

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

РІВНЕНСЬКИЙ ДЕРЖАВНИЙ ГУМАНІТАРНИЙ УНІВЕРСИТЕТ

КАФЕДРА ІНОЗЕМНИХ МОВ



ENGLISH FOR INTERNATIONAL RELATIONS AND POLITICAL SCIENCE

ЧАСТИНА I

***Навчальний посібник з англійської мови для здобувачів вищої освіти
факультету історії, політології та міжнародних відносин***

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English for International Relations and Political Science: навчальний посібник з англійської мови для здобувачів вищої освіти факультету історії, політології та міжнародних відносин / уклад. Л.В.Мороз, Л.В. Денисюк, С.К. Романюк, В.М. Трофімчук, – Р.: РДГУ, 2021. – 169 с.

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Укладачі: Л.В. Мороз, професор, кандидат філологічних наук, доцент кафедри іноземних мов РДГУ.

Л.В. Денисюк, старший викладач кафедри іноземних мов РДГУ.

С.К. Романюк, кандидат філологічних наук, доцент кафедри іноземних мов РДГУ.

В.М. Трофімчук, старший викладач кафедри іноземних мов РДГУ.

Рецензенти: Н.Л. Осадча, кандидат педагогічних наук, асистент кафедри іноземних мов Національного університету водного господарства та природокористування.

К.М. Павелків, доктор педагогічних наук, професор кафедри іноземних мов, Рівненського державного гуманітарного університету.

Навчальний посібник розроблено для здобувачів вищої освіти факультету історії, політології та міжнародних відносин денної та заочної форми навчання. Структура посібника дає можливість викладачеві вибрати оптимальні шляхи організації як аудиторної, так і самостійної роботи студентів з урахуванням рівня їх знань. Спеціальні тексти для читання, перекладу та переказу сприяють розвитку навичок одержання інформації та її аналітичної обробки. Більшість текстів аутентичні та адаптовані. Посібник можуть використовувати студенти та наукові працівники відповідного профілю.

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ВСТУП / INTRODUCTION

«Іноземна мова» є навчальною дисципліною, що забезпечує підготовку студентів ступеня «бакалавр».

Мета курсу - формування необхідної комунікативної спроможності у сферах професійного та ситуативного спілкування в усній і письмовій формах; вдосконалення вмінь та навичок читання, перекладу, реферування спеціальної літератури за фахом; вироблення навичок читання та реферування наукової інформації з фаху, ведення бесіди з професійної тематики, ділового листування та роботи з комерційною документацією.

Завданнями дисципліни «Іноземна мова» є:

• набуття навичок практичного володіння іноземною мовою в різних видах мовленнєвої діяльності в обсязі тематики, зумовленої професійними потребами; одержування новітньої фахової інформації через іноземні джерела;

• користування усним монологічним та діалогічним мовленням у межах побутової, суспільно-політичної, загальноекономічної та фахової тематики;

• переклад з іноземної мови на рідну текстів загальноекономічного характеру;

• формування основних вмінь використання знань на практиці під час ведення ділової бесіди або спілкування по телефону в ділових цілях з урахуванням конкретних умов;

• ознайомлення з найбільш відомими зразками мовленнєвої поведінки під час проведення ділових зборів, презентацій та переговорів;

• навчання підготовці до участі у наукових конференціях, семінарах, дебатах, тощо;

• ознайомлення з особливостями оформлення найбільш вживаних паперів. У результаті вивчення навчальної дисципліни студент повинен знати:

• лексику, граматику, фонетику і орфографію іноземної мови;

• правила усного ділового спілкування;

• основні вимоги до культури мовлення. вміти:

• конструювати параграфи для організації думок в єдину інтелектуальну структуру;

• читати та перекладами текст з побутової та професійної тематики середньої складності;

• спілкуватися іноземною мовою на побутові, суспільно-політичні та професійні теми в межах вивченої лексики та граматики;

• писати короткі повідомлення та есе іноземною мовою дотримуючись правил орфографії та граматики;

• складати ділові документи на задану тему, дотримуючись міжнародних стандартів;

• одержувати новітню фахову інформацію через новітні джерела.

• грамотно спілкуватися в межах усного мовлення;

• вести презентації згідно вимог ділового мовлення.

Дані методичні рекомендації мають за мету набуття студентами навичок читати та перекладати тексти з побутової та професійної тематики середньої складності, спілкуватися іноземною мовою на побутові, суспільно-політичні та професійні теми в межах вивченої лексики та граматики, писати короткі повідомлення та есе іноземною мовою дотримуючись правил орфографії та граматики.

Навчальний посібник складається з Giagnostic Pre-test. 2 модулів, 20 тем практичних занять і 20 тем самостійної роботи та 2 модульні конторольні роботи, передбачених робочою навчальною програмою з дисципліни. Кожен розділ містить вправи на розвиток усіх видів мовленнєвої діяльності: аудіювання, читання, говоріння та писемного мовлення, виконання яких сприяє розвитку комунікативної компетенції студентів.

ПРОГРАМА НАВЧАЛЬНОЇ ДИСЦИПЛІНИ

Модуль 1.

Diagnostic Pre-test

Module 1

Theme 1. The World of Jobs.

Self-directed work: Working abroad.

Grammar: The Noun.

Theme 2. Applying for a Job.

Self-directed work: Applying for a Job (2).

Grammar: The Article.

Theme 3. Business Structure, Staff, of the Enterprise.

Self-directed work: What are the keys to successful problem solving?.

Grammar: The Adjective.

Theme 4. Telephone Conversation.

Self-directed work: Telephone Etiquette.

Grammar: The Numeral.

Theme 5. Business Trip Abroad.

Self-directed work: Dress Code.

Grammar: Вживання займенника *it*.

Theme 6. At the Hotel.

Self-directed work: Travel and Hotels.

Grammar: The Pronoun.

Theme 7. Money.

Self-directed work: Money and Stock Exchange.

Grammar: Much, Many, Little, Few.

Theme 8. Conference.

Self-directed work: Conferences and Meetings.

Grammar: The Verb. The Mood.

Theme 9. Conference.

Self-directed work: Conferences and Meetings.

Grammar: The Indicative Mood.

Theme 10. Business Communication.

Self-directed work: Advertising.

Grammar: Present Simple Tense (Active Voice).

MODULE TEST

Module 2

Theme 1. Business Communication.

Self-directed work: Advertising.

Grammar: Present Simple Tense (Active Voice).

Theme 2. The System of Education in Ukraine and Abroad.

Self-directed work: Our University.

Grammar: Past Simple Tense (Active Voice).

Theme 3. The Fundamental Law of Ukraine.

Self-directed work: The Constitution of the USA and Britain.

Grammar: Future Simple Tense (Active Voice).

Theme 4. The State System of Ukraine.

Self-directed work: The Cort System of Ukraine. Systems of Government.

Grammar: Present Continuous Tense (Active Voice).

Theme 5. The State System of the UK.

Self-directed work: Royal Family.

Grammar: Past Continuous Tense (Active Voice).

Theme 6. Political System of the USA.

Self-directed work: The Government of the US.

Grammar: Future Continuous Tense (Active Voice).

Theme 7. How a Bill Becomes a Law.

Self-directed work: Making New Laws: Bills and Acts.

Grammar: Present Perfect Tense (Active Voice).

Theme 8. English Law.

Self-directed work: English Legal System.

Grammar: Past Perfect Tense (Active Voice).

Theme 9. Roman Law.

Self-directed work: Roman Law (2).

Grammar: Future Perfect Tense (Active Voice).

Theme 10. Law. Types of Law in Ukraine, Great Britain and the USA.

Self-directed work: Four different classifications of law that are found around the world.

Grammar: Future Perfect in the Past (Active Voice).

MODULE TEST

GRAMMAR EXERCISES

DIAGNOSTIC PRE-TEST

1. Choose the correct alternative to fill each space in the text.

I work as _____ (1) accountant and deal with the money _____ (2) from customers for goods _____ (3). I fill in invoices for customer's _____ (4).

Sometimes I have to spend the customers a reminder if they have not paid _____ (5). I even have to decide whether customers can have further _____ (6). In a situation in which the customer _____ (7) and reliable, our firm may send an invoice after the _____ (8).

We _____ (9) offer our permanent customers a _____ (10) to encourage them to pay up promptly when _____ (11).

1. a) a	b) the	c) an
2. a) receiving	b) received	c) being received
3. a) transferred	b) supplied	c) paid
4. a) orders	b) bills	c) checks
5. a) an insurance	b) a stake	c) an invoice
6. a) debit	b) credit	c) order
7. a) is known	b) is being known	c) is knowing
8. a) transaction	b) deal	c) delivery
9. a) have	b) may	c) must
10. a) credit	b) discount	c) interest
11. a) invoiced	b) invoicing	c) having invoiced

2. Choose the best alternative for the context.

1. The president _____ the election yesterday.

a) won b) wins c) has won

2. When _____ the conference?

a) did you attend b) have you attended c) you will attend

3. This picture _____ by Goya.

a) is being painted b) was painted c) painted

4. He said his name _____ Tom.

a) is b) was c) were

5. If I meet him I _____ him my new address.

a) will give b) give c) would give

6. My friend wishes he _____ a car.

a) have b) has c) had

7. I want to finish this letter before my secretary _____.

a) will come back b) came back c) comes back

8. He wanted me _____ him five euro.

a) lend b) to lend c) that I lend

9. The office manager had a difficult decision to make today, _____?

a) wasn't he b) didn't he c) hadn't he

10. Helen is _____ person I know.

a) the more intelligent b) the most intelligent c) most intelligent

11. She _____ here for 10 years.

a) is working b) has been working c) works

12. We _____ examinations twice a year.

a) have been taking b) take c) are taking

13. Last year we hoped she _____ come.

a) will b) would c) shall

14. If they _____ to an agenda, we must postpone the meeting.

a) have yet agreed b) still have not agreed c) already are agreeing

15. The new employee is both ambitious _____ hard working.

a) or b) neither c) and

16. When he _____, our representatives will present a new plan to the public. a) arrived b) arrives c) had arrived

17. At this moment, I _____ my ears!

a) couldn't believe; b) can't believe; c) am not believing.

18. She _____ all of her work by 9.00 p.m. tonight.

a) has finished b) is finishing c) will have finished

19. All my money _____ by the burglars!

a) was stealing b) has been stolen c) were stolen

20. He _____ away from work all this week.

a) is b) has been c) have been

21. Our guests _____. They are sitting in the office.

a) had arrived b) arrived c) have arrived.

22. If I _____ you I would tell him the truth.

a) was b) were c) am

23. All his money _____ spent for books last month.

a) was b) were c) have been

24. She has neither friends _____ relatives to help her.

a) or b) nor c) and

25. He is not so _____ as I am.

a) busy b) busier c) more busy

26. I wish you _____ so much coffee.

a) haven't drunk b) drink c) didn't drink

27. I expect _____ to help you.

a) him b) his c) he

28. I heard that he _____ his own business.

a) established b) had established c) establishes

29. I didn't see this girl _____.

a) somewhere b) anywhere c) nowhere

30. I can't join your company. I have _____ time.

a) few b) much c) little

MODULE 1.

THEME 1. THE WORLD OF JOBS



Task 1. Learn the following words and phrases:

work робота job- професія, робота
apply for (a job)- подавати заяву на (працевлаштування)
employer- роботодавець
employee -працівник
unemployed- безробітний
do/work overtime - працювати надурочно
experience - досвід; стаж роботи
permanent - постійний
temporary - тимчасовий
resign - піти у відставку

retire - піти на пенсію

be fired/ be sacked/ - бути звільненим

be dismissed (be promoted) - отримати підвищення (на посаді)

salary - зарплата (за місяць)

wage(s) - зарплата (погодинна)

career prospects - перспектива кар'єрного зростання

part-time job - робота неповний робочий день

full-time job - робота на повний робочий день

staff - штат працівників

executive - керівник, адміністратор

hire - наймати, працевлаштовувати

night shift - нічна зміна

interview - співбесіда

be satisfied with - бути задоволеним

probationary period - випробувальний термін

Task 2. Match the words to their definitions:

1. executive	a) to leave your job because you want to go
2. to resign	b) a form person fills in when he/she wants to get job or a place in a university
3. to retire	c) a group of people who represent workers and protect their rights
4. staff	d) payment for work or services made to workmen on a daily, hourly or weekly basis
5. trade union	e) a person who is hired to work for a company in return for payment
6. application form	f) all people who work in a company
7. employer	g) a fixed monthly payment for professional or office work
8. employee	h) a person who is responsible for running a company
9. salary	i) to leave your job because of your age e.g. 65
10. wage	j) a person or a company that hires people and pays money for their work

Task 3. Read and translate the text:

Are you happy with your work-life balance?

Although majority of people say that they work —for the money!, salary isn't actually the only thing that they think about. Recently, research has shown that people consider many different factors to be of importance when they make their career choice. A worldwide survey of students showed that after graduation they would be looking for jobs that allowed them to balance their personal lives with their work lives, so it's not always a full-time job. They are ambitious and optimistic about their prospects, and look at their working future in a different way to their parents.

For example, Yoshi, a shop assistant from Japan, says: I am happy with my life because I've chosen a lifestyle that gives me quite a lot of free time as I have a parttime job. But my father, on the other hand, works more than 70 hours a week for a car company. Sometimes he has to work night shifts, which I think is madness.

Lots of Japanese people do overtime. There's an expression in Japanese, *karoshi*, which means dying because you work too hard. A lot of people in Japan get ill or die because they work too. I think my generation is different. We don't want our lives to be ruled by work. I work a few hours a day and that gives me enough money to live. I spend the rest of my time seeing my friends and playing baseball.

It's not just the younger generation who think like this either. There has been an increase in the number of middle-aged employees who are moving away from highly paid executive positions into less stressful jobs.

Dan, a project manager for a software company in the USA, says: I'm not satisfied with my work-life balance at all. I work overtime – at least 50 or 60 hours a week so I don't have any time for myself or to see my children. I communicate with my wife by leaving messages on the fridge. We almost don't see each other because we work different hours and I never have time to see my friends or keep fit. Also, I eat very badly because I have only 10 minutes for lunch. It's not enough for me to have a proper meal. I earn a lot of money but I don't have enough time for my private life. Is it worth it?

(Adapted from *English File*)

Video

In this video, we will cover the 10-best work from home jobs and advise on where to find them.

<https://www.youtube.com/watch?v=FsppsaVqGus>

Some of the world's toughest jobs are among the highest-paying, but are they worth the risk? Here we will uncover the 10 hardest jobs in the world, describe what they entail and tell you what they are worth. Then you can judge whether it's a job for you!

