not able to
 - b) are not allowed to
 - c) should not
 - d) ought not to
- 4. You ... work harder next week.
 - a) have to
 - b) am to
 - c) had to
 - d) will have to
- 5. ... you play any musical instrument?
 - a) must
 - b) ought ... to
 - c) were able ... to
 - d) can
- 6. Students ... talk during the lectures.
 - a) must
 - b) mustn't
 - c) should
 - d) will

- 7. You ... go shopping today. There is enough food in the house.
 - a) needn't
 - b) can't
 - c) couldn't
 - d) mustn't

4. Fill in the blanks with the following modal verbs: must, might, should, needn't, may, to be allowed, have to.

- 1. Don't you know cigarettes are bad for you? You ... smoke.
- 2. Each passenger ... take one bag onto the plane.
- 3. You worry too much. You ... take everything so seriously.
- 4. The cow looks sick. A farmer ... consult a veterinarian.
- 5. ... I smoke here. No, you
- 6. A farmer ... clean animal quarters every day.
- 7. You friend is in trouble. You ... offer to help him.

5. Translate into Russian.

- 1. Smoking is not allowed.
- 2. He can't make computer programs alone at home.
- 3. You might be more careful with infected animals.
- 4. He doesn't have to go to work on Sundays.
- 5. He needn't reexamine these cows.
- 6. You should be more friendly to people.
- 7. He oughtn't to behave like that.

6. Translate into English:

- 1. Вам следует обратиться к ветеринару.
- 2. Кто должен вакцинировать животных на ферме?
- 3. Не могли бы вы сделать мне одолжение?
- 4. Этого делать нельзя.
- 5. Вы могли бы быть более внимательны.
- 6. Я бы хотел пройти практику в ветеринарной клинике.
- 7. Он умеет хорошо говорить по-английски, но совсем не умеет писать.

UNIT 6, 7, 8 COMMUNICATING

TRAVELS. TOURISM

1. Practice the dialogues with your partner, change the roles and do it again.

At the Booking-Office

C – cashier T – tourist

C: Can I help you, Miss?

T: I'd like to buy a round-trip ticket to London.

C: No problem, Miss. When are you planning to leave?

T: Tomorrow. Tell me please, what the flying time will be.

C: This is a direct flight. So it's three and a quarter hours.

T: Fine. That's what I need. How much would it be?

C: Well, 330 euros. Will you pay in cash?

T: I'll pay by credit card. What is the flight number?

C: Flight 385. You must check in at 9 o'clock.

T: Thanks a lot.

C: All the best. You are welcome any time.

J-Julie S-Sophie

- J: I've just bought a ticket to New York City. I'm so excited to see the city!
- S: Good for you! Travelling is so much fun. I love discovering new places and new people. When are you leaving?
- **J:** Next week. I'm taking "the red eye". It was cheaper. Hopefully, I'll be able to sleep on the plane.
- S: I wish I could go with you! New York is a magic place. You will have so much fun.
- **J:** I hope so. I'm going to visit my brother who lives there. I will stay for a week and then take the train down to Washington, D.C.
- S: That sounds like a great vocation. I'm looking forward to a week at the beach for my summer vocation. I just want to relax.

a. Read the following dialogue.

At the Tourist Information Center

O – Tourist Information Officer V – Visitor

O: Can I help you?

V: Yes, we are looking for somewhere to eat.

O: What type of place are you looking for?

V: Somewhere that's not very expensive.

O: There's a very nice restaurant on Queen Street. Why don't you go there?

V: OK. Thank you very much. We'll try it.O: Is there anything else I can help you with?

V: No, that's all. Thanks.

b. Act out a dialogue. One of you is a tourist information officer, the other is a tourist who is looking for: somewhere to stay

somewhere to relax somewhere to see art somewhere to see historical things etc.

3. Write the answers.

- Do you prefer to travel by train, by bus, by plane or by ship?
- Have you ever been abroad?
- What countries would you like to visit?
- Do you prefer to visit cities or more remote areas?
- What type of accommodation do you like to stay in, for example, hotel, tent, lodge?
- How much luggage do you usually carry?
- Do you usually pay in cash?

4. Fill in the gaps.

Information for tourists about the Republic Belarus

How to arrive	By airplane,,
Customs regulations	Coincide with world standards
Visa and passport	Visas and valid passports are required
Climate	
Time	GMT + 3 hours (GMT – Greenwich Mean Time)
Money	
Languages	
Insurance	Medical insurance is required for all foreign citizens
Popular tourist destinations	

UNIT 9

Grammar to revise: "SENTENSES. CONJUNCTIONS"

1. Translate the sentences.

- 1. The house was destroyed in the fire, but the whole family was saved.
- 2. Walking through the wood, he saw a fox that was following him.
- 3. If I do not get this job, I will start a business.
- 4. He said that he was so disappointed that he would not try again.
- 5. The men who rule the world with their pens are mightier than those who rule the world with their swords.
- 6. The evil that men do lives after them.
- 7. All that glitters is not gold.
- 8. Neither the color nor the design of this cloth appeals to me.

2. Make sentences matching columns.

Model: The car stopped. The driver got out.

The car stopped <u>and</u> the driver got out.

a. I bought a newspaper.		a. she looked out.
b. She went to the window.	and	b. they took some photos.
c. Did you go out last night?	but	c. I didn't read it.
d. They walked round the town.	or	d. we didn't go swimming.
e. The water wasn't very clean.	so	e. did you stay at home?
f. She doesn't like her job.	because	f. he was ill.
g. Jack didn't go to work.	therefore	g. she does the same things all the time.
h. I remember his face.	yet	h. I can't remember his name.
i. The market is unstable these days.		i. we should avoid big spending.

3. Choose the right conjunction.

- 1. ... he knows English well, he won't help you with the article.
 - a) as
 - b) although
 - c) if
 - d) as if

- 2. ... the patient has lost a lot of blood, he is in a stable condition. a) as soon as b) although c) despite d) unless 3. No one was doing the test, ... I switched the computer off. a) unless b) although c) so d) so that 4. I won't be able to attend the conference, ... I haven't finished my report yet. a) as b) till c) so d) as soon as 5. The prices rose ... the growing inflation. a) because b) due to c) for d) till 6. I'm going to stay ... we hear from them. a) for b) unless c) before d) since 7. The tutor is smiling she had a surprise for her students. a) as if b) till c) as soon as d) thanks to 4. Identify the type of the sentence. 1. This is a simple sentence. a) simple b) compound c) complex d) compound-complex

 - . I like playing basketball, and my brother likes playing tennis. I'll help you if you help me.
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex

- 3. Do you want to go swimming tomorrow, or would you prefer to play tennis?
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex
- 4. I don't know why he did that.
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex
- 5. My family came to Germany when I was in grade 5, but I never learned to speak German very well.
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex
- 6. We were doing an English test when the fire alarm rang yesterday.
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex
- 7. Most European countries now use the Euro, but the United Kingdom still uses the pound (£).
 - a) simple
 - b) compound
 - c) complex
 - d) compound-complex

5. Transform the sentences according to the model.

Model: Hearing the noise, the boy woke up. - The boy woke up **when he heard** the noise.

- 1. Knocking at the gate, he demanded admission.
- 2. Blinded by a dust storm, they lost their way.
- 3. Deceived by his friends, he lost all hope.
- 4. Driven by hunger, he stole a piece of bread.
- 5. Overwhelmed with grief, the poor widow killed herself.
- 6. The sea being smooth, we went for a sail.
- 7. Weather permitting, the match will be held tomorrow afternoon.

UNIT 10

Grammar to revise: "ENGLISH SENTENCE STRUCTURE. SEQUENCE OF TENSES"

1. Correct the word order.

- 1. Igor speaks very well English.
- 2. Mrs. Winter is going on Monday to London.
- 3. After eating quickly his breakfast, John went out.
- 4. I usually am very tired when I get home from work.
- 5. Jack reads rarely newspapers.
- 6. Helen has learned enough English to study in Great Britain.
- 7. Jack and Jane have applied both for the job.

2. Make up sentences.

- 1. who, students, hard, successful, work, are, usually.
- 2. how, students, parasites, to use, are taught, measures, to kill, effective.
- 3. problematic, pollution, concerns, the, with, most, environmental, deal, production, and.
- 4. everyone, everything, in, power, nature, it, very, that, is, do, important, his, preserve, to, must.
- 5. ways, many, drugs, use, be, be classified, kinds, in, people, of, that, several, can.
- 6. are, pairs, in, the, vertebrae, arranged, ribs, in, thoracic, which, correspond, number, to.
- 7. civilization, with, of, animals, is, history, the, closely, associated, domestic.

3. Choose the right variant of translation.

- 1. She was asked, поедет ли она с нами на мясоперерабатывающий комбинат.
 - a) if will she go with us
 - b) if she would go with us
 - c) if she will go with us
- 2. Olga told me, что учится здесь с прошлого года.
 - a) that she is studying here since last year
 - b) that she was studying there since last year
 - c) that she had been studying there since the previous year
- 3. We were informed, что экзамены закончатся к концу месяца.
 - a) that the exams would have been over by the end of the month
 - b) that the exams would be over by the end of the month
 - c) that the exams will be over by the end of the month
- 4. The hostel administrator asked me, почему у меня нет пропуска.
 - a) why didn't I have a pass.
 - b) why I don't have a pass
 - c) why I didn't have a pass
- 5. German scientists M. Schleidan and T. Schwann proved , что структурной единицей всех живых существ является клетка.

- a) that the unit of structure of all living things is the cell
- b) that the unit of structure of all living things was the cell
- c) that the unit of structure of all living things had been the cell
- 6. The dean advised us, чтобы мы не беспокоились об этом.
 - a) that we wouldn't worry about it.
 - b) that we wouldn't worry about that
 - c) not to worry about it
- 7. The manager asked us, сколько времени мы живем в этой гостинице.
 - a) how long have we stayed in this hotel
 - b) how long we were staying in that hotel
 - c) how long we had been staying in that hotel

4. Insert the right form of the verb.

- 1. The teacher promised to help me if I ... the answer myself. (haven't found, didn't find, won't find, wouldn't find)
- 2. He is sure that they ... each other for many years. (know, have known, knew, had known)
- 3. Mrs. Reed knew that her niece ... as her eyes were red. (is crying, has been crying, was crying, had been crying)
- 4. I asked her whether she ... there with me, but she said no. (goes, is going, will go, would go)
- 5. My friend wrote that he would make the report when he ... from holidays. (has returned, returned, will return, would return)
- 6. My sister learned at school yesterday that the Earth ... around the Sun. (revolves, is revolving, revolved, was revolving)
- 7. The tutor was interested if the boys ... the problem. (solve, have solved, had solved, are solving)
- 8. Who told you that goats ... on grass. (live, lived, had lived, will live)

UNIT 11 Grammar to revise: "COMPLEX SENTENCE"

1. Insert who, that, which.

- 1. The girl ... was injured in the accident is now in hospital.
- 2. I didn't like stories ... have unhappy endings.
- 3. Last night we went to Ann's party ... we enjoyed very much.
- 4. A dictionary is a book ... gives you the meanings of words.
- 5. Nora is the only person ... understands me.
- 6. This is an awful film. It's the worst ... I've ever seen.
- 7. Many kinds of drugs ... people use can be classified in several ways.