<https://www.youtube.com/watch?v=cU37Yv50B7s>

Task 4. Answer the following questions:

1. What is the difference between young and old generation in Japan?
2. Is Dan satisfied with his work-life balance? Why?
3. Which of the two situations is more typical for your country?
4. Are you sure/unsure about your career path?
5. Are you optimistic about your prospects? Why?
6. Would you prefer a part-time or a full-time job?
7. Do you want to be self-employed or work as an employee?

Task 5. Complete the text with the given words:

conditions hours part time temporary experience job qualifications work

Nowadays in many countries there is not enough _____ for everybody and many people are looking for a _____. If they are lucky enough to find one it is often _____ (only a few hours a day) not full time, or it is a _____ job (only for a few months) not a permanent one. Many jobs involve working long _____ and often the working _____ (e.g. salary, holidays) are not good. To get a good job, it's important to have _____ (e.g. a university degree) and some _____.

Task 6. A few friends discuss working conditions. Choose the right options for these short dialogues:

Hours

Rodger: We have *flexihours / flexitime* here. I often work late on Monday, so I can leave early another day.

Brenda: That's great. I have to work *shifts / steps*. I have to work a lot *overtime / afterhours*, too.

Clothes Robert: Is there a *dress code / clothes code* there?

Roger: Yes, I have to wear a *suit / suit and tie*.

Family Roger: There is a *childcare / child-mind* facility on the company premises. **Colleen:** Great! That helps you get your *life-work / work-life* balance right.

Holidays

Julia: When will you go *on / in* holiday?

Roger: I can't take any days free / off for six months because of the *probationary / provisional* period.

Food

Roger: The company canteen / *casino* is great.

Doug: Oh, I'm so busy that I often *skip / jump* lunch.

Task 7. Translate the following sentences into English:

1. Працівники, які працюють в нічну зміну, отримують вищу зарплатню.
2. Прем'єр міністр подав у відставку, тому що його уряд не зміг вирішити економічні проблеми країни.
3. Коли Майк був студентом він працював неповний робочий день, щоб оплатити навчання в коледжі.
4. Багато українців їде на роботу закордон. Зазвичай це тимчасова робота, однак вона дає гарний заробіток.
5. Він часто запізнювався на роботу і не виконував свої обов'язки належним чином, тому його звільнили.
6. Після того, як він запропонував нові способи збільшення прибутків компанії, він отримав підвищення на посаді.
7. Вона не задоволена своєю новою роботою, оскільки їй часто доводиться працювати надурочно.
8. В європейських країнах профспілки відіграють важливу роль у захисті прав працівників.

Task 8. Some friends are talking about their jobs. Decide whether the adjectives they use are positive or negative:

Boring, challenging, demanding, enjoyable, hazardous, repetitive, creative, secure, rewarding, routine, satisfying, stimulating, tiring, stressful.

Task 9. Who would you contact in the situation given below? Match the situations in the left column with the name of the job in the right column:

1) a filling has come out of one of your teeth	a) a driving instructor
2) you need to have your hair cut	b) a lawyer
3) you need a legal advice	c) a dentist
4) your house is on fire	d) a psychologist
5) you want to learn to drive	e) a fireman
6) in the shop you want advice on what sort of coffee to buy	f) a barber / hairdresser
7) all the lights in your house have gone out	g) a shop assistant
8) you have decided to sell your house	h) an accountant
9) you don't get on with your parents	i) an electrician
10) your father needs somebody to help his firm with money problem	j) an estate agent

Task 10. Tell briefly about the summary 'THE WORLD OF JOBS'

Self-directed work

Working abroad

Task 1. Discuss the following questions and read the text:

1. Do you have any work experience? What were you doing? Did you like it?
2. Have you ever thought of working abroad?
3. Why do people sometimes go to work abroad?
4. How the following skills are important when looking for employment abroad:
 - language
 - driving
 - managerial
 - social

Working abroad

According to the latest statistics, young men and women from the UK are leaving their country in large numbers because they want to work abroad. As many as one million of them have left Britain in the last 10 years. In the past, most of them headed for English-speaking countries like Australia and America. Now, things have changed and more of them are working in the European Union. Thanks to new work regulations it is much easier now to work in any country within the EU. But is the idea of mobile European workers fact or fiction and what is it like to work in another country?

In order to find answers to these questions, the *Guardian* newspaper recently interviewed British workers in European countries. Their survey showed that if you have a marketable skill and can speak the language of the country you will have no problem finding work. Let's take the following examples:

Peter Tate, 44, moved to France in 1991. He had studied lighting design in England and had worked for eleven years in theatres around the country. But he wanted a different lifestyle and certainly didn't expect to get a job in his field immediately. He did a number of different jobs until he was finally hired by Disneyland Paris in 1992. First he worked there as a lighting technician, then he eventually got a job in design. After all his experience, he says that you have to be realistic about finding exactly the kind of job you want abroad.

He admits that his poor level of French was a big problem. He did a three month language course before he moved to France permanently, but this still was not enough. He says that if you want to get a good job in another country, you have to be able to speak the language well.

Jonathan Palmer, 40, is a graphic designer. He moved to Germany four years ago and set up his own company. He says that Germany is a good place to work in advertising because the Germans think the British are very creative. He didn't speak German when he first arrived in the country, but being a languages graduate, he learnt it quickly. He said that he couldn't compete with other companies without a good knowledge of German. Another problem he had there was getting used to new traffic rules as in Britain you have to drive on your left while in other countries of Europe you have to do it on the right.

(from *Upstream*)

Video

Living and working in a foreign country is an amazing way to learn about the world, yourself, and what it means to be a global citizen. As the world becomes more and more interconnected people are seeking work outside of their home country, but knowing where to start, when deciding to work abroad can be difficult. Here are some of the best places for expat to work with a good quality life style or work independently. These are some of the best and friendly overseas countries to work.

<https://www.youtube.com/watch?v=8092AggCVMs>

Task 2. Decide if the following statements are true (T) or false (F) according to the text:

1. Until recently British preferred to work in English speaking countries.
2. Now British choose Europe for work because all its citizens speak English fluently.
3. Before moving to France Peter Tate worked in Disneyland.
4. The main problem for Peter Tate was his poor level of French.
5. Jonathan Palmer knew German well.
6. British think Germans are very creative.
7. Britain and Germany have different traffic rules.

Task 3. Discuss the following work-related aspects:

1. Speak on work-related problems in your country (level of unemployment, salary, working conditions, rights of employees, work-life balance etc).
2. Do students work in summer in your country? What kind of a summer job would you consider applying for?
3. What professions are prestigious nowadays? Which will be prestigious in the future? Comment on your opinion.
4. Why do people go to work abroad? Who benefits from this?

THEME 2. APPLYING FOR A JOB



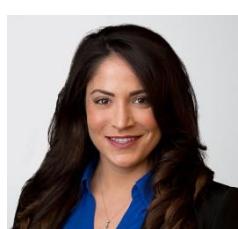
Task 1. Learn the following words and phrases:

CV (curriculum vitae) - резюме
 covering letter - супровідний лист
 reference(s) - рекомендації
 respect - поважати
 degree - (науковий) ступінь
 establish relations - встановити стосунки
 quality - якість
 strengths - сильні сторони
 weaknesses - слабкі сторони

resolution - вирішення
 accomplish - завершувати
 decisive - рішучий
 impatient - неспокійний, дратівливий
 common goal - спільна мета
 achievement - досягнення
 recruitment - набір персоналу, кадрів

Task 2. Match the words to their definitions:

1) achievement	a) dislike having to wait
2) weakness	b) a person who likes being with other people
3) reference(s)	c) an aim or objective shared with other people
4) sociable	d) something good that you have managed to do
5) decisive	e) deficiency in person's character
6) common goal	f) good at making decisions quickly
7) impatient	g) testimonial of person's character
8) degree	h) something that has been done by hard work and brought positive effect(s)
9) achievement	i) positive aspects of person's character
10) strengths	j) academic qualification given by University after graduating



Task 3. Read information about Kate and complete her CV:

Kate Watson is a young person who wants to actively and efficiently spend her free time. She has prepared a CV for a possible job.

Write the headings from the table in the correct spaces in the CV:

Profile	Additional information
Education	Name
References	Work experience
Personal details	Interests

CURRICULUM VITAE

Name Kate Watson
Address 31 Rendlesham Way
Watford
Herts WD3 5GT
Mobile 07764 733689
E-mail kate_w87@hotmail.com
A highly-motivated, well-travelled graduate, with practical experience of working with children of all ages.
Watford Grammar School
8 GCSEs
3 A-levels
Bristol University
BA (Hons) Psychology and Education
June 2000
Life guard and supervisor at KLC Leisure Centre
July 2001
Athletics coach at training centre
June 2003
Teaching assistant at secondary school
Dance, athletics, volleyball, travel, cinema
One of my main interests is dance, which I have done since I was three, passing many exams, and performing in annual dance festivals. I have organized sports events and training sessions for dance, athletics, and trampoline. I have traveled widely throughout the world, in Europe, the Far East, and the USA
Prof Jane Curtis
Dept of Education Bristol University

Task 4. Answer the questions:

1. Where did Kate go to school?
2. What exams did she take at school?
3. What did she study at university?
4. What is Kate's degree at the university
5. Who is Prof Jane Curtis?
6. Does she have a lot of work experience?

Task 5. a) Read Kate's covering letter. What do you think of its style?

31 Rendlesham Way
Watford
Herts WD3 5GT
01923984663

Mark Sullivan
106 Piccadilly Bristol BS8 7TQ
17 March 2004

Dear Mark

I am applying for the post of camp leader, which I saw advertised somewhere recently. Here's my CV.

I reckon I have just about everything needed for this job. I have worked loads with kids, doing all kinds of stuff. They generally do what I tell them, and we manage to have a great time together. Having studied psychology and education at university, I know quite a bit about the behaviour of kids.

I am really into sport, and have lots of experience of organizing training events. I am a very practical person, easy-going, and it's no problem for me to make friends. I've been all over the place, and enjoy meeting new people.

I can't wait to hear from you.

Best wishes

Kate Watson

b) The letter is written in an informal style. Make it sound more formal by replacing some parts with the following words and phrases:

- extensively with children
- respect my leadership abilities
- I find it easy
- very interested in
- have a certain understanding of
- Please find enclosed
- look forward to hearing
- considerable
- many of the relevant
- qualifications
- have travelled widely
- Mr Sullivan
- Yours sincerely
- in the March edition of the magazine Holiday Jobs for Graduates
- feel
- organizing a variety of activities
- establish a good working relationship

(from Headway)

Task 6. Look at the following recommendations for writing CV. Which of them do you agree or disagree with? Why?

- Include a lot of detail – a good CV must be as long as possible.
- List your education and work experience in reverse order – start with the most recent job.
- Always attach your photo to the CV.
- References are not important.
- Mention your interests, hobbies even if they are not relevant for the job.
- Don't send a covering letter – no one reads it.

Task 7. Prepare your CV and a covering letter for a job that you would really like to do and are well qualified for.

Task 8. a) Read the text below and choose the best option from: A, B, C, or D:

Job interview: before, during, after

Interviews can be nerve-wracking and preparation is very important. You will be better equipped to answer questions and you will walk in to the interview feeling more confident. Here are some tips for preparing for an interview.

If you have 1) _____ the interview stage, your CV and letter of application must have been 2) _____. The company now wants to know more about you. But there is still more work to do if you want to get that job! Make sure you have 3) _____ the company as thoroughly as possible – use the Internet, company reports, recruitment literature etc. 4) _____ yourself of why you applied to this company. Make a list of the skills, experience, and interests you can 5) _____ the organization.

Prepare a one-minute answer to –Tell us about yourself! It would be also good for you to prepare several PAR stories: a Problem you faced at work, how you Approached it, and its positive Resolution. Finally, try to 6) _____ the questions you will be expected to answer - imagine you are the interviewer!

At the beginning of the interview, it is recommended to ask the following questions: –What would you expect me to accomplish during my first month of work? Tell the interviewer about your 7) _____ that might be relevant to the job but do not criticize yourself. For example you may say, –I'm not a team player. Give me something to do on my own and you will be 8) _____ with my results.

After the interview write a thank-you letter, in which you remind the 9) _____ of things he or she liked. End by saying something like, –I'm enthusiastic about the position and look forward to working with you.

If you don't get the job, don't call to ask why. 10) _____, call to say, –I'd love to work for your company and want to let you know that if a similar position comes up, I'd welcome the opportunity to interview for it.

1. A) gained B) reached C) arrived D) achieved
2. A) effective B) important C) impressive D) significant
3. A) researched B) discovered C) inquired D) examined
4. A) remember B) imagine C) remind D) summarize
5. A) show B) present C) offer D) tell
6. A) ask B) suggest C) give D) predict
7. A) mistakes B) weaknesses C) interests D) likes
8. A) satisfied B) boring C) great D) nervous
9. A) staff B) interviewer C) employer D) employee
10. A) instead B) despite C) because D) only

b) Reproduce the text.

Task 9. Translate and match the common interview question on the left with the suitable response from the list on the right:

Question

1. Чому ви обрали саме нашу компанію?
2. Які ваші сильні й слабкі сторони,
3. Як ваші друзі можуть вас охарактеризувати?
4. Яке ваше найважоміше досягнення?

Response

- A. People say I'm sociable, organized, and decisive.
- B. My aim is to have a position in the Management Team.
- C. I have excellent time management, but I can be impatient for results.
- D. Because I think I will find the work environment both challenging and rewarding.

5. Наскільки добре ви працюєте в команді?

E. I always support my colleagues and believe we should work towards a common goal.

6. Ким/Де ви бачите себе через 5 років?

F. Leading the University football team to the national Championships.

Task 10. Use your CV and covering letter and role play a job interview with your group mate.

Task 11. Read the text about modern trends in applying for a job:

You and your CV

Information is everything in the modern world: the Internet has changed a lot of things for job-seekers as well as for employers. New trends show that more and more companies are advertising for positions online. Also now they require online job applications, instead of traditional paper CVs. This information normally goes into the company's database. Employers then search their databases for keywords that fit the skills and experience needed for the job. This method is attractive to employers because it reduces the time spent reading applications from candidates.

For multinational companies like Procter & Gamble, online job applications are the norm. When applying for a position in P&G people are also asked to do a questionnaire. This helps the company make an informed decision on whether your skills meet the requirements of the position you have applied for. The candidate who successfully completes the online application and questionnaire may then have to do problem-solving tests. Only after completing these steps the job-hunter is invited for a telephone or face to face interview.

Some companies are using video CVs. It is a one-minute video presentation of candidates looking for a position. In several minutes video CV makes easy for recruiters to validate the candidate's language skills, their motivation to work in a specific field, and also to get a good sample of their personality and professionalism.