2. Choose the right variant.

- 1. Mr. Waterman ... company sells feed additives has just telephoned me.
 - a) that
 - b) who
 - c) whose
 - d) which
- 2. That is the house ... Shakespeare was born.
 - a) who
 - b) whose
 - c) which
 - d) where
- 3. A vegetarian is someone ... does not eat meat.
 - a) whom
 - b) who
 - c) which
 - d) whose
- 4. An influenza epidemic ... began in 1918 killed about 20 million people.
 - a) who
 - b) that
 - c) whose
 - d) whom
- 5. The disease spread from Asia, ... it began, to many other parts of the world.
 - a) that
 - b) which
 - c) where
 - d) who
- 6. There are a number of sources of information ... can be used to find relevant information.
 - a) who
 - b) that
 - c) whose
 - d) those
- 7. The booklet outlines ... items are defined as biomedical waste.
 - a) that
 - b) what
 - c) who
 - d) whose

3. Choose the right variant.

- 1. Я думал, что он ушел домой.
 - a) He went home I thought that.
 - b) Home he went that I thought.
 - c) I thought that he went home.
 - d) That he went home I thought.

- 2. Когда он позвонил, она была занята.
 - a) Busy was she when he called.
 - b) She was busy when he called.
 - c) When he called busy she was.
 - d) When was she busy called he.
- 3. Мужчина, которого вы ищите, живет на улице Доватора.
 - a) In Dovator Street the man lives you are looking for.
 - b) The man lives in Dovator Street you are looking for.
 - c) The man you are looking for lives in Dovator Street.
 - d) You are looking for the man lives in Dovator Street.
- 4. Так как ее сын был болен, она вызвала врача.
 - a) Because she called the doctor, her son was ill.
 - b) Because her son called the doctor, she was ill.
 - c) Her son was ill, because she called the doctor.
 - d) She called the doctor because her son was ill.
- 5. Я тебе могу дать эту книгу, если ты хочешь прочитать ее.
 - a) I want to give to you this book if you can read it.
 - b) You can to read this book if I want give it you.
 - c) I can give this book to you if you want to read it.
 - d) This book you can read if I want to give to you it.
- 6. Иммунную систему разрушает вирус, который вызывает СПИД.
 - a) The immune system that causes AIDS destroys the virus.
 - b) That the virus causes AIDS destroys the immune system.
 - c) The virus that causes AIDS destroys the immune system.
 - d) Causes AIDS that the immune system destroys the virus.
- 7. Млекопитающие проявляют основные отличительные признаки, которые отличают их от рептилий.
 - a) Mammals display key differences that distinguish them from reptiles.
 - b) From reptiles mammals display key differences that distinguish them.
 - c) Reptiles display mammals that distinguish key differences from them.
 - d) Mammals distinguish key reptiles that display differences from them.

4. Translate into Russian.

- 1. There are many factors that facilitate the spread of infection.
- 2. The organism in which a parasite lives is called the host.
- 3. Vaccines that provide active immunization are made in a variety of ways.
- 4. Although it is not known how humans and dogs first learned to coexist, people soon discovered the many ways dogs could enrich their lives.
- 5. The classes a student takes in college are only part of the necessary training.
- 6. This report deals with the welfare problems which in general occur as a result of intensive livestock farming.
- 7. It was Pasteur who developed a vaccine for preventing rabies.

UNIT 9, 10, 11 COMMUNICATING

ANIMALS

1. Read the following dialogues in pairs. Act them out.

At the Pet Shop

C-Connie G-Gary

C: Oh! What a beautiful cat. What do you think?

G: I think I'd rather get a dog. Dogs are more loyal than cats.

C: Yes, but they're so much work! Would you be willing to walk it every single day?

G: Hmm. Good point. What about a bird? Or a fish?

C: We'd have to invest a lot of money in a cage or a fish tank. And I don't really know how to take care of a bird or a fish!

G: Well, we're obviously not ready to get a pet yet.

C: Yeah, you're right. Let's go grab some coffee and talk about it.

At the zoo

A - Alice J - Jack

A: I am so glad we came to the zoo at last.

J: Yes, it's so cool! I love seeing all the animals!

A: The lions were pretty scary, but they were beautiful too.

J: I liked the monkeys. They were so cute!

A: Going through the tunnel with the birds was really cool. One landed on my finger.

J: That's awesome. Birds can be scary too.

A: The parrot was kind of scary. It had a really big beak.

J: Yeah. Do you like mammals or amphibians better?

A: I like mammals better. What about you?

J: Tough question. I really like alligators and frogs.

A: They didn't have any frogs here.

J: No, but they had really big alligators! They looked pretty vicious.

A: A lot of big animals do. The bears were really cute.

J: Bears? Cute? I thought they were terrifying.

A: Well, they can't attack you or anything. They look cuddly.

J: If you say so! I thought the penguins looked pretty cuddly.

A: I love how they slide on their bellies!

J: Yeah, it's really cute.

A: We should go to that exhibit with the sea creatures.

J: I want to see the dolphins. They are supposed to be really smart animals.