But what are the rules for applying online? As Rick Bacon (CEO of iProfile) says people should put their achievements on their CVs and not just job titles. These could be things like –developed a new product or its design, –helped the company increase profits, –reduced costs, –developed a new piece of software and so on. This can also include voluntary work and other non-work related achievements, such as running in a marathon. Employers do look for more than the ability to write a software code or upgrading a factory's machinery. They want well-rounded people. Other achievements could be things like successful PowerPoint presentations or interview techniques, or learning negotiating skills. Lots of those things people get through training at work or outside work from training companies. And these are often the things that employers are looking for. Employers have in mind a very specific type of person who will fit their culture and also fit the needs of the job they're looking to fill.

One should also keep in mind that there's a lot of information them online in blogs, social networks or personal web-pages. That is why employees often google the Internet looking for names of possible workers. That is why one has to be careful when putting information about himself or herself online.

(Adapted from Business Spotlight)

Task 12. Answer the following questions:

1. Companies use online applications because they saves natural resources.
2. Small companies use online applications as well as big ones.
3. Online applications are stored in company's databases.
4. Online applicants are often asked to do some work-related tasks.
5. Video CV is a short recorded video of an applicant telling about himself or herself.
6. Non work related achievements are not interesting for employers.
7. Companies check the information about future employers in social networks.

Self-directed work

APPLYING FOR A JOB (2)



Key words and phrases

Job -робота
Post-посада
Job -search пошук роботи
Job advertisements -оголошення про прийом на роботу
Experience -досвід
Education- освіта
Interview -співбесіда
Resume (curriculum vitae) -резюме
Responsibilities -обов'язки
Accomplishments -досягнення
Employer -роботодавець
Employee- працівник, службовець
Employment- працевлаштування
Employment contract, labour agreement- контракт з працівником, трудова угода Salary -заробітна платня

контракт з працівником, трудова угода Salary -заробітна платня

Read the text

In most parts of the world it is common to submit a typed **CV** (curriculum vitae – British English) or **resume** (American English). This contains all the unchanging information about you: your education, background experience. This usually accompanies a letter of application. Interviews may take many forms in business today: from the traditional one-to-one interview to panel interview where several candidates are interviewed by a panel of interviewers, to “deep-end” interviews where applicants have to demonstrate how they can cope in actual business situations. Moreover, the atmosphere of an interview may vary from the informal to the formal and from the kindly to sadistic. Fashions seem to change quite rapidly in interview techniques and the only rules that applicants should be aware of may be “Expect the unexpected” and “Be yourself”!

In different countries, different trades and different grades, the salary that goes with a job may be only part of the package: perks* like a company car or cheap housing loans, bonuses paid in a “thirteen month”, company pension schemes, generous holidays or flexible working hours may all contribute to the attractiveness of a job.

**perk - also perquisite, i.e. money, goods, or advantages that one gets regularly and legally from one's work in addition to one's pay*

The following may serve as the body of a model application letter: “Dear Mr. Brown,

I noted with interest your advertisement in today's All About Accounting. You will see from the enclosed curriculum vitae that I have five years of experience as a Personal Assistant, three of which have been in the field of marketing and public relations. My responsibilities have included all types of secretarial work, arranging and attending presentations, working with clients and solving problems that arise.

Although I have an excellent relationship with my present employers I feel that my prospects with them are limited and that there would be more scope for my talents with a larger, more dynamic company.

If you consider that my qualifications and experience are suitable, I should be available for interviews any time.

Yours sincerely,”

The following may serve as the body of a model resume:

CURRICULUM VITAE

Name

Helena Antoniuk

Date of birth

25 February 1977

Present address	4, Kyivska vul., kv.114 Ternopil
Telephone number	(035) 228 1245
Marital status	Single
Education and qualifications	1984-1994 Ternopil Secondary School № 3
Work experience	2001-till present Junior Economist, Sales Director's Office, "Leader Ltd" Responsibilities - searching potential clients and carrying out negotiations; forming the client base of the Sales Office; drawing out reports for the work which has been done.
Other information	While studying I have attended various evening courses of German (intermediate level) & French (elementary level). I'm computer literate and I can make minutes from shorthand notes
Interests	languages, mountain skiing, computer programs, bowling
References	Prof.Verko, head of the Economy Department, TANE Miss Harchinsky, Sales Director, "Leader Ltd"

Exercise 1. Answer the following questions.

1. What is a resume?
2. What is an application letter?
3. What is an interview? What forms can it have?
4. What perks would you like to have from your job?
5. What responsibilities does a Personal Assistant have as it is described in the text?

Exercise 2. Give the Ukrainian versions for:

CV, resume, to submit, education, background experience, a letter of application, interview, salary, housing loans, bonuses, attractiveness of a job, secretarial work, arranging and attending presentations, working with clients, solving problems, qualifications and experience.

Exercise 3. Give the English versions for:

звертатися за роботою; надавати резюме; документи, що додаються; роботодавець; перспектива; реклама; засоби масової інформації; досвід роботи; вирішення проблем; обов'язки; очікувати неочікуваного; бути самим собою; схема нарахування пенсії; позика; привабливість роботи.

Compose your own sentences using the words and word combinations above.

Exercise 4. Write a synonym or a short explanation for each of the following words (use the dictionary if you need):

work –
job –
resume –
employer –
employee –

responsibilities –

experience –

salary –

skills –

job advertisement –

Exercise 5. Put the following words in the correct order to make complete sentences and remember some basic ideas about using job advertisements effectively.

1. Remember / want ads / you / that / only / are / use / of / the methods / may / one.
2. Reading / the want ads / will / useful / information / all / you / learn / general.
3. Avoid / make / offers / ads / unrealistic / that / ads.
4. Analyze / which / to / interest / you / ads / are / of.
5. Determine / for / job / your / qualifications / that.
6. Act / effectively / cheerful / quickly / stay / and.

Exercise 6. Complete the text with the words and phrases from the box, using them in the appropriate form.

Conditions of employment in Ukraine (a) _____ by the Labour Code. The main requirements under Ukraine's employment legislation are as follows:

• Ukrainian labour legislation requires employers to follow statutory requirements as to the working time, overtime and time-off from work. In Ukraine, working time (b) _____ to 40 hours a week. An employer may introduce a six-day working week, in which case the working day may not exceed seven hours. Shorter working time is ensured for some categories of employees;

• the amount of (c) _____ shall meet the minimum threshold established by the legislation in force (as of 1 January 2009 it is UAH 605). Wages and all other payments due to employees shall be in UAH only;

• employees may at any time (d) _____ the employment relationship. The notice period is at least two (e) _____. In contrast, employers may terminate the employment relationship only in cases that are expressly envisaged by the Ukrainian Labour Code and provided that all applicable formalities are met. The statutory termination notice is two months;

• an employee's minimum annual holiday entitlement is 24 (f) _____ days. However, it may be longer depending on the number of years worked, working conditions and the employee's (g) _____;

• normal (h) _____ age is 55 years for women and 60 years for men

All enterprises must ensure employment of (i) _____ persons according to quotas specified in the law. The quota for any enterprise equals to 4% of the total number of employees or one (j) _____ where the enterprise employs from 15 to 25 (k) _____. Failure to employ handicapped within the quota can attract a (l) _____ amounting to the enterprise's annual average salary per each working place for handicapped not (m) _____ by a handicapped person.

Exercise 7. Comment on the following.

Individual, to govern, to occupy, monthly wage, retirement, to limit, handicap, workplace, fine, calendar, week, position

“Genius without education is like silver in the mine” (Franklin).

Exercise 8. Agree or disagree with the following statements.

“Golden rules” for writing CV

1. Adapt your resume to the information you have gathered about the employer and the job you want.
2. Use action verbs, they will bring your resume to life (analyzed – аналізував; administered, managed – вів справи, керував; completed – завершив; created – створював; evaluated – визначав (кількість, вартість), підрахував; implemented – впроваджував; improved – удосконалював; investigated – досліджував, вивчав; organized – організував; participated – брав участь; performed – виконав; planned – планував; proposed –

запропонував; provided – забезпечив; researched – досліджував; solved – вирішив (проблему, задачу); streamlined – модернізував; supervised – завідував; supported – підтримував).

3. Avoid pronoun “I”. Describe your skills and capabilities by using as many specific words as possible.
4. Highlights your accomplishments and achievements.
5. Keep it simple and clear: 2 pages at most.
6. Be truthful. Don’t exaggerate or misrepresent yourself. Remember that the employers check the information.
7. Don’t mention salary.
8. Avoid long sentences. Use the minimum number of words and phrases but avoid abbreviations.
9. Looks are important, the resume should be typed with plenty of white space and wide margins. Place headings at the left side of the page, and the details relating to them on the right side.
10. Make sure of date.
11. Don’t sign or date the resume.
12. Always send an original of your resume. Don’t send a photocopy.
13. Keep copies of resumes on file for future reference. Once you have a job, update your resume on a regular basis.

Exercise 9. Say what you have learned about:

1. resume and its all possible definitions;
2. application letter and its way of writing;
3. requirements for employment in Ukraine.

Exercise 10. Give a free translation of the following text.

Ніхто нічого вам не винен, в тому числі і роботу, за її отримання потрібно боротися.

Різниця між щасливцем та невдахою визначається тим, як вони ведуть свої справи, а не зовнішніми факторами, на зразок кризи на ринку праці.

Чим більше часу ви витратите на визначення того, чим ви вирізняєтесь з 19 інших людей, які могли б виконати аналогічну роботу, тим вищі ваші шанси.

В жодному разі не приймайте рішень виходячи з того що є в наявності.

Зі всією настригливістю прагніть саме до тієї роботи, яку ви найбільше хочете отримати.

Якщо ви визначили для себе, яку роботу ви шукаєте, поясніть це своїм оточуючим.

Чим більше очей та вух вам допомагає, тим краще.

Організації прагнуть наймати переможців.

Подайте себе як подарунок долі для їхньої фірми.

Не дай вам Бог виглядати жалюгідним жебраком!

Залишившись без роботи, займайтесь пошуком нового місця 24 години на добу.

Хорошу роботу отримує тільки той, хто здатний наполегливо її шукати.

Налаштуйтесь на те, що ви можете отримати тисячі відмов. Це нормально. З правильним настроєм чергова відмова не буде вибивати вас з колії і наступна спроба обов’язково буде успішною для вас!

Exercise 11. Write an essay on one of the following topics.

1. The information you’d advice to exclude from the resume.
2. Give a short description of a person you like in your professional life.
3. Describe a person whom you regard as successful and define the qualities needed to achieve success.

Exercise 12. Read the following text and discuss it.

A manager who has an understanding of what the employee wants from work will have a better chance of having more satisfied and productive employees. Studies of employee motivation point out that people work for many different reasons. The reason or reasons a person behaves a certain way is called a motive. Employee

motivation is the reason an employee works a certain way on the job. There are many explanations of what motivates employees. One theory was developed by A. Maslow. Maslow's hierarchy of needs theory explains that an individual has many different levels of needs.

SELF-ACTUALIZING

Realizing of individual potential, creative talents, personal future fulfillment

ESTEEM

Self-respect, respect of others, recognition, achievement

SOCIAL

Friendship, affection, acceptance

SAFETY

Security, protection from physical harm, freedom from fear of deprivation

PHYSIOLOGICAL

Food, water, air, rest, sex, shelter (from cold, storm)

This theory suggests that when one level of needs is satisfied, the next level has the greatest influence on a person's behaviour.

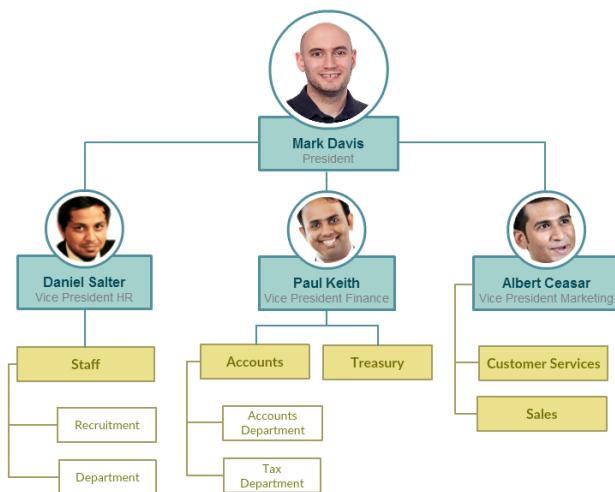
Frederik Herzberg developed another theory of job satisfaction. It suggests that job satisfaction and job dissatisfaction come from two different sets of factors. One set he referred to as "motivating" factors, and the other set he called "hygiene" factors. The motivating factors (recognition, achievement, responsibility, opportunity for advancement, and the job itself) relate to internal satisfaction and influence employees to improve their performance. The set of hygiene factors (salary, company policies, working conditions, and relationships with other employees) are separate from the job itself. He suggests that hygiene factors must be present in order to prevent job dissatisfaction, but it is those motivating factors that influence employees to maximize their performance on the job.

These theories show that employee performance is a complex topic to understand. Developing a work environment where the employee meets the needs of the business and the business meets the needs of the employee is what the most successful manager's work at.

Which of the following would motivate you to work harder (higher salary; good team; job security; holidays, opportunities to travel; good working conditions; interesting; creative work; promotion opportunities; threat of redundancy; fringe benefits; hard working boss...). Choose your top five and rank them in order of priority.

Scripture maintains that man does not live by bread alone, but the need hierarchy suggests that man lives by bread alone when there is no bread. What does it mean?

THEME 3. BUSINESS STRUCTURE, STAFF OF THE ENTERPRISE



Task 1. What is the structure of a modern business?
What positions are necessary at a developing enterprise?

Every successful businessman knows it. What do you know about it?

Task 2. Learn the following words and phrases:

joint venture спільне підприємство
run a company керувати компанією
be in charge of бути відповідальним за
supervise спостерігати, бути головою, керувати
maintain relations підтримувати стосунки
compete конкурувати
competitor конкурент

competitive конкурентоспроможний

negotiate вести переговори

Chief Executive керівник

Board of Directors рада директорів, правління

Chairman of the Board of Directors голова ради директорів

Vice-President віце-президент

Supervisor інспектор, керівник

Sales Representative представник з реалізації

Chief Accountant головний бухгалтер

Business Information Analyst аналітик бізнес-інформації

Public Relations Specialist спеціаліст по зв'язках з громадськістю

Network Administrator адміністратор комп'ютерної мережі

Finance Department фінансовий відділ

Sales Department відділ торгівлі і реалізації

Marketing Department відділ маркетингу

Research and Development Department відділ фінансового прогнозування та розвитку

Personnel Department відділ кадрів

Tax Department податковий відділ

Logistics Department транспортний відділ

Task 3. Translate the words and phrases into Ukrainian:

Chief Accountant, Personal Assistant, be in charge of, Finance Department, Sales Representative, Board of Directors, Vice-President, Public Relations Specialist, Tax Department, Vice-Chairman, run a company, Logistics Department, competitor Merchandiser, Business Information Analyst, Network Administrator, joint venture, Supervisor, negotiate, Research and Development Department, Board of Directors, competitive, maintain relations, supervise.

Task 4. Translate the words and phrases into English:

Керівник, представник з реалізації, рада директорів, агент з нерухомості, заступник голови, голова ради директорів, аналітик бізнес-інформації, спеціаліст по зв'язках з громадськістю, інспектор, конкурент, бути відповідальним за щось, конкурентоспроможний, головний бухгалтер, спеціаліст з податків, відділ фінансового прогнозування та розвитку, особистий помічник, податковий відділ, відділ кадрів, відділ торгівлі і реалізації, віце-президент, вести переговори, підтримувати стосунки, керувати компанією, адміністратор комп'ютерної мережі, спільне підприємство.

Task 5. Compound the sentences with the words and word combinations:

Report to, be in charge of, execute, forecast, regarding, satisfy (needs, requirements), compete, negotiate, conduct negotiations, ensure, insurance.

Task 6. Read the notes and make a scheme of business structure.

Business Structure

Each company, firm, joint venture, stock-holding company, concern, bank, fund has its own complicated business structure and the staff which is necessary for the work. But still there are some general principles how to organize the work at the enterprise.

The Managing Director or the Chief Executive or President is the head of the company. The company is usually run by a Board of Directors — each Director is in charge of a department. The Chairman of the Boards is in overall control and may not be the head of any one department.

Vice-President or Vice-Chairman is at the head of the company if the President or the Chairman is absent or ill.

Most companies have Finance, Sales, Marketing, Production, Research and Development, Personnel, Tax, Logistics Departments. These are the most common departments, but some companies have others as well.

Most departments have a Manager, who is in charge of its day-to-day running, and who reports to the Director. The Director is responsible for strategic planning and for making decisions. Various personnel in each Department report to the Manager.

General Manager — Supervises and leads the company's employees. Maintains relations with customers, executes sales contracts and provides problem analysis and resolutions.

Sales Manager — Manages the sales staff of a company, supervises sales activity including a staff of sales representatives, plans and achieves target sales revenues and maintains a positive relationship between the company and its clients.

Finance and Administration Manager - Must have strong accounting experience including maintenance of Internal Controls, costing, budgeting, forecasting and the development of Management Information Systems.

Marketing Manager — Manages marketing department. Plans, directs and executes all marketing and related activities. Initiates and/or implements advertising strategy and promotional programs. Training Manager — Organizes and supervises trainers, develops and implements training courses for distributors, directors, staff, etc. Learns the existing training practice in other countries with the aim to extract, develop and implement the best ideas in Ukraine.

Forecast, Supply and Transport Supervisor — Makes monthly forecasts of all products.

Provides logistics, works with suppliers concerning shipments of product to Ukraine. Arranges shipments to Service Centers in Ukraine.

Treasury, Budget Specialist — Realizes treasury and cash flow management. Prepares, reviews and monitors reports on all capital expenditure projects. Provides budget cycle and management reporting. Ensures the company's costing system.

Sales Representative — Realizes coordination of commercial activities. Conducts negotiations with customers. Is responsible on and controls the selling activities in the frame of the regional strategy. Frequently travels to customers.

Task 7. Answer the following questions:

1. Who is the head of the company?
2. Who is the company run by?
3. Who is at the head of the company if the President or the Chairman is absent or ill?
4. What are the departments of the most companies?
5. What is the director responsible for?
6. What are the duties of a manager?
7. Who conducts negotiations with customers?
8. Who plans, directs and executes all marketing and related activities?

Task 8. Translate the sentences into Ukrainian:

- 1) Our company is a big enterprise with complicated structure.
- 2) The Managing Director runs this firm successfully.
- 3) The Board of Directors at the bank consists of 17 persons.
- 4) Mr. Williams, the Chairman of the Board of Directors, is in overall control of our bank.
- 5) Have you met Mrs. Fox, the Vice-President of the joint venture?
- 6) There are 8 departments at our stock-holding company. The biggest is Sales Department.
- 7) He has a great experience in developing food products that's why he's the head of the Research and Development Department, and also one of the creators of our branded products.
- 8) Who leads your company and supervises everyday activities?
- 9) She is the Manager of Logistics Department, don't you know?
- 10) Will your company participate in the next fair and maintain relations with your old partners?

Task 9. What would you say if you took part in this dialogue? Dramatize it:

A.: I don't know personally the Managing Director of your company, but I've heard that he is a perfect specialist with big experience. Can you tell me what his responsibilities include now?

B.: I'm pleased to help you understand

A.: I can understand why you have so many departments: Finance, Sales, Marketing, Production, Research and Development, Personnel. But who leads their work in the company?

B.: It's very simple.....

A.: You are a Sales Manager at this firm. I see that every day you work since morning till night, you travel frequently to the customers. What duties do you have at the firm? Who is your chief?

B.: I agree with you, it's a hard work but very interesting...

A.: Why do you have such a big Finance Department at your company? I counted 12 people there. I know who is the Chief Accountant and what are his responsibilities. But I see you have also the Cash Accountant, the Treasurer, the Statutory Accountant, etc. What do all the people do there?

B.: You are quite right but don't forget that.....

Task 10. Act as an interpreter at a big enterprise. The Managing Director has a meeting with a new partner and wants him to get acquainted with the structure of the enterprise, and staff responsibilities:

A: Добрий день. Радий зустрічі з Вами. Я директор цього підприємства. Ми чули багато схвальних відгуків про Вашу фірму як постачальника наиновітніших комп'ютерних технологій.

Interpreter:.....

A: Сподіваємось, що після знайомства з нашим підприємством та його працівниками у Вас складеться вірне уявлення про стиль нашої роботи. Це буде підготовкою до підписання майбутніх контрактів та успішного співробітництва. Interpreter:.....

B: Good morning. Nice to meet you, I'm a Sales Manager at "Apple Computers, Inc." It's a well-known English computer company with clients all over the world and good reputation as a reliable partner. Thank you for warm reception and the possibility to get general information about your enterprise and staff. It will be very useful for me. Interpreter:.....

A: На нашому підприємстві працює 500 робітників. Керує його діяльністю правління, що складається з одинадцяти осіб на чолі з головою. На нашому підприємстві існує десять відділів, серед них: виробничий відділ, відділ реалізації, фінансовий відділ, відділ фінансового прогнозування та розвитку, відділ кадрів, транспортний відділ, відділ маркетингу, юридичний відділ.

Interpreter:.....

B: I see that you have a sufficient staff to work successfully at the computer market. As we are dealing with computer technologies to achieve best results it's necessary to organize the work of Finance, Sales, Research and Development Departments at the high level. Could you dwell on some details of the work of these Departments at your enterprise?

Interpreter:.....

A: Наш фінансовий відділ займається всіма питаннями фінансового забезпечення роботи підприємства. До його складу входять: головний бухгалтер, касир, спеціаліст з фінансового прогнозування та розвитку роботи підприємства.

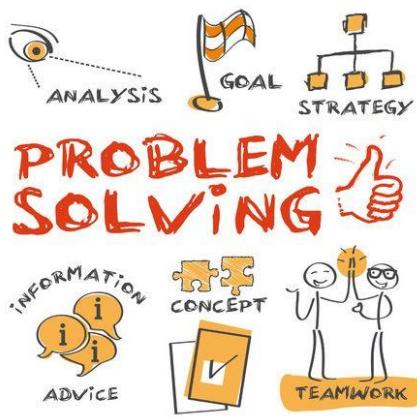
Interpreter:.....

B: As I know you have excellent specialists in this sphere. They are experienced and skillful persons in the questions of finance and tax legislation. Interpreter:.....

Self-directed work

Task 1. The successful business is not only the structure of the company, but first of all, relations inside the company, company's spirit, excellent team work. How to achieve it? What to do first? What are the keys to successful problem solving?

What are the keys to successful problem solving?



1. Use employees' suggestions. You may well believe you have a better one but keep your goal in mind. You want to encourage risk taking as well as solving problems. The path employees choose to reach the goal may be different from the one you would select however, if their method solves the problem, let them try in their way. Work together to foresee the possible results if the plan is put into action. Share some standards for what you consider a good plan.

2. Insist that employees contribute their suggestions. If your employees respond with shuffling feet, averted eyes and a mumbled "I don't know", let them know that you really want their help. Make them believe this is the case by not answering your own question, even if the silence gets uncomfortable.

3. Agree on the plan. Ask your employees what they will do that will be different next time. When employees make choices, they select the option they see as the best at the time. Your job as coach is to help them see other alternatives.

4. Follow up the results. After employees have had time to put a solution in place, follow up to see how it's going. You want to follow up to make sure things are going the way you want them to go. If they are not, you need further problem solving. By noticing that the problem has been resolved through employees' efforts, you help them keep that change in place. Notice and say something to the effect of. "I see you are working on changing — I appreciate the effort. Keep up the good work."

Change doesn't happen in quantum leaps. It stalls small and grows as employees get used to operating differently. Help them make the complete change by recognizing their efforts along the way.

Task 2. Translate the sentences into Ukrainian:

- 1) What's your attitude towards the employees' suggestions concerning this problem?
- 2) She has been keeping it in her mind all the time.
- 3) The manager has encouraged us today.
- 4) His shuffling feet and averted eyes showed that something was wrong.
- 5) Did you make a choice yesterday?
- 6) He followed up the results achieved by us.
- 7) Why did he change his behaviour towards you?
- 8) The manager appreciated the employees' efforts.
- 9) The productivity was increased due to the efforts of our manufacturing team.
- 10) It's a temporary merger to realize the new project.

Task 3. Translate the following sentences into English:

1. Концепція ситуативного керівництва використовується у багатьох країнах та організаціях.
2. Для того, щоб досягнути найкращих результатів дана програма забезпечує керівників практичними порадами.
3. Продуктивність зросла завдяки спільним зусиллям працівників спільного підприємства.
4. Наша фірма відома в усіх країнах світу завдяки високій якості товарів та хорошій репутації.
5. Дано компанія співробітчує майже з усіма фірмами нашої області.
6. Він був незадоволений ставленням керівника.

7. У поточному році нашою фірмою було зменшено відвантаження товарів.
8. Гнучкість, взаємини, відповідальність – це фактори, які впливають на роботу у колективі.
9. Я помітив незадоволення покупця нашим обслуговуванням.
10. Тимчасове злиття компаній допоможе нам здійснити новий проект.
11. Які умови є необхідними для створення успішної роботи персоналу?

Task 4. Discuss the following topics in groups:

- 1) How would you organize the work of the enterprise if you were the Managing Director?
- 2) What departments are necessary at every enterprise?
- 3) What responsibilities and duties are essential for the staff of each department?
- 4) Give an example of the successful business. Try to analyse its structure and staff.
- 5) What does "a successful business" mean to you?
- 6) What role does the Manager play in everyday life of a company
- 7) What strategies in managing employees would you choose if you were the Managing Director of a company.
- 8) Is it important to have followers or to work in a well-organized team to solve different tasks? Why do you think so? Give your arguments.

THEME 4. TELEPHONE CONVERSATION



answering machine - автовідповідач
give sb. a ring - зателефонувати
ring back later - передзвонити пізніше
dial -набирати (номер)
line is free лінія -незайнята
line is engaged/ busy -лінія зайнята
hold on/hang on -почекати
hang up -повісити слухавку
put sb. through -з'єднати telephone
directory -телефонна книга

Task 1. Learn the following words and word combinations:

local call -дзвінок у межах міста
long distance call -міжміський дзвінок
dialing code -телефонний код
prevent -запобігати, заважати
involve- залучати
participant -учасник
conference call -телефонконференція
fluent -вільний
mirror sth. -відображати
nod one's head -кивати головою
overdo sth. -перебільшувати
second-language speaker -неносій мови
quick stretch -коротка перерва
chair -головуючий
add -додавати
confirm -підтверджувати
conclusion -висновок

Task 2. Fill in the words from the active vocabulary:

1. Yesterday I tried to phone my friend Jo but the ... was
2. What is the for the police, fire brigade or ambulance?
3. What is the for Kyiv?
4. How often do you have to pay your?
5. Can you, please? Mr. Smith won't be long. He knows you are waiting.
6. I am afraid you will have to this afternoon. Mrs. Dubois won't be in the office until after three o'clock.
7. I can't call back later, as I am going out. Can I for Mr. Giles?
8. You can make an appointment now, and then call nearer the time to

Task 3. Match the definitions to each of word from the right-hand column:

1) dial	a) a machine that answers your telephone and records messages that people leave for you;
2) chair	b) able to speak a foreign language very well;
3) add	c) to do, say, use etc. more of something that you should;
4) telephone directory	d) the person who is in charge of a meeting, committee, or company;
5) mirror	e) to press the buttons on a telephone in order to call someone;
6) involve	f) a book containing the names, telephone numbers, and addresses of people and businesses in a particular area;
7) answering machine	g) to match or express the qualities, features, or feelings of someone or something;
8) overdo	h) to encourage or allow someone to take part in something;
9) fluent	i) to say something more that is related to what has been said already.

Task 4. Read and translate the text:

Five steps to effective calls

There are five main things you can do to make sure that: your telephone calls in English are effective:

1. Have an agenda: Think about the key points of the call right from the start. Discuss what you want to get out of the call and add anything the other person thinks should be discussed. Let's imagine you are going to discuss some matters about the delivery. —John, I think there are three things we need to discuss about the deliveries — quantities, frequency and delivery points. Do you have anything you would like to add?

If you introduce and create an agenda for the call, it has two positive effects. First, it puts you in control. Second, it limits the call to those areas where you feel linguistically prepared.

2. Have a time limit: We are all busy. So tell the other person how much time you think the call should take: —Hi, John. I'm just calling about the arrangements for your visit. Do you have the time now? It should take about 15 minutes.

But this may not be appropriate if you are phoning someone at a much higher level — the chairman of your company, for example. In that case, ask the other person how much time he or she has.

3. Ask questions: By asking the right questions, you can focus the other person's thoughts and start coming to conclusions:

—What if we deliver to three warehouses rather than four?

—Wouldn't that be just as effective?

You can now use the answers to this type of question to move towards an agreement and conclusion.

4. Mini-summaries: Summarize the call at regular intervals. This is good telephone practice in any language, but it is very important when you are working in a second language:

—So what we've said so far is...

—I just need to make sure I've understood everything you've said...

After summarizing, get the agreement of the other person that your summary was correct:

—Have I missed anything?

You might have missed something important that the other person can then add to your summary.

5. E-mail follow-up: At the end of your conversation tell your partner that you will send him or her e-mail to confirm —what we have just discussed. This way, you can check that you have both understood your conversation.