A: Yeah, that's what I heard too. There's supposed to be a lot of pretty fish too.

J: I want to see the turtles! Let's go see!

A: Okay.

2. Complete the dialogue, then act it out in pairs.

The Animal Shelter

This is the animal shelter. There are lots of pets to adopt here. Dogs, cats, rabbits, hamsters, guinea pigs, budgies and fish. The Good family wants to adopt an animal to take home and look after.

Dad: How about dogs? Dogs are great pets. They can ...

Mum: Dogs are terrible pets. They can ...

Dad: How about a rabbit? Rabbits are fun pets. They can ...

Mum: Rabbits are terrible pets. They can ...

Son: How about a snake? Snakes are cool pets. They can ...

Mum: Snakes are terrible pets. They can ...

How about a cat? Cats are perfect pets. They can ...

Cats are the best pets.

Go for a walk, play games, carry things, bark all night, jump and hop, eat your vegetables, climb and slide, scare people, scare mice, bite, swallow, run,...

3. Fill in the chart.

THE REASONS WHY PEOPLE KEEP ANIMALS

Farm animals	Laboratory animals	Pets

Useful hints:

To have someone to keep company, to produce food for people, to test medicines and vaccines for humans, to give pleasure to its owner, to study humans' bodies, to produce fur and skin, to assess the safety of chemicals, to provide labour, ...

4. Experiments on animals are carried out in the world. What do you think, are animal experiments necessary, useful and justified? Prove your point of view.

VISITING A DOCTOR

1. Study useful expressions.

General aches and pains

- I'm not feeling very well

- I have a headache (stomachache, toothache, backache ...)
- I have a sore throat
- My back hurts

Asking about health

- How are you feeling?
- Are you sick?
- What is the problem?
- Do you have a fever?

Making an appointment with a doctor

- I need to make an appointment with a doctor.
- I'd like to see a doctor as soon as possible.

2. Read and reproduce the conversation in pairs.

D-Doctor P-Patient

D: How are you feeling today?

P: Not very well, Doctor.

D: Tell me about it.

P: Well, I have a terrible headache.

D: How about your throat?

P: It hurts a little.

D: Do you have a cough?

P: Yes, I have a cough too.

D: Do you feel weak?

P: Yes, I get tired very quickly.

D: Let me take your temperature. Your temperature is 39.1 degrees C. You have a fever. It seems that you have the flu.

P: Oh, that's terrible.

D: Don't worry. Take this medicine and rest.

P: OK. I understand.

D: Please come back next week for a check up.

P: I will. Thank you, Doctor.

3. Make up dialogues by analogy.

Doctor: What's the problem?

Patient: My ankle hurts a lot.

Doctor: I will wrap it.

Patient: OK. Thank you, Doctor.

Use the following expressions: to cut one's hand; to stub one's toe; something hurts; to make some stiches; to rest for some days; to give an injection (a shot); ...

4. Match phrases.

How are you feeling today?
 My friend has just broken his leg.
 I have a terrible headache.
 You look ill. You should see a doctor.
 Do you feel weak?
 I am sorry to hear that.
 Is there anything I can do?
 OK. I need to make an appointment.
 I am feeling much better today.
 Yes, I get tired very quickly.

5. Can you add information to the following?

To maintain a healthy lifestyle follow these rules:

- 1. Make sure you know your medical history.
- 2. Get immunized.
- 3. Eat a balanced diet.
- 4. Get plenty of sleep.
- 5. Exercise regularly.
- 6. No smoking ever!
- 7. Practice safe sexual behavior.
- 8. Develop good stress and time management skills.

6. Fill in the table.

What should one do to keep fit and healthy?

One should	One shouldn't

Useful hints:

to smoke, to sleep 3 hours after lunch, to go to the gym, to visit doctor regularly, to eat better, to do one's homework at night, to be informed about common health issues, to brush one's teeth twice a day, to catch a cold, to measure blood pressure, to have 8 hours of sleep, to drink alcohol, to take an X-ray annually, to eat plenty of food and vegetables, to wash hands carefully, to cope with stress, to drink plenty of water, to visit a solarium, to use drugs.

7. Fill in the missing word.

Doctor's Advices

1. Stay in ... for a couple of days. 2. Drink plenty of 3. Take 4. Measure blood 5. Give up 6. Have regular

smoking, medicines, pressure, bed, meals, fluids

UNIT 12

Grammar to revise: "THE SUBJUNCTIVE MOOD. CONDITIONALS"

1. Fill in correct forms.

- 1. I wish she ... (not, be) so absent-minded.
- 2. Students wished the lecture ... (not, be) so dull.
- 3. If only I ... (can, have) a dog.
- 4. My mum wished she ... (live) in a warmer country. It is so cold here.
- 5. If only the children ... (can, participate) in this competition.
- 6. Everybody wishes they ... (can, speak) English like Jane does.
- 7. The manager wishes he ... (be, not) so rude at that moment.

2. Translate into Russian.

- 1. Success attend you.
- 2. If I were you I would have followed the doctor's advice.
- 3. It is necessary that the students of Group 15 should go to this farm.
- 4. The girl felt as if she had been here before.
- 5. Children wish it would stop raining.
- 6. It's high time you should pass your exams.
- 7. If you wanted to learn the computer properly, you would have read that book long ago.

3. Translate into English.

- 1. Школьники хотели бы посетить анатомический музей академии.
- 2. Если бы ветеринар получил сыворотку вчера, вакцинация была бы проведена вовремя.
- 3. Пора бы тебе научиться водить трактор.
- 4. Да будет мир!
- 5. Если бы у меня тогда было свободное время!
- 6. Если бы Григорьев работал усерднее в прошлом году, он бы сдал экзамен сегодня лучше.
- 7. Если бы на земле не было кислорода, жизнь бы не существовала.

4. Choose the right variant.

- 1. Tell me Tom, what ... if you were me?
 - a) will you have done
 - b) you would do
 - c) would you do
 - d) will you do
- 2. If we hadn't left the window open, the cat ... in.
 - a) won't have got
 - b) wouldn't have got
 - c) won't get
 - d) wouldn't get

- 3. I'll call my friend when I
 - a) get home
 - b) will get home
 - c) would get home
 - d) got home
- 4. She wouldn't have come unless she ... invited.
 - a) has been
 - b) had been
 - c) hasn't been
 - d) hadn't been
- 5. If they hadn't missed the plane, they ... here by now.
 - a) will be
 - b) will have been
 - c) would be
 - d) would have been
- 6. If Jane were studying hard, she ... the exam.
 - a) might pass
 - b) might have passed
 - c) might passed
 - d) might be passing
- 7. If I ... you, I would make such a conclusion.
 - a) had been
 - b) would be
 - c) am
 - d) were

UNIT 13 Grammar to revise: "INDIRECT SPEECH"

1. Change the following statements to indirect speech.

- 1. The students say, "We had two tests last week".
- 2. Jack says, "I know the answer."
- 3. The doctor said, "I will visit you next Friday".
- 4. Tom said to his sister, "I saw your friend in the library yesterday".
- 5. Mike said, "We have bought these books today".
- 6. Nick answered, "I can't explain this word to you".
- 7. The administrator explained, "The press conference is taking place now in the main hall".

2. Report the following questions in indirect speech.

- 1. The customs officer asks, "Are you English?"
- 2. The farmer asked, "Will you help me to clean the stable?"
- 3. Jack asked Ann, "What sights did you see in London?"
- 4. The teacher asked pupils, "Who has done all the tests?"

- 5. Ann's parents wondered, "Where are you going to work?"
- 6. Some students wanted to know, "Why doesn't Britain have a written constitution?"
- 7. Kate asked, "Are you listening to music now?"

3. Convert direct into indirect speech.

- 1. The doctor said, "Take this medicine three times a day".
- 2. The teacher said, "Don't use your dictionaries".
- 3. The flight attendant said, "Fasten your seat belts".
- 4. The army captain said, "Don't shoot! "
- 5. The policeman cried, "Keep quite! Don't make noise!"
- 6. "Don't eat too much ice-cream", said Nick's mother to him.
- 7. "Take this book and read it", said the librarian to the boy.

4. Choose the correct item.

- 1. My friends asked if I planned to join them ... week.
 - a) next
 - b) the last
 - c) following
 - d) the following
- 2. The teacher asks one of the pupils why he has decided to do it
 - a) yesterday
 - b) tomorrow
 - c) following day
 - d) the next day
- 3. They asked if anyone had been using ... machine a few minutes before.
 - a) that
 - b) those
 - c) this
 - d) these
- 4. The doctor ... that he had done everything to help the patient.
 - a) said
 - b) tell
 - c) told
 - d) asked
- 5. The customer complained that the coffee machine he had bought
 - a) didn't work
 - b) don't work
 - c) hasn't worked
 - d) isn't working
- 6. The manager warned us ... the cooler, it was very hot.
 - a) do not touch
 - b) not touch
 - c) not to touch
 - d) won't touch

- 7. Martin wanted to know
 - a) how much that book is
 - b) how much is this book
 - c) how much that book was
 - d) how much was this book

UNIT 12, 13, 14 COMMUNICATING

HEALTHY LIFE STYLE

1. Practice the dialogue with your partner, change the roles and do it again.

About Town Life and Village Life

Harry - H Martin - M

H: Hello, Martin, when did you come back from your native village?

M: Only yesterday.

H: I see, you are very fond of the country life.

M: Really. I am very fond of it.

H: Why? What's the charm of the country life?

M: I'm tired of the din and bustle of the town, of smoke, dirt and congestion. It's calm and quite there. I get there fresh air and fresh food: fish, milk, fruit and vegetables. I get fresh vigour and energy.

H: It' true. But comforts of life are waiting there: no good roads, no good medical aid, no good school or college, no theater or cinema. How do you live there?

M: The villages are not to blame for that. Our country cannot prosper unless the villages are important. Do you agree?

H: Yes, I do. But how can we improve the village?

M: Educated people should go to the village. Government has to raise the standard of life in the village. In course of time we shall find there all the amenities of the town.

H: Now I understand why you go to your native village every long vocation.

2. Read the following conversation and make up dialogues by analogy.

Eating Fast Food

A-Mike B-Megg

A: What'd you want to order?

B: I want a double cheese burger, well done with extra french fries, and diet coke.

A: You can't eat a double burger as well as extra french fries at once. You'll get sick.

B: I know. But I like it. What're you gonna eat?

- **A:** I'll eat a chicken salad and fruit salad.
- **B:** Yucky! I can't stand veggies. You always eat lots of vegetables. How do you like it?
- **A:** I like it. But, mostly I got used to eating healthy food.
- **B**: I wish I could do it, too. I do it, but then again cheat.
- **A:** Megg, you must never give up. If you fail once, then try again and again. If you try all the time, your body will learn to adjust.
- 3. Complete the dialogue, then act it out in pairs. You may use the following word combinations: the "pros" and "cons" of plant food; the practice of vegetarism; vitamin pills; genetically engineered food, fast food.