By using these simple tools, you can make effective and time-saving calls. This is what you usually want in your busy working life — and the person at the other end of the line will also appreciate it. (From Business Spotlight)

Task 5. Answer the questions to the text:

1. What positive effects has an agenda for the call?
2. Why should you set a time limit? Is a time limit always appropriate?
3. What can help you to focus the other person's thoughts?
4. When is summarizing the calls especially important? How can it help?
5. How can you check that your conversation has been understood by both of you?

Task 6. Translate the following sentences into English:

1. Секретар попросила мене почекати, доки директор буде готовим прийняти дзвінок.
2. Я втратив самовладання і поклав слухавку.
3. Ця дівчина знову зателефонувала, але я сказав щось грубе і поклав слухавку посеред розмови з нею.
4. Скільки коштує зробити міжміський дзвінок?
5. Який телефонний код Лондона?
6. Не вішайте слухавку, я вас з'єднаю з містером Грантом за мить.
7. Якщо ти не заперечуєш, я передзвоню тобі пізніше. Зараз я маю зустрітися з родичами.

Task 7. Read the additional text:

Making the best of conference calls

Taking part in an international telephone conference is hard work. Here are some tips to help you:

1. Call from a quiet location.

This is very important when there are several second-language speakers from different parts of the world involved. Background noise can prevent us understanding each other.

2. Speak slowly.

Speak at the speed you want to be spoken to. This is important when you have nativespeaker participants. They will often mirror the speed of the other participants. Give them a good example to follow, so that you are not continually asking them to slow down. But if participants do speak too quickly, don't wait – get them to slow down, and ask them to repeat or explain:

- Could you say that again more slowly, please?
- I'm afraid I didn't understand that. Could you explain it in another way?

If necessary, get the chair to remind the native speakers that there are also secondlanguage speakers in the meeting. Be insistent. Don't let the more fluent speakers dominate the conference call.

3. Speak clearly.

Everyone has an accent. Your accent can be difficult to understand if the other participants are not used to it. Accents sound more extreme over the phone, so speak clearly. Get some feedback on how you sound on the phone. If you have a strong accent, slow down and try to articulate your words carefully.

4. Speak with energy.

Put some energy and enthusiasm into your voice. The others cannot see your face, so you have to show your enthusiasm by the way you speak. Energetic voices energize the other participants. Energetic voices are easier to listen to. Energetic voices strengthen the key messages, so that misunderstandings are less frequent. Describe your body language. Tell the others what you are doing:

- I'm nodding my head in agreement with Frank.
- I'm smiling at what Marianne said there.

You shouldn't overdo it, of course. But it is sometimes helpful to describe your body language to reinforce a message.

5. Tell others when you are leaving/returning.

Make sure the other participants know if you have to leave the call or when you are entering or returning to the conference. You need to tell them this, because they can't see you leave or return:

- I just need to get some papers. I'll be back in a couple of minutes.
- Hi, this is Andreas. I'm back.

6. Ask for breaks.

In long telephone conferences, you should ask for "bio breaks" or for "quick stretches". We are not just ears! The rest of our bodies need attention, too. Short breaks help the concentration and give you time to reflect on how the call is going:

- Could we take a five-minute break here?
- How about a short break so we can stretch our legs?

If you follow these rules, your participation in telephone conferences is sure to be a success, and other participants will be glad you took part.

Task 8. Here are the answers to some questions. Work out the questions:

1. Speak at the speed you want to be spoken to.
2. If you have a strong accent, slow down and try to articulate your words carefully.
3. Native-speaker participants often mirror the speed of the other participants.
4. The others cannot see your face, so you should tell the others what you are doing.
5. You need to tell the other participants when you are entering or returning to the conference because they can't see you leave or return.
6. Short breaks help the concentration and give you time to reflect on how the call is going.

Task 9. How do you contact your friends, your parents, your groupmates? Choose from the list and discuss in pairs:

- send an email;
- write a letter;
- send a text message;

- make a phone call;
- meet face to face;
- send a postcard;
- write a memo;
- leave a message (on the answering machine);
- jot down a note.

Task 10. Complete the telephone conversation with sentences A – E:

- A. Hold the line, please.
- B. May I help you?
- C. I'm putting you through.
- D. Can I take a message?
- E. Who is calling, please?

A: Hello, Susan Pelly speaking. 1) ?
 B: Yes, can I speak to Mrs. Mitchell please?
 A: Sorry sir, but Mrs. Mitchell is not here at the moment. 2) ?
 B: No thank you. Can I speak to Mr. Smith please?
 A: Mr. Smith, right. 3) ?
 B: This is Mr. Franklin from the Jackson & Perkins Law firm.
 A: All right Mr. Franklin. 4) ?
 B: Is it going to be long? A: No. 5) right now.
 B: Ok. Thank you very much.

Task 11. Complete the telephone conversation with sentences A – I. There are four sentences you don't need to use:

- A. Is there a problem?
- B. The line is busy.
- C. How may I help you?
- D. One moment, please.
- E. You're welcome.
- F. Who is calling, please?
- G. I'll you through.
- H. Hold on a minute.
- I. I won't be able to come tomorrow.

A: Good afternoon, Yan's Pizzas. 1) ?
 B: Hello, I have an interview with Mr. Black at 4:30pm tomorrow for a part-time summer job.
 A: 2) ?
 B: It's Ken Bowman.
 A: Ah yes, Mr. Bowman. 3) ?
 B: Well, unfortunately I won't be able to come tomorrow. Could I possibly have another appointment for 12:30 on Thursday instead?
 A: 4) I'll just check. Yes, that'll be fine.
 B: Thank you very much.
 A: 5) I'll inform Mr. Black of the change. Thank you for calling.

Task 12. Work in pairs. Imagine you have an appointment with your business partner that you need to change. Using the ideas below, act out a dialogue:

You: live out of town and are cut off due to a sudden snow storm;
 are unable to keep an appointment tomorrow at 11am;
 need another appointment a few days later when the weather will hopefully be better.

Task 13. Make a summary of the text in English:

Етикет телефонної розмови

У наш час значну частину ділових проблем вирішують по телефону.

У структурі телефонної розмови можна виокремити кілька етапів:

- взаємне представлення;
- введення співрозмовника у курс справи;
- обговорення питання;
- підведення підсумків розмови, заключні слова.

Кожний з цих етапів виконує певні функції і не може бути випущений.

Формули вітання, як і формули прощання, залежать від статусу співрозмовників і характеру їхніх стосунків. Почати розмову необхідно з привітання і представлення. Перший представляється той, кому телефонують. По зовнішньому, не персональному телефону той, хто знімає слухавку, зазвичай називає не своє прізвище, а називу організації або підрозділу організації. По внутрішньому ж телефону називається підрозділ і прізвище того, хто підняв слухавку. Відповідаючи по персональному телефону, називають своє прізвище. Нейтральні відповіді "так", "алло", "слухаю" не припустимі в діловому спілкуванні.

Звичайно, перехід до другого етапу розмови ініціює особа, яка зателефонувала. Розмовляти по телефону необхідно ввічливо, чітко, розбірливо, енергійно. При поганій чутності, великому обсязі інформації можливі репліки коригуючого характеру: "Ви не могли би повторити...", "Ви зрозуміли моє повідомлення?", "Вибачте, я не розчув...". Для того щоб спрямувати розмову в потрібне русло або перехопити ініціативу, допускаються регулювальні репліки: "Вибачте, я б хотіла уточнити...".

Етикетні формули, які завершують телефонну розмову, повинні використовуватися адекватно до ситуації. Зазвичай, це подяка за інформацію, пропозиції, допомогу: "Дуже вдячний Вам за допомогу", "Дякую Вам за інформацію", "Дякую за пропозиції". Для того, щоб бути повністю впевненим у досягнутих результатах бесіди, потрібно в кінці розмови обов'язково підвести підсумки, ще раз повторити висновки.

Якщо в розмові називались цифри й дати, слід ще раз їх уточнити й зафіксувати, щоб не було непорозумінь. Якщо під час телефонної розмови дзвонить інший телефон, необхідно вибачитись перед першим співрозмовником, зняти слухавку, повідомити про свою зайнятість і з'ясувати в іншого співрозмовника, чи він буде очікувати завершення розмови, чи ви самі зателефонуєте йому через деякий час. Не можна примушувати співрозмовника очікувати більше, ніж 30-60 секунд, доки ви відповідаєте на інший дзвінок або дістаете досьє. Якщо зв'язок переривається, то знову набирає номер той, хто телефонував.

В етикеті телефонної розмови заборонено у випадку помилки з набором телефонного номеру запитувати: "Який це номер?", або "Куди я потрапив?". Необхідно спитати: "Це номер такий-то...?". Не можна, взявши слухавку, казати: "Хвілину!", примушуючи очікувати того, хто зателефонував. Якщо абонент відсутній, не можна розпитувати, де він знаходиться.

З появою мобільного телефону з'явилися й нові правила телефонного етикету. Основне правило – розмова по мобільному телефону не повинна заважати іншим, та й особа, яка телефонує, не повинна робити свою розмову доступною широкому колу осіб. Оптимальний варіант: йдучи на нараду, у театр, концертну залу, ресторан, відключити мобільний телефон. Чиновникам і бізнесменам не рекомендується обговорювати по мобільному телефону тему, яка може складати державну або комерційну таємницю. У будь-якому випадку, обрати правильну форму поведінки допоможе дотримання принципу доцільності, заснованому на повазі до оточуючих.

Self-directed work

The techniques of telephoning are very much the same in all countries. Only remember your good telephone manners:



Strengthen your foundation in
handling calls

little while?" But don't forget to do so.

1. When talking on the telephone — speak clearly. Do not shout and take your cigarette out of your mouth.
2. Make sure that your conversation with a busy person is as brief as possible.
3. When calling a friend who does not recognize your voice-don't play "Guess who?". Announce yourself promptly.
4. When you get a wrong number don't ask: "What number is this?" It is a good manner to ask: "Is this two-three—four—five—six?" If not — apologize.
5. If a wrong number call comes through don't lose your temper. Simply say: "Sorry, wrong number" — and hang up.
6. Always identify yourself when making a call; especially if you are calling on business, e.g. "This is Mr. Vovk of the Ukrainian Trade Mission. Could I speak to Mr. Jones...?"
7. If you have a visitor does not carry on a long chat while your visitor tries hard to avoid listening to your conversation. The best thing to do is to say you are busy at the moment and ... "May I call you back in a

II. Language practice

1. Fill in the missing words in the telephone dialogue below. Choose from the following

Can I suggest	Can you let me	have
I look forward to	I'd also like	My name is
That's right	What we need is	
	we can arrange	First of all
How can I help you		

Blum: John Blum.

Berg: Hello. 1) _____ Anders Berg. I'm managing Director of Woodtech Ltd, a wood machinery manufacturer.

Blum: Oh, yes. 2) _____?

Berg: Well, an associate in the industry recommended you. You helped raise finance for Bill Wylde a few years ago.

Blum: Yes. 3) _____.

Berg: Well, Woodtech Ltd now wants to expand into new markets with a new product. Up till now we have served specialists in the wood industry but our new product is aimed at the small manufacturer. 4) _____ finance.

Blum: Right! 5) _____. I'll need some background information. 6) _____ a copy of our balance sheet and profit and loss figures for the past three years?

2. Read the dialogues and make some changes. A. Leaving a message.

A: Hello! This is Richard Baker. May I speak to Mr Reeds, please?

B: I'm sorry, Mr. Baker. He has just left. Any message?

A: Will you tell him to call me back?

B: Yes, certainly. Does he know your telephone number?

A: Well... I'm not sure. Will you put it down, just in case?

B: Yes, what is it?

A: 340-1906. Thanks a lot.

B: No trouble. Good-bye.

B. Getting the wrong number.

A: Hello! I'd like to talk to Mr. Lawson.

B: I'm afraid you have the wrong number. What number were you calling?

A: 843-1227.

B: Well, this is 843-1227. But there is no one by the name of Lawson here. This is a private residence.

A: I'm sorry to have bothered you. B: That's quite all right.

C. Making an appointment.

A: Two-four-eight, double six-double two.

B: Can I speak to Mr. Parson?

A: Who is calling, please?

B: This is a representative of the Ukrainian firm Torgmash. My name is Dmitry Klimenko.

A: I'm sorry, Mr. Klimenko. Mr. Parson is out at the moment. Would you like to leave a message or call back?

B: I think I'd rather arrange to meet him.

A: O.K. When would you come?

B: Any time you say.

A: Just a moment. I'll get his schedule. Are you there?

B: Yes. A: I can fix an appointment for you for tomorrow. That's Wednesday afternoon. Will 4 p.m. be all right with you?

B: Yes, thank you. You've been most helpful. Good-bye.

A: Good-bye.

D. A long distance call.

A: International. Good morning.

B: Good morning. I want to book a call to Kyiv. My name is Klimenko.

A: What number are you calling from?

B: it's 437-8193.

A: What number do you want in Kyiv?

B: The Kyiv number is 252-41-12. Can you put me through straightaway?

A: I'm afraid not, sir. The line is busy. I'll call you back as soon as the call comes through.

3. Act as an interpreter.

A: Добрий день. Як зателефонувати до Києва?

B: There is no direct automatic line. You'll have to book an international call.

A: Коли мене можуть з'єднати?

B: I'll try to book a call for you right now. What is your number in Kyiv?

A: Мій київський номер 265-13-45.

B: I'll call you back as soon as they put you through.

A: Дякую.

A: Добрий день. Можу я поговорити з мистером Колесом? Це Серенко.

B: Good afternoon, Mr. Serenko. I'll see if he is available.

C: Oh, hello, Mr. Serenko. Glad to hear you. Did you enjoy the flight?

A: Так, дякую. Я б ХОТИВ зустрітися з вами і обговорити деякі питання.

C: What time will suit you?

A: Зараз я у готелі. О 2-й годині зустріч з штатами представниками нашої фірми. Думаю, що о 4-й я буду вільний.

C: Let's make it five. I'll send a car for you at a quarter to five.

A: Дякую, Ви дуже люб'язні. Я буду чекати у холі готелю.

А: Добрий день. Як зателефонувати до Києва?

В: There is no direct automatic line. You'll have to book an international call.

А: Коли мене можуть з'єднати?

В: I'll try to book a call for you right now. What is your number in Kyiv?

А: Мій київський номер 265-13-45. В: I'll call you back as soon as they put you through. А: Дякую.