Food Nutrition

- A: I need to stop eating unhealthy foods.
- B: I know what you mean. I've started eating better myself.
- A: What foods do you eat now?

... ...

4. Read this passage.

For 16 years, genetically modified crops have significantly reduced the environmental footprint of agriculture, and have improved profitability of farming and safety for farm workers. The European Commission has also concluded that GM crops reduce fuel consumption and soil erosion, and retain carbon in the soil. Foods from GM crops have been extensively assessed for safety, and authorities globally agree that such foods are at least as safe as foods produced conventionally.

Write out the English variant for:

генетически модифицированные растения; прибыльность фермерства; безопасность фермерских рабочих; увеличивать урожай; уменьшить потребление топлива; уменьшить эрозию почвы; производить традиционным способом.

Answer the question.

What do you think, are GMC safe for people's health?

5. Translate into Russian.

Principles of Ecological Farming

- 1. Ecological farming is a closed system utilizing local resources and the system is based on natural cycles.
- 2. Long term maintenance of soil fertility.
- 3. Minimization of agricultural pollution. Biological methods in plant protection.
- 4. Producing of high quality food in proper quantity.

BUSINESS LETTER

The term "business letter" refers to any written communication that begins with a salutation, ends with a signature and whose contents are professional in nature. Historically, business letters were send via mail or courier, although the Internet is rapidly changing the way business communicate. There are many standard types of business letters, and each of them has a specific focus (Sales Letters, Order Letters, Complaint Letters, Adjustment Letters, Inquiry Letters, Follow-up Letters, Letters of Recommendation, Acknowledgement Letters, Cover Letters, Letters of Resignation ...)

1. Read three sample letters and find out which of them Application Letter, Letter of Inquiry, Letter of Request.

Bob Smith 2151 Columbus Road Poplar, MI 23783

April 5,2005

Harpet Est. 64 Small Street New York, NY 6464

Dear Sir

With reference to your advertisement in the Silver Globe dated April 3,2005, I would like to have a copy your latest catalogue. I would appreciate it if you could send it at your earliest.

Yours faithfully,

Bob Smith

Margaret King Hill Station Dublin, Ireland

May 21, 2014

Re: Monday's Meeting

PR Department Sales Company Dublin, Ireland Attention: Mr. Tom Jones

Dear Mr. Jones

We would like to remind you about Monday's meeting. I am sure you understand the importance of this meeting, and thus request you to be at your office at 10 a. m. sharp. In case the time doesn't suit you, please call our office and fix a different time with my secretary. Please bear in mind the urgency of this meeting and try not to delay too much.

Yours sincerely

Margaret King

6123 Farrington Road Chapel Hill, NC 27514 January 11, 2016

Taylor, Inc. 694 Rockstar Lane Durham, NC 27708

Dear Human Resources Director:

I've just read an article in the News and Observer about Taylor's new computer center just north of Durham. I would like to apply for a position as an entry-level programmer at the center.

I understand that Taylor produces both in-house and customer documentation. My technical writing skills, as described in the enclosed resume, are well suited to your company. I am a recent graduate of Derry Institute of Technology in Atlanta with an Associate's Degree in Computer Science. In addition to having taken a broad range of courses, I served as a computer consultant at the college's computer center.

I will be happy to meet with you at your convenience and discuss how my education and experience match your needs. You can reach me at my home address, at (915)233-1552, or at krock@derry.alumni.edu.

Sincerely, Raymond Krock

BUSINESS LETTER INSTRUCTIONS

There are some basic instructions for creating a polished document every time.

HEADING

The first section of any business letter should provide your return address. Next, you should write or type the date of the letter in month-day-year format, such as January 15, 2015. Then add a block with the recipient's name and address.

SALUTATION

You should greet the recipient formally. Use the person's title, such as Mr., Ms. or Dr. and last name, followed by a colon, such as, "Dear Dr. Johnson". If you don't know the name of addressee, you can use the appropriate job title, such as, "Dear Human Resources Manager".

BODY

The body of your letter should begin with a paragraph summarizing your purpose for writing, such as, "I am writing to inform you that ...". The subsequent paragraphs should provide complete details. Avoid rambling, misspelling and grammatical errors.

CLOSING

Use a complimentary close followed by a comma, such as "Sincerely", "Yours Truly", or "Respectfully", and type or write your name. It may be followed by Identification Initials, Enclosures (Number), cc. (Name for Copy).

I. Read the following Inquiry Letter and point out the main parts.

Kenneth Beare 2520 Visita Avenue Olympia, WA 98501

Jackson Brothers 3487 23rd Street New York, NY 12009

September 12, 2016

To Whom it May Concern:

With reference to your advertisement in yesterday's New York Times, could you please send me a copy of your latest catalogue. I would also like to know if it is possible to make purchases on line.

Yours faithfully,

(Signature)

APPLICATION LETTER

A letter for a job application is a very important letter. There are four basic pieces of information you need to include in a covering letter for a job application.

- 1. Name the job you are applying for and where you found out about it. For example, name the newspaper where the advertisement appeared and the date when it was printed.
- 2. Include some information about yourself. This is not necessary if you are including a CV.
- 3. Give the name, address and phone number of two people who will recommend you to the potential employer. It is best if one of these is a personal referee and one is a work referee.
- 4. State the times when you will be available for an interview.

Below is an example of a covering letter that could be sent without a CV.