4. Translate into English.

1. Чи можу я поговорити з Miss Брук? 2. Вибачте, я набрав неправильний номер. 3. Будь ласка, перекажіть MicTery Томпсону, що я передзвоню. 4. На жаль, менеджера зараз немає. Що-небудь передказати чи Ви подзвоните пізніше? 5. Я хотів би замовити міжнародну розмову. На це піде багато часу? 6. Будь ласка, не кладіть трубку. Я подивлюся, чи можна зв'язатися з містером Смітом. 7. Чи могли б Ви подзвонити Мені завтра ввечері? 8. Який номер Ви набрали? ~ 327-583. -Це не той номер. - Вибачте, що потурбував. - Будь ласка. 9. Будь ласка, запишіть мій номер телефона і попросіть Джойс передзвонити мені одразу ж, як пльки вона повернеться. 10. Я хотів би домовитися з Вами про зустріч. Завтра об 11-й годин ранку Вас влаштує? з Вами про зустріч. Завтра об 11-й годин ранку Вас влаштує?

Communication skills

1. You are interested in buying TV sets. Call a firm selling TV sets and make an appointment with the head of the Marketing and Sales Department of firm.
2. You are going to the concert. Make a ticket reservation by phone.
3. You are going in New York with your colleague. He's going to Buffalo on business. But he doesn't speak English. Help him to book a ticket for a night train.

THEME 5. BUSINESS MEETING



agenda -порядок денний

apology -вибачення

assume (that)- виходити (з того, що)

consultancy -консалтингова компанія

controversial -спірний, неоднозначний

clear -очевидний

facilitator -ведучий наради

follow sth. up -виконувати подальші дії

heading -заголовок

Task 1. Learn the following words and word combinations:

item -пункт порядку денного

participant -учасник

previous -попередній

purchase -купувати

time limit -обмеження у часі

state -визначати, стверджувати

put pressure on -тиснути

in advance -заздалегідь

memo -меморандум, директива

AOB (any other business) -різне

brainstorming -мозкова атака

minutes -протокол

board room-зал засідань ради директорів

overview -огляд

voting -голосування

chairperson -голова

decision-making- прийняття рішення

Task 2. Fill in the words from the active vocabulary:

1. This issue was discussed at the ... meeting.
2. He ... that the project would be completed on time.
3. Let's move to the last item on the
4. Details of the meeting were circulated well
5. He did not on her to take the job.
6. Mention your sources at the end, under the ... «Bibliography».
7. She ... shares in the company.
8. The prescribed ... must be strictly complied with.

Task 3. Match the definitions to each of word from the right-hand column:

1) to state	a) a statement that tells someone that you are sorry for doing sth. wrong or causing a problem;
2) pressure	b) a company with expert knowledge about a particular subject that provides professional help and advice to other companies;
3) apology	c) to express sth. in speech or writing, especially in a definite or formal way;)
4) agenda	d) the largest or smallest amount;
5) participant	e) obvious and impossible to doubt;
6) limit	f) someone who takes part in sth.;
7) consultancy	g) attempts to persuade, threaten or force someone to do sth.;
8) clear	h) a list of things that people will discuss at a meeting.

Task 4. Give the words which correspond to the definitions:

1. Notes explaining what were discussed in a meeting.
2. The person who leads the discussion in a meeting.
3. A process which sometimes takes a long time in meetings.
4. A note which is distributed in a company to remind staff of something.
5. A method of decision-making used in some meetings.
6. The process of collecting ideas at the start of a meeting.
7. A room where important meetings are held in a company.

8. An abbreviation for the topics which are discussed at the end of a meeting.
9. A brief introduction which is given at the beginning of a meeting.

Task 5. Read and translate the text:



Organizing an effective agenda

The agenda is a key tool for successful meetings. It is especially important when the participants come from different cultural and linguistic backgrounds, because it helps prevent misunderstandings. A good agenda, sent out before the meeting, allows participants to prepare themselves properly. And during the meeting, it is the main tool to help the facilitator keep control of the meeting process.

Here are six tips on what to think about when you are preparing the agenda for your international meeting.

List the names of those expected to attend. Include apologies for absences if already known in advance. It is important for everyone to know who will be there. People can then contact each other before the meeting.

Have a heading called "Action points" to follow up decisions made in any previous meeting. It is important in regular meetings to make sure that all actions agreed upon are carried out. It also puts some pressure on participants to actually do what they said they would do.

Make it crystal clear what each heading on the agenda means. Sometimes we assume that the participants know the background to everything, but this may not be the case. When you write "New software", is it clear that you want to discuss buying new software for sales support, for example? Or might some participants think you are looking at other software recently bought by your team? Perhaps the heading should read: "Proposal to purchase new software for sales support". This is longer, but now people know what to prepare for.

After the heading, it is good practice to state who is responsible for introducing it, and to say what type of item it is (information, a decision, brainstorming, a report, etc.). For example: "3. Proposal to purchase new software for sales support. Responsible: Klaus Jensen (Decision)".

Set a time limit for the discussion to help focus people's minds: «3. Proposal to purchase new software for sales support. Responsible: Klaus Jensen (Decision / 30 minutes)».

Think carefully about the order of the items on the agenda. Often you will need to get a decision on one item before you can discuss another. Then it would be silly to put them in the wrong order. But there are other considerations besides these practical, logical ones. You could order the items like this:

- Let people warm up their language skills in international meetings by starting with the easy but urgent items. This creates an atmosphere of agreement.
- Then go on to the more difficult, urgent items.
- Now have a couple of easy items again to bring back the atmosphere of agreement.
- Next, deal with the really difficult, controversial items.
- End with one or two easy items on which you know there will be agreement, so you can finish on a positive note.

Remember, the agenda is not simply a list of items to be discussed at the meeting. It is a cross-cultural tool to help you make sure that your international meetings work even more effectively.

(from *Business Spotlight*)

Task 6. Answer the questions to the text:

- 1) When is agenda especially important? Why?
- 2) Who keeps control of the meeting process?
- 3) Why is it important for the participants to know who will be at the meeting?
- 4) Do the participants always know the background to each heading?
- 5) What should be stated after the heading?
- 6) What is a time limit set for?
- 7) What should be the order of the items on the agenda?

Task 7. Translate the following sentences into English:

1. Під час наради один учасник може виконувати декілька функцій.
2. Тривалість наради залежить від цілей та порядку денного.
3. У ведучого наради окрім власної ролі є ще й додаткові функції: спостерігати, захищати свою точку зору, будувати консенсус, здійснювати підтримку та розряджати ситуацію.
4. Готуючись до проведення наради обов'язково слід підготувати заздалегідь порядок денний.
5. Нараду без порядку денного можна порівняти з пошуковою експедицією без карти.
6. Якщо ви хочете збільшити ліміт часу для прийняття рішення, ви повинні отримати згоду групи.
7. Порядок денний – це не лише список пунктів, які мають обговорюватися на нараді.

Task 8. Complete the short text below, using the following words:

voting, chairperson, brainstorming, board room, decision-making, overview, memo, agenda, minutes, AOB

The (1)..... is an essential part of any meeting. Usually a (2)..... is sent around prior to the meeting, informing them of the date, time and location of the meeting. Important meetings may be held in the (3)..... During the meeting the (4) leads the discussion, which often kicks off with an (5) of the situation to be discussed or a short (6)..... session, to collect ideas from the team. The most difficult aspect of any meeting is the (7) process, which can sometimes take a long time. Sometimes key decisions are made by taking a (8) During the meeting, notes, called the (9)..... are taken of the key points in order to keep a record of the issues which were discussed. Finally, some general topics are discussed and this part of a meeting is referred to as (10).....

Task 9. Read tips (1 – 8) and match them to the headings:

- A. Encourage everyone present to speak
- B. Publish an orderly agenda at least a week before the meeting
- C. Announce meetings well in advance of the date
- D. Promote meeting information via different media
- E. Attach pertinent documents, handouts, or support information to the agenda
- F. Keep files for copies of the agendas and minutes
- G. Start and end at odd hours
- H. Arrange for someone to take minutes

Research suggests that up to half of all business meetings result in minimal productivity and are considered by participants to be of little value. Here are a few tips that can help.

1. _____
Two weeks' notice may give participants enough time to work the meeting into a busy schedule.
2. _____
For example, send an interoffice memorandum to each participant, followed by email reminders a few days before the date. Larger organizations occasionally have an administrative assistant telephone each member with a reminder.
3. _____
Instead of beginning the meeting at 1:30 p.m., for example, publish the time as 1:35 p.m., which is bound to get people's attention and make them more aware of the clock.
4. _____
List items to be covered in priority order, along with extra or discretionary items if time permits. You also may want to list desirable objectives for the meeting so comers understand in advance what you hope to accomplish and how they should prepare to participate.
5. _____
This provides comers an opportunity for reviewing key facts in anticipation of discussion during the meeting.
6. _____

In some cases the chair will do this. At other times members may delegate the task. Distribute minutes well in advance of the next meeting for revision.

6. _____

Shy people can share opinions by mailing list if they prefer, but all should have a voice in the proceedings.

7. _____

These can be passed along to new or replacement members in the future.

Task 10. Match the pictures to meeting rooms:

- 1) theater style meeting room;
- 2) boardroom style meeting room;
- 3) banqueting room;
- 4) classroom style meeting room.



Task 11. The following is the opening of a meeting between the managers of different departments in a large company. Many of them have not met each other before, so the atmosphere is polite but informal. Complete the following using the following phrases:

Would you like to start;

I'd like to hear what you all think;

let's begin; the purpose of this meeting;

start by welcoming you all;

As you'll see from the agenda;

I would like to finish by.

Right, it everyone is here I'd like to to this first meeting of the Bay Project Management Group.

As you all know, is to discuss the initial feasibility report which was completed last week. At the end of the meeting we should have a clear idea of how to proceed, but before we make any decisions., there are four items for us to discuss. In terms of timing, I know you are all busy with other projects, too, so by 3.30. OK, the first item on the agenda is an overview of the project plan.

«Alain,»

Task 12. Imagine you are managers in a new hotel and you have to decide how to promote it before a holiday season. Plan and role-play your business meeting.

Self-directed work

PRESENTATIONS



Task 1. Learn the following words and phrases:

venue -місце (проводення конференції, презентації)

objective- ціль, мета

feedback -відгук

AV (audiovisual) aids -аудіовізуальні засоби

flip chart фліп-чарт (лекційний плакат)

whiteboard -дошка

appropriate -відповідний, належний а

udience -аудиторія
informative -інформативний
structure -структурна
fail -провалити
get one's point across -розм. донести свою думку
speech -промова
keep sb's attention -тримати увагу

recite -декламувати
handout(s) -роздавальний матеріал
signpost phrase —вказівні слова
summarize -узагальнювати
conclude -закінчувати
convince -переконувати

Task 2. Fill the gaps in the sentences with words and phrases from active vocabulary:

1. I felt really nervous, because there were over a hundred people in the
2. At the start of your presentation, explain your ... , so people know why you are talking to them.
3. Using ... will make your presentation more interesting and animated.
4. At our English classes we use not only books, the teacher also brings a lot of his own
5. While making his presentation the manager drew some charts and figures on the ... with a marker.
6. Knowing your audience will help you choose material that is ... for their interests.
7. They ... their business project, because they didn't pay attention to changes on the market.
8. If you want to know if your presentation was interesting, ask the audience for their

Task 3. Match the words to their definitions:

1) flip chart	a) reaction of people on the quality of a presentation;
2) whiteboard	b) a person who delivers a presentation;
3) presenter	c) a device that shows an enlarged image onto a wall above and 36 behind the person who uses it;
4) audience	d) a white surface that is used for writing on it during classes, presentations etc.;
5) feedback	e) paper materials that contain important points of a presentation or lesson materials and are given to the audience or students;
6) AV aids	f) a place where organized meetings e.g. conferences and presentations are held;
7) projector	g) a big pad that has many sheets of paper and is attached to a stand. It is used to present reports, data, etc.;
8) venue	h) devices that help visualize verbal information;
9) handout(s)	i) a group of listeners or spectators at a public event;

Task 4. Before reading the text discuss the following questions:

1. Do you have experience of speaking in front of a large group of people? How did you feel?
2. What is a presentation? Why do people make presentations? List some reasons.

Presentations

A presentation is a formal talk to one or more people that «presents» ideas or information in a clear, structured way. People are sometimes afraid of speaking in public, but if you follow a few simple rules, giving a presentation is actually very easy.

First of all it's important to know your audience: who are these people, how many, and what they already know. The venue is not less important. If possible, visit it before your presentation to find out where the audience will sit and where you will stand.

While preparing your presentation, make sure your objectives are clear. A well-organized presentation is easier to understand. Give it a beginning, middle and an end. Make notes of the most important points and number them. This structure will help your audience to follow what you are saying. It is important to speak to your audience and not to read. Otherwise they will fall asleep. If you are a beginner in giving presentations and want to see how well you have prepared, practice giving your talk out loud and check how much time it takes. Ask a friend to listen and give you feedback.

Nowadays a good presentation is almost impossible without different kinds of AV (audiovisual) aids. You can use a simple flip chart and whiteboard for spontaneous writing or show prepared slides on an overhead



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projector. Computer software, like Microsoft PowerPoint can make your presentation look professional. Choose AV aids that are appropriate for your audience. And make sure you know how they work!

Unfortunately many people think that once they've organized all the information they need for a presentation, their work is over. In reality preparing is only half the work. The real work is holding people's interest long enough to deliver your message to them.

You can write the greatest speech in history but if you can't keep your audience's attention, you are likely to fail. You can greatly improve your presentations with your body language. Are you standing in the same spot for the entire presentation? Is your voice flat and uninteresting? Or maybe you aren't using any hand gestures to get your point across. All of these things can make a presentation a little boring.

One of the keys to keeping your audience interested is making eye contact with your entire audience, not just one or two people. This draws the audience into your presentation and allows you to make an interpersonal connection with them. Remember to move around! You don't have to do zigzags movements from one area of the room to another periodically. You might also try moving forward so you're closer to your audience instead of hiding out behind your podium.

Don't speak in a monotone voice as if you're reciting your speech word for word. You have to be enthusiastic and animated. The best speakers make you feel as if they're having a normal conversation – not reciting a memorized speech. So before you hold a speech, relax and think of do's and don'ts concerning your presentation.

Task 5. Make a list of DO'S and DON'TS for making a good presentation. Add your own ideas. Comment on them:

DO's	DON'Ts

Task 6. Match words to make word combinations. Make up your own sentences using them:

A	B
1. eye	a. gestures
2. important	b. periodically
3. hand	c. attention
4. well-organized	d. contact
5. fall	e. point(s)
6. move	f. presentation
7. keep	g. asleep

Task 7. Look at Appendix A “Preparing for a Presentation” and do the suggested exercise.

Task 8. Sell your business idea:

You want to give a presentation to potential investors who might put up the venture capital for your new business. You need to convince them that your business will be a good investment.