3 Mountjoy Drive Cork 8908907

Handy Motors Dublin Street Cork

11/12/06

Dear Sirs,

I wish to apply for this job of a mechanic as advertised in the Evening Herald of 9/12/06.

I am 26 years old. I am eager to start work as quickly as possible.

I finished my mechanics apprenticeship 3 years ago and have been working in a busy garage since then . I have an NCVA certificate in Motor mechanics. I am reliable and I like to work hard. I think you would find me a valuable worker.

I enclose the following names as referees:

Mary Murray
Principal
Director
Inver College
CMS Motors
Dublin 7
Dublin 2
01 3453456
01 6786789

I am available for an interview at your convenience.

Yours faithfully, William O'Connor

1. Fill in the missing words in the writing bellow. The words are in the box bellow writing.

Name the ... you are applying for and where you found out about it. For example, name the ... where the advertisement appeared and the date when it was printed. Include some ... about yourself. This is not necessary if you are ... a CV. Give the name, address and ... number of two people who will ... you to the potential employer. It is best if one of these is a personal ... and one is a work referee. State the times when you will be available for an

Information including referee interview job newspaper recommend phone

2. Read the advertisements from the London Evening Standard and write the Letter of Application.

SOFTWARE TESTERS

- 100% Job Guarantee
- Average Salary 24,000 Pounds P/A
- No experience required as training will be provided

020 3302 1103

A fast growing market leader in FX has opportunities within their Corporate sales team. They are looking for intelligent, articulate

Ambitious Sales People

Experience in sales is essential. Self-motivation is important. You will learn about sales, payment processes and receive training on their online payments platform. It is a great opportunity for someone who wants to eventually pursue a career within financial services.

E-mail cv and cover letter to: paresh. davdra@rationalfx.com or call Paresh on 02072208161 to discuss further

Retailer in Knightsbridge, CV1 is currently recruiting for :

Multi-Skilled Engineer

(12 hour shifts, 4 on 4 off, 7-7 or 11-11)

Assistant Department Manager (Logistics)

Logistics Assistant

(8 hour day shifts over 7 days)

To apply please call

020 7201 8737

or send your CV to kb.jobs@harveynichols.com

Список использованной литературы

- 1. Английский язык / English : учебное пособие для студентов высших учебных заведений по специальностям «Ветеринарная медицина», «Зоотехния» / А. И. Картунова [и др.]. Минск : ИВЦ Минфина, 2008. 368 с.
- 2. Дроздова, Т. Ю. English Grammar. Reference and Practice : учебное пособие / Т. Ю. Дроздова, А. И. Берестова, В. Г. Маилова. 11-е изд., испр. Санкт-Петербург : Антология, 2012. 464 с.
- 3. Grammar Basic English Grammar Lessons Talk English [Electronic resource]. Mode of access: http://www.talkenglish.com/grammar/grammar.aspx. Data of access: 04.01.2017.
- 4. English for tourism dialogues and exercises [Electronic resource]. Mode of access: http://www.agendaweb.org/vocabulary/traveling-tourism-exercises. htm. Data of access: 04.01.2017.
- 5. Everyday English in Conversation: Health Focus on English [Electronic resource]. Mode of access: http://www.focusenglish.com/dialogues/health/healthindex.htm. Data of access: 04.01.2017.
- 6. Healthy Eating Advantages Why Should You Eat Healthy? [Electronic resource]. Mode of access: http://www.fitwatch.com/.../healthy-lating-advantages-why-should-you. Data of access: 04.01.2017.
- 7. Practice Your English Exercises and Tests My English Pages [Electronic resource]. Mode of access: http://www.myenglishpages.com>Study pages. Data of access: 04.01.2017.
- 8. Speaking Free Communication Lessons My English Pages [Electronic resource]. Mode of access: http://www.myenglishpages.com/site_php_files/speaking.php. Data of access: 04.01.2017.
- 9. What is Organic Farming and Benefits of Organic Food [Electronic resource]. Mode of access: http:// www.conserve-energy-future.com/organic-farming-benefits.php. Data of access: 04.01.2017.



Кафедра иностранных языков

На кафедре иностранных языков издана следующая учебная литература:

Картунова, А. И.

И пусть всё получится : учебно-методическое пособие для студентов младших курсов факультета ветеринарной медицины и биотехнологического факультета / А. И. Картунова, Ж. П. Курдеко, И. С. Муртазаев. – Витебск : ВГАВМ, 2015. – 48 с.

Агафонова, О. В.

Латинский язык : учебно-методическое пособие для студентов факультета заочного обучения / О. В. Агафонова, Г. П. Воронова, Т. С. Елисеева. – Витебск : $B\Gamma ABM$, 2014.-44 с.

Чернецкая, Г. Э.

Сборник тестов по русскому языку как иностранному: учебно-методическое пособие для иностранных студентов / Г. Э. Чернецкая, Т. В. Черняева, А. Т. Юркевич. – Витебск: ВГАВМ, 2015. – 56 с.

Агафонова, О. В.

Учебный словарь по французскому языку : учебно-методическое пособие для студентов 1 курса / О. В. Агафонова, Н. Г. Засинец . – Витебск : ВГАВМ, 2014. – 44 с.

Курдеко, Ж. П.

Беларуская мова : лексіка, стылістыка, тэрміналогія, культура маўлення : учебно-методическое пособие для студентов 1 курса факультета ветеринарной медицины и биотехнологического факультета / Ж. П. Курдеко, Ю. В. Баушина. – Витебск : ВГАВМ, 2015. – 64 с.