Use the information below, but feel free to add or remove any information you'd like. Address the following points:

- Thoroughly describe your business. What will you sell? Who is your target group? Where will your premises be? How many employees will you hire? etc.
- Explain why you will be successful. Is there a market niche for your product? How will you reach your target group? Why is your business the best idea since sliced bread? What experience do you have in this field?
- Outline your future start-up costs (equipment, materials, employees' salaries, advertising, etc.) Give a total.
- Outline your anticipated earnings.

Give your potential lenders a detailed repayment plan. 39 Give your presentation a clear structure and attractive visuals. Make sure to use active, dynamic language and rhetorical style. You are selling your idea, so be persuasive!!!

THEME 6. BUSINESS TRIP ABROAD



Task 1. Learn the following words and phrases:

air terminal -аеровокзал
checking-time -час реєстрації
concourse -зал очікування
long-distance flight -дальній рейс
forced landing -вимушена посадка
boarding pass -посадковий талон
be airsick -страждати повітряною хворобою
customs house -митниця

customs officer -митник

country of residence -країна проживання

fill in -заповнювати

passport check-point паспортний контроль

customs duty -митний збір

customs regulations -митні правила

go through formalities -пройти формальності

smuggle sth in (into the country, out of the country) -провезти щось контрабандою

grant a visa -надати візу

pay duty -мито

these are my personal effects -це мої особисті речі

Task 2. Translate the words and phrases into Ukrainian:

Customs house, boarding pass , country of residence, air terminal, forced landing , customs officer, be airsick, customs regulations, concourse, grant a visa, long-distance flight, checking-time, customs duty, fill in, smuggle sth in (into the country, out of the country), foreign passport, check-point, go through formalities, pay duty.

Task 3. Translate the words and phrases into English:

Вимушена посадка, страждати повітряною хворобою, митні правила, дальній рейс, час реєстрації, посадковий талон, митниця, заповнювати, провезти щось контрабандою, паспортний контроль, митник, країна проживання, зала очікування, митний збір, надати візу, пройти формальності, мито.

Task 4. Match the sentences with their translation:

I'd like to make a reservation on the

Я б хотів замовити квиток на...

How much is overweight?

Де знаходиться вихід ?

Here's your boarding pass

Пришипітіть паски безпеки.

Where would you like to sit?

Яке місце Ви полюбляєте?

Where is Gate 32?

Літак прибуває о 8 годині вечора.

Do you want first class or economy?

Ось ваш посадковий талон 46

The plane arrives at 8 p.m.

Коли мені потрібно прибути на реєстрацію?

The plane takes off at 7 a.m.

Вам квиток першого чи туркласу?

Fasten seatbelts

Скільки потрібно платити за зйому ваги?

When am I supposed to check in?

Літак відлітає о 7 годині ранку.

Task 5. Read and translate the text:

Business trip abroad

The day before your journey, study again the data in your ticket: airport of departure, the airline you are going to fly by (your carrier), flight number, departure check-in time (the time by which passengers should be at the airline check-in desk to be accepted for the flight), the departure time for the aircraft.

If you fail to arrive at the check-in in due time, you will not be accepted for transportation on the flight for which you have reserved a seat.



The outgoing passengers may leave the country only if they have an exit visa and a foreign passport. At every international airport there is a customs control. A passenger may carry duty free articles if they are for personal use. Restricted articles may be imported, but in this case they liable the customs duty.

When you arrive abroad the first thing you will think about is where to stay. Almost always people stay at hotels or guest-houses. It is necessary to book a room in advance by letter, telephone or telegram.

Otherwise you may arrive at the hotel and be told that there are no rooms available. On arrival at the hotel go to the reception desk and confirm your reservation. The clerk will then give you a registration form to fill in and sign (the form is usually filled in block letters). At large hotels you may ask for any service by telephone. You tell the operator if you wish to be called at a certain time, you call room service when you want a meal or drinks sent up to your room, valet or maid service if you need something (a suit or dress) cleaned or pressed. Let the hotel management know well in advance the day and the time of your departure.

Video

This lesson will give you useful airport English words and phrases you can use at the airport. Remember to share your airport or plane experiences in the comments! When's the last time you flew somewhere? Did it go smoothly, or was it stressful? For your next flight, let's make sure you can communicate at every stage of your journey. This lesson will show you the travel English vocabulary you need to do that.

<https://www.youtube.com/watch?v=DUqdQjkvElo>

Task 6. Answer the following questions:

1. What problem will you face if you fail to arrive at the check in due time?
2. What condition can the out-going passengers leave the country on?
3. What do you call the card they give you with the seat number on it?
4. What do you call the part of the airport you walk through when you arrive or depart?
5. What do you call the people who look after you on the plane?
6. What do you call the place where you collect your luggage after you land?
7. What cards do you show when passing through customs?
8. What is the most interesting and the most boring part of flying (from check in to the time you leave the airport at your destination)?

Task 7. Where do you go first when you travel by plane? Put these places in the correct order. Write 1-6 on the left:

____ passport control ____
baggage reclaim ____
1 the check-in desk ____
____ the plane ____
____ the arrival hall ____
____ the departure lounge a ____

Task 8. Read the conversations. Where are they? Write the letter next to the correct place on the right in Task 7:

a) A Ah! ... BA 476 to Madrid. That's our flight.
B Was it gate 4 or 14?

A I couldn't hear. I think it was 4.
B Ssssh! There it is again. It is gate 4.
A OK. Come on!

b) A Can I see your passport, please?
B Yes, of course. Here you are.
A Thank you very much. That's fine.

c) A Can I have your ticket, please?
B Yes, of course. Here you are.
A Do you have just one suitcase?
B Yes. This bag is hand luggage.
A That's fine. Smoking or non-smoking?
B Non-smoking, please. Oh ... and can I have a seat next to the window?
A Yes, that's OK. Here's your boarding pass. Have a nice flight!

d) A Can I have your tray please, madam?
B Yes. Here you are.
A Thank you. And can you fasten your seat belt? We land in ten minutes.
B Yes, of course.
e) A Excuse me. I think that's my suitcase.
B I'm sorry. My suitcase is red, too.
A Is this yours?
B Yes, it is. Thank you very much.

f) A Hello. Are you Marie-Therese Scherer from Switzerland?
B Yes, I am. Are you Mr and Mrs Barnes?
A Yes, we are. Welcome to England, Marie-Therese. Was your flight good?
B Yes, it was, but I don't like flying.
C Never mind. You're here safely now. Come on, the car's outside.

Task 9. Read the conversations again carefully. Who are the people?

Task 10. Look at Appendix C "At the Airport" and do the suggested exercise.

Task 11. Read and translate the text:

A World Guide to Good Manners

Travelling to all countries of the world gets easier and easier. We live in a global village, but how well do we know and understand each other? Here is a simple test. Imagine you have arranged a meeting at four o'clock. What time should you expect your foreign business colleagues to arrive? If they're German, they'll be on time. If they're American, they'll probably be 15 minutes early. If they're British, they'll be 15 minutes late, and you should allow up to an hour for the Italians.

When the European Community began to increase in size several guidebooks appeared giving advice on international etiquette.

- The British are happy to have a business lunch and discuss business matters with a drink during the meal; the Japanese prefer not to work while eating. Lunch is a time to relax and get to know one another, and they rarely drink at lunch time.

- Germans like to talk business before dinner: the French like to eat first and talk afterwards; they have to be well fed and watered before they discuss anything.

- Taking off your jacket and rolling up your sleeves is a sign of getting down to work in Britain and Holland, but in Germany people regard it as taking it easy.

- American executives sometimes signal their feelings of ease and importance in their offices by putting their feet on the desk whilst on the telephone.

In Japan, people would be shocked. Showing the soles of your feet is the height of bad manners, it is a social insult only exceeded by blowing your nose in public. The Japanese have perhaps the strictest rules of social and business behavior. Seniority is very important, and a younger man should never be sent to complete a business deal with an older Japanese man.

The Japanese business card almost needs rulebook of its own. You must exchange business cards immediately on meeting because it is essential to establish everyone's status and position. When it is handed to a person in superior position, it must be given and received with both hands, and you must take time to read it carefully, and not just put it into your pocket. Also the bow is a very important part of greeting someone. You should not expect the Japanese to shake hands. Bowing the head is a mark of respect and the first bow of the day should be lower than when you meet thereafter.

Task 12. Are the sentences true or false:

1. Germans are the least punctual.
2. When the European Community began to increase in size, several dictionaries appeared giving advice on international etiquette.
3. The British are happy to have a business lunch and discuss business matters with a drink during the meal.
4. Germans like to talk business after dinner.
5. Taking off your jacket and rolling up your sleeves is a sign of getting down to work in Germany.
6. The Japanese have perhaps the strictest rules of social and business behavior.
7. In Japan you must exchange business cards immediately on meeting because it is essential to establish everyone's duties.
8. Bowing the head is a mark of respect in the USA.
9. A younger man should never be sent to complete a business deal with an older Japanese man.
10. The Japanese usually shake hands while greeting someone.

Task 13. Read the article again and answer the questions. Discuss the questions in pairs:

- 1 Which nationalities are the most and least punctual?
- 2 Why did the British think that everyone understand their customs?

Self-directed work

DRESS CODE

Task 1. Learn the following words and phrases:

casual clothes- повсякденний одяг
attitude -ставлення
sloppy -неохайний
smart clothes- офіційний (діловий) одяг
casual Friday- неформальна п'ятниця
ripped jeans- рвані джинси
reflect -відображати
credible -надійний
company executive- керівник компанії
confident- впевнений
promotion -підвищення на посаді
make sense- мати сенс, бути раціональним
hard hats -каска
safety reasons -міркування безпеки
(name) tag -бейджик
offend -ображати



Task 2. Fill the gaps in the sentences with words and phrases from active vocabulary:

1. Very often clothes people wear ... their social status, style of life as well as their feelings.
2. ... is a day in a company when employees are allowed to wear non formal clothes.
3. For ... workers of construction companies have to wear ... and protective clothing.
4. Wearing ... for an interview will help you make positive impression.
5. He didn't mean to ... you when he told that today you have crazy hairstyle.
6. Sometimes I think modern teenagers have no taste about clothes. I just cannot understand why they spend loads of money on things like ... and don't buy normal trousers.
7. If you want to be noticed by your company managers and get ... you should work as hard as possible.
8. In our bank it is compulsory to wear company shirt with ... where your name and position are written.

Task 3. Read two opinions about advantages and disadvantages of dress code and discuss the following questions:

- 1.What is a dress code?
2. Do companies in your country have a dress code?
3. Do companies in your country have any rules about the clothes their workers have to wear?
4. Do you think a dress code is a must at work place?



AMANDA BEYLES: The workplace is not the place for wild clothes.

Studies have shown that when people wear casual clothes at work, their attitude becomes more casual, their work becomes sloppy, and their behavior becomes unprofessional. The workplace is not the place for wild clothes, tattoos, or piercing. It's the place to work hard and look professional. Companies made a big mistake when they introduced casual Fridays. They gave employees the idea that it was OK to wear casual clothes to work. Many people don't understand what "business casual" means. They wear ripped jeans and tight shirts on casual Fridays and other days, too.



As Amanda Beyles says now many companies want their employees to reflect who they are and what they stand for. They want them to look smart and professional. That's why they're

introducing dress codes. She believes every company should have a dress code. A good dress code tells people what they should and should not wear. It says no to flip-flops, and open-toe shoes, no to bare legs and wild haircuts. It doesn't allow nose or tongue piercing and tattoos must be covered up. It tells employees have no facial hair and no strong perfume. When you're at work, you are more credible when you wear a suit than when you wear casual clothes.

Her message is to dress for the job that you want, not the job that you have. Dressing for success can help you to become successful. Company executives feel most comfortable around people who look and act like they do. Besides, when you're wearing a nice suit, you are more confident, and you are more likely to attract the job or promotion that you want.

JIM DAVIS: Employers should respect the way their staff look.



People are most productive when they're happy and when they feel good about themselves. Trying to change them can make them feel unhappy and, therefore, become less productive. I think most companies use dress codes to control their employees. Of course there are some places where a dress code makes sense. For example, workers in a construction company should wear hard hats for safety reasons. However, it doesn't make sense for a firm to ask all its male employees to have short hair and wear a tie. At the same time companies allow women to wear long hair, but not men. Also, wearing a tie does not make a man more productive. It has no function. It's just a piece of cloth tied around your neck.

Wearing a suit does not make someone more professional. Those who believe this have the wrong idea of professionalism. It should be defined by someone's character and the work they do, not the clothes they wear.

People have the right to express themselves anywhere and at any time. At the same time, employers have the right to ask someone to look a certain way at work. The problem is that some people can't change the way they look very easily, especially those who express themselves through tattoos, piercing, and crazy hairstyles. Very often employers who ask staff to remove these expressions of their individuality are also asking them to stop expressing themselves outside of work.

Every company I've ever worked for has had some kind of dress code. I've never had a problem with wearing a company shirt or a name tag. But I have a big problem with employers asking me to cut my hair or take out my earrings for no reason except that it might offend someone. If someone can give me a good explanation of how earrings offend people, I'll take them out. Until then, they're staying in.

(from Business Spotlight)

Task 4. Who says this: Amanda (A), Eric (E), both (B) or none of them (N):

1. Wearing smart clothes helps you get promotion.
2. Tattoos and earrings may offend other people.
3. Trying to change people's appearance might cause emotional problems.
4. People have right to wear what they like.
5. Companies did well when they introduced casual Fridays.
6. Most companies want their employers have some kind of dress code.
7. Smart clothes help you make a positive impression at job interview.
8. Employers have no right to tell their workers what to wear.
9. Dress code is compulsory in some spheres.
10. When people wear clothes and styles they like they show better results at work place.

Task 5. Do you agree or disagree with the following statements. Comment on your opinion:

1. When people wear casual clothes at work, their work becomes sloppy.
2. Companies made a big mistake when they introduced casual Fridays.
3. Dress for the job that you want, not the job that you have.
4. People have the right to express themselves anywhere and at any time.
5. Most companies use dress codes to control their employees.
6. Wearing a suit does not make someone more professional.

Task 6. Match words to make word combinations. Make up your own sentences using them:

A	B
1. name	a. reasons
2. safety	b. tag
3. make	c. executive
4. job	d. credible
5. look	e. sense
6. company	f. promotion

Task 7. Look at Appendix B “Business Clothing” and do the suggested exercise. Task 8. Translate the following sentences into English:

1. На переконання експертів, запровадження «неформальних п'ятниць» шкодить репутації компаній, оскільки працівники починають щодня носити повсякденний одяг.
2. Вам може подобатися будь-який одяг, але наша компанія – це не місце для самовираження.
3. Для зручності спілкування з продавцями, деякі магазини запровадили бейджики з їхніми іменами як обов'язків елемент дрес-коду.
4. Я вважаю, що до дрес-коду необхідно привчати ще під час навчання у ВНЗ, як це, наприклад, роблять в юридичних університетах.
5. Відповідний одяг дозволяє справити позитивне враження на роботодавців під час співбесіди.
6. В Японії вважається ознакою поганого тону щодня ходити на роботу в тому самому одязі.
7. Носіння однакового одягу має психологічний ефект, оскільки дозволяє створенню командного духу й підвищенню продуктивності праці.