Английский язык. Демонстрационный опорный конспект : учебно-методическое пособие для студентов 1 курса по специальностям I-74 03 02 «Ветеринарная медицина», I-74 03 01 «Зоотехния», I-74 03 05 «Ветеринарная фармация», I-74 03 04 «Ветеринарная санитария и экспертиза» / А. И. Картунова [и др.]. – Витебск : ВГАВМ, 2015. — 24 с.

Английский язык. Методические указания и контрольные задания для студентов. Комплекс №2 : учебно-методическое пособие для студентов 2 курса факультета заочного обучения по специальностям I-74 03 02 «Ветеринарная медицина», I-74 03 01 «Зоотехния» / А. И. Картунова [и др.]. — Витебск : ВГАВМ, 2015. — 72 с.

По вопросам приобретения обращаться в библиотеку УО ВГАВМ по тел. 53-80-81

УО «ВИТЕБСКАЯ ОРДЕНА «ЗНАК ПОЧЕТА» ГОСУДАРСТВЕННАЯ АКАДЕМИЯ ВЕТЕРИНАРНОЙ МЕДИЦИНЫ»

Витебская ордена «Знак Почета» государственная академия ветеринарной медицины является старейшим учебным заведением в Республике Беларусь, ведущим подготовку врачей ветеринарной медицины, ветеринарно-санитарных врачей, провизоров ветеринарной медицины и зооинженеров.

Вуз представляет собой академический городок, расположенный в центре города на 17 гектарах земли, включающий в себя единый архитектурный комплекс учебных корпусов, клиник, научных лабораторий, библиотеки, студенческих общежитий, спортивного комплекса, Дома культуры, столовой и кафе, профилактория для оздоровления студентов. В составе академии 5 факультетов: ветеринарной медицины; биотехнологический; повышения квалификации и переподготовки кадров агропромышленного комплекса; заочного обучения; довузовской подготовки, профориентации и маркетинга. В ее структуру также входят Аграрный колледж УО ВГАВМ (п. Лужесно, Витебский район), филиалы в г. Речице Гомельской области и в г. Пинске Брестской области, первый в системе аграрного образования НИИ прикладной ветеринарной медицины и биотехнологии (НИИ ПВМиБ).

В настоящее время в академии обучается около 6 тысяч студентов, как из Республики Беларусь, так и из стран ближнего и дальнего зарубежья. Учебный процесс обеспечивают около 350 преподавателей. Среди них 7 академиков и членов-корреспондентов Академии наук, 25 докторов наук, профессора, более чем две трети преподавателей имеют ученую степень кандидатов наук.

Помимо того, академия ведет подготовку научно-педагогических кадров высшей квалификации (кандидатов и докторов наук), переподготовку и повышение квалификации руководящих кадров и специалистов агропромышленного комплекса, преподавателей средних специальных сельскохозяйственных учебных заведений.

Научные изыскания и разработки выполняются учеными академии на базе НИИ ПВМиБ, 24 кафедральных научно-исследовательских лабораторий, учебно-научно-производственного центра, филиалов кафедр на производстве. В состав НИИ входит 3 отдела: научно-исследовательских экспертиз, биотехнологический, экспериментально-производственных работ. Располагая уникальной исследовательской базой, научно-исследовательский институт выполняет широкий спектр фундаментальных и прикладных исследований, осуществляет анализ всех видов биологического материала (крови, молока, мочи, фекалий, кормов и т.д.) и ветеринарных препаратов, кормовых добавок, что позволяет с помощью самых современных методов выполнять государственные тематики и заказы, а также на более высоком качественном уровне оказывать услуги предприятиям агропромышленного комплекса. Активное выполнение научных исследований позволило получить сертификат об аккредитации академии Национальной академией наук Беларуси и Государственным комитетом по науке и технологиям Республики Беларусь в качестве научной организации.

Обладая большим интеллектуальным потенциалом, уникальной учебной и лабораторной базой, вуз готовит специалистов в соответствии с европейскими стандартами, является ведущим высшим учебным заведением в отрасли и имеет сертифицированную систему менеджмента качества, соответствующую требованиям ISO 9001 в национальной системе (СТБ ISO 9001 – 2009).

www.vsavm.by

210026, Республика Беларусь, г. Витебск, ул. 1-я Доватора, 7/11, факс (0212)51-68-38, тел. 53-80-61 (факультет довузовской подготовки, профориентации и маркетинга); 51-69-47 (НИИ ПВМиБ); E-mail: vsavmpriem@mail.ru.

Учебное издание

Картунова Алла Ильинична, Васильева Тамара Константиновна, Тихонова Татьяна Александровна

ACTIVITY BOOK

Учебно-методическое пособие

Ответственный за выпуск Технический редактор Компьютерный набор Компьютерная верстка Корректор

А. И. Картунова

Е. А. Алисейко

Т. О. Маевская

Е. В. Морозова

Подписано в печать 17.01.2017. Формат 60х84 1/16. Бумага офсетная. Печать ризографическая. Усл. п. л. 3,75. Уч.-изд. л. 2,18. Тираж 300 экз. Заказ № 1637.

Издатель и полиграфическое исполнение: учреждение образования «Витебская ордена «Знак Почета» государственная академия ветеринарной медицины». Свидетельство о государственной регистрации издателя, изготовителя, распространителя печатных изданий № 1/362 от 13.06.2014.

ЛП №: 02330/470 от 01.10.2014 г.

Ул. 1-я Доватора, 7/11, 210026, г. Витебск.

Тел.: (0212) 51-75-71. E-mail: rio vsavm@tut.by http://www/vsavm.by