Task 8. Make the summary of the following text in English:

Dress-code - це код одягу, який змінюється в залежності від того, де людина перебуває: в офісі, клубі або на вечірці. При цьому, якщо ваш код одягу відповідає тій чи іншій ситуації, вас відповідним чином сприймають.

Навіщо потрібен офісний стиль? Офісний стиль тому й офісний, що має налаштовувати людину на роботу, дотримання ділового етикету і правил компанії. Для нього характерні зібраність і стриманість. При цьому працівник, одягнений в офісному стилі, відчуває себе цілеспрямованим і енергійним. При цьому зачіска відіграє не останню роль. Особливо це стосується жінок. Так, з розпущенім волоссям людина відчуває себе розслабленою, а з зібраними – організованим і добре контролює свої емоції. Іншими словами, в офісі потрібно одягатися так, щоб ваш одяг говорив про те, що ви прийшли на роботу займатися справою, а не чимось іншим.

Що представляє офісний стиль? Загалом, для ділового світу прийнято строгий, консервативний стиль. Головне в ньому - добре зшитий костюм з тканини спокійних тонів. Перевага віддається стриманим колірним поєднання, класичне взуття. Однак, варто відзначити, що з недавніх часів в офісному стилі з'явилися деякі послаблення. Наприклад, тепер допустимо не тільки строгий діловий стиль, але й business-casual.

Бізнес-леді повністю відмовлятися від усього жіночною не варто. Так, згідно з результатами досліджень, проведених на Заході, більш успішними виявляються жінки, одягнені в спідничні костюм. Жінок у брючні костюмах чоловіки чомусь вважають поверхневими. Швидше за все, це пов'язано з тим, що несвідомо штани сприймаються, як претензія жінки на чоловічу роль. У підсумку, з одягненими в штани жінками чоловіки починають грati за чоловічими правилами: влаштовувати перевірку кордонів, оцінювати як фахівця.

Хто визначає дрес-код? Вимоги до одягу та аксесуарів, як правило, прописано в корпоративних кодексах компаній. Якщо у вашій фірмі немає такого документа, варто дивитися на колег і відстежувати нюанси корпоративного стилю (якщо він є). У будь-якому випадку, якщо вам треба показати себе як професіонала, краще дотримуватися ділового стилю.

Чим вища ваша посада, тим більша вірогідність того, що вам треба буде відповідати діловому стилю, підтверджуючи свій професіоналізм, серйозність намірів по відношенню до своїх обов'язків і

компанії, в цілому. Тому, якщо ви будуєте великі кар'єрні плани, починайте привчати себе до ділового стилю практично відразу.

Task 9. Play the following situations with your partner:

1. You are a dress code specialist, who has been asked to introduce a dress code for a) a real estate company, b) university, c) chain of pizza restaurants etc.
2. Your employer doesn't like the way you dress for work. Prove that the style of clothes you wear doesn't affect you productivity and other people's feelings.
3. Discuss advantages and disadvantages of introducing dress code in your University.

THEME 7. AT THE HOTEL



Task 1. Learn the following words and phrases:

receptionist -реєстратор
the reception desk/counter -бюро реєстрації
accommodation -приміщення, номер
reserve- бронювати
book in advance -замовляти заздалегідь
arrive -приїжджати
depart / check out -виїхати з готелю
suite -номер 'люкс'
single / double room- номер на одного/двох
fill in a registration form -заповнити реєстраційну картку
confirmation -підтвердження

guest -проживаючий в готелі

hotel clerks / attendants -персонал готелю

chambermaid -покоївка

porter (U. K), doorman -швейцар, носильник

tip (extra pay) -чайові, давати чайові

expensive / cheap -дорогий/дешевий

take things to the left luggage room -віднести речі до камери схову

express service / urgent service -термінове обслуговування

Task 2. Translate the words and phrases into Ukrainian:

Arrive, guest, chambermaid, expensive / cheap, fill in a registration form, reserve, express service / urgent service, depart / check out, the reception desk / counter, confirmation, accommodation, single / double room, book in advance, porter (U. K), doorman, suite, hotel clerks / attendants, tip (extra pay), receptionist.

Task 3. Translate the words and phrases into English:

Приїджати, замовляти, заздалегідь, реєстратор, виїхати з готелю, підтвердження, номер „люкс”, номер, швейцар, чайові, заповнити реєстраційну картку, персонал готелю, носильник, бюро реєстрації, дорогий / дешевий, номер на одного/двох, покоївка, проживаючий в готелі, давати чайові, віднести речі до камери схову, бронювати, термінове обслуговування.

Task 4. Match the sentences with their translation:

1. Have you got any vacant rooms?	a) Будь ласка, поставте підпис в журналі приїжджих.
2. I would like a single room.	b) Ви повинні звільнити кімнату в призначений час.
3. Will you, please, fill in these forms.	c) Коли потрібно звільнити номер?
4. Kindly sign the hotel register	d) Я від'їджаю
5. You must vacate the room in due time	e) Будь ласка, заповніть ці анкети
6. When must I check out?	f) У вас є вільні місця?
7. I am leaving at.. .o'clock	g) Хотів би замовити одномісний номер.

Task 5. Read and translate the text:

At the hotel

Hotel is an establishment that provides overnight lodging for the public. Its basic service is providing a room to sleep in. But the most hotels also have at least one restaurant. Many hotels offer room and services for meetings, and some have shops and offer entertainment.

Hotels range in size from large buildings with more than 3.000 rooms to small inns that have as few as 8 to 10 rooms. Small hotels don't offer the range of services provided by the large establishments. However, rooms and meals at most small inns generally cost less than these at large hotels.



Hotels in North America employ about one staff members for every two rooms. The hotel staff works around the clock to make the guests comfortable. The housekeeping staff cleans each room daily. Bellhops carry luggage and packages to the guests' rooms. The engineering department keeps the hotel's electricity, plumbing, heat and air conditioning in good working order. The hotel security department works to prevent fire, theft, and other disturbances. Some hotel restaurants provide room service, by which guests can have food and beverages brought to their rooms. In certain hotels, guests also can have clothing laundered by the hotel's valet service.

Hotels in Britain are graded with stars from one-star to five-star, which are the best and most expensive. You can also stay in a Bed & Breakfast (B&B) (also called Guest Houses) where you pay for a bedroom, possibly an ensuite (= room with private bathroom) and breakfast.



Types of hotel accommodation are as follows:

- a single room: for one person with a single bed;
- a double room: for two people with one double bed;
- a twin room: for two people with two single beds;
- full board: includes breakfast, lunch and dinner;
- half board: includes breakfast and dinner;
- B&B: just the room and breakfast.

Task 6. Answer the following questions:

1. What kind of establishment is a hotel?
2. What is its basic service?
3. What additional services does a hotel provide its customers with?
4. What are the duties of the hotel staff?
5. What 3 main types of hotels are there in North America?
6. What hotels do businessmen book rooms at? What makes them choose this kind of hotel?
7. What hotels do holiday-makers go to as a rule?
8. What types of hotel and hotel accommodation do you know?
9. Why is it necessary to reserve a room in a hotel in advance?

Task 7. Look at the Appendix D "At the Hotel" and do the suggested exercises.

Task 8. In a month two representatives of your company will arrive in Vermont, the USA and plan to be there for a week. Using examples given below try to write your own letter of inquiry to the best hotel in the city:

15 Maple Street,
Montpeher,
Vermont,
USA.

6 th May, 2012.

The Manager,
Park Hotel,
26, Irvin Str,
Brighton,
England

Dear Sir:

The name of your hotel has been given to me by the Hotel Association, and I shall be very much obliged if you let me know whether you have the following accommodation available for 3 weeks, from 15th July:

One double room, if possible with private bathroom, and one single room.

Thank you in advance for your reply

Yours faithfully,
W.D.Throp

Task 9. Read this conversation in a hotel and put the lines in the correct order:

- Certainly. A single room or double?
- Just this one bag
- Yes, sure. Do you want my address too?
- Here is your key. Your room number is 311. I hope you enjoy your stay.
- Single, please.
- Good evening. Can I help you?
- A shower. How much is the room?
- Yes, please. Can I have a room for the night?
- No, thanks. Just breakfast. Can I pay by credit card?
- No. Just a signature. Do you have any luggage?
- Yes, of course. We take Visa and Access. Could you sign the register, please?
- Would you like a room with a shower or a bath?
- 72 pounds for the room and breakfast. Would you like an evening meal?
- Thanks.

Self-directed work

Travel & Hotels

1.- TICK THE RIGHT ANSWER:

1.- Heathrow airport has got five _____
a check-ins b departures c terminals

2.- Our _____ to Toronto took 7 hours
a flight b travel c departure

3.- Please, return your _____ to reception before you leave
A safe b key card c luggage

4.- There is a _____ bus between terminals every five minutes
A shuttle b transfer c transport

5.- He's gone on a business _____ to Moscow
A travel b journey c trip

6.- The flight to Rome is _____ now in Gate 7. Have your passports ready
A boarding b arriving c departing

7.- We've got a two-hour _____ because of bad weather
A stoppage b waiting c delay

2- COMPLETE THE DIALOGUE WITH ONE OF THE WORDS BELOW:

Safe Check out Guests Reservation Key card Valuables

CUSTOMER: Hello. I have a_____. A double room for one night

RECEPTIONIST: Ok, sir. Could you tell me your name, please?

CUSTOMER: Yes, it's Adrián García. Does the room have a _____ for my _____?

RECEPTIONIST: Yes, sir. It's room 408. Here's your_____

CUSTOMER: Thank you. What time do I need to _____?

RECEPTIONIST: All _____ must leave the room by 12:00

CUSTOMER: Great. Thank you

3- COMBINE THE NAMES IN "A" AND "B" TO FORM NOUNS CONNECTED TO TRAVEL AND HOTELS:

1.- Shuttle	a room
2.- Departure	b ticket
3.- Double	c trip
4.- Key	d desk
5.- One-way	e lounge
6.- Full	f attendant
7.- Business	g bus
8.- Check-in	i building
9.- Flight	j board
10.- Terminal	k card

THEME 8. MONEY



afford-дозволити собі

barter -бартер, товарообмін

borrow -позичати

charge -призначати ціну

commodity -товар

converge -об'єднуватися, зливатися

convert sth. -конвертувати, обмінювати

Task 1. Learn the following words and phrases:

cover sth. -покрити, погасити

currency -валюта

fiat money -незабезпечені паперові гроші

in circulation -в обігу

legal tender -законний засіб платежу

lend -давати у борг

monetary base -монетарна база

connect -пов'язувати

privacy -конфіденційність

promissory note -боргове зобов'язання

reserves -резерви, запаси

save (up) -заощаджувати

smart card -кредитна картка з мікропроцесором

token -символ, знак

track -відслідковувати

trade- обмінювати

account- рахунок

reduce -зменшити

waste -марнувати

Task 2. Translate into Ukrainian:

to depend on trust, means of payment, to receive a promissory note, different currencies converged into one, to have no value, to convert currency, to track payments, digital cash transactions, loss of privacy, to cover demands, to waste money.

Task 3. Give the English equivalents:

втратити конфіденційність, довіряти системі, мати віру, призначити ціну за послугу, оплатити рахунок, витрачати гроші даремно, позичити гроші у друга, валюта, дати у борг, банкнота у 10 фунтів.

Task 4. Fill in the words from the active vocabulary:

1. The value of a country's ... is extremely important to all businesses engaged in international trade.
2. Currency speculation was greatly ... by the adoption of a common currency, the euro, by twelve countries in 2002.
3. Some currencies are ... with the US dollar.
4. Banks are willing to ... large amounts of money to people starting up businesses.
5. They ... freedom for security.
6. When was the 100-franc note put into ...?
7. We need \$300 a month to ... the rent.

Task 5. Match the definitions to each of word from the right-hand column:

1) to afford	a) to make something smaller or less in size, amount, importance etc.;
2) to waste	b) to ask someone to pay an amount of money for something you are selling to them or doing for them;
3) account	c) the freedom to do things without other people watching you or knowing what you are doing;
4) commodity	d) to have enough money to be able to pay for the thing you want to get;
5) privacy	e) the process by which something such as money passes from one person to another;
6) to reduce	f) an arrangement in which a bank looks after your money;
7) circulation	g) something that can be bought and sold;

Task 6. Answer the questions. (Write down answers to all of them in one minute, then compare your answers with your groupmates' ones.):

1. Is the currency in Canada called dollar?
2. Is a five-pound note worth less than a fifty-pence piece?
3. If you lend something to somebody, do they borrow it?
4. If you waste money, do you use it well?
5. If you 'can't afford' something, do you have enough money for it?
6. Does the 'cost of living' means the same as 'standard of living'?
7. If somebody tells you a hotel is reasonable, is it very expensive?

Task 7. Translate the following sentences into English:

1. Експортери почали продавати валюту зі своїх рахунків у закордонних банках.
2. На банківському рахунку залишилося лише 50 доларів.
3. Самі по собі монети та банкноти не є цінними, це – лише знаки.
4. Батьки часто думають, що діти марно витрачають гроші.
5. Кредитні картки дають нам можливість здійснювати транзакції без використання готівки.
6. Майкл завжди платить готівкою. Він просто терпіти не може кредитні картки.
7. Коли вперше з'явилися паперові гроші?

Task 8. Read and translate the text:

What is money?

Money is a product of the human imagination, and it is an invention that depends totally on trust. In classic economic theory, money has three functions: it is a means of payment; a unit of account for measuring buying power; a record of wealth for future spending.

The coins and banknotes we use have no value in themselves – they are simply tokens. But we have faith that we can exchange such tokens for the goods and services that we want.

Civilizations use money to make transactions easier. Barter is not practical, as you cannot always be sure that you've got something that your business partner wants in exchange for his or her product.

Paper money first appeared in China nearly 1,300 years ago to deal with the problem caused by the weight of coins or tokens needed for large transactions.

The earliest banking system had been developed a thousand years earlier in Egypt, where farmers could store grain in a grain bank. In exchange, they received a promissory note that allowed them to collect the grain at a later date. They could also give this note to another person in return for goods or services. In principle, this is how money works today. A government guarantees that its currency is legal tender and can be used to buy things.

In the past, many currencies were connected with a defined amount of a physical commodity such as gold. Modern currencies, however, cannot be converted in this way and are known as fiat money. The amount of coins and banknotes in circulation, plus reserves held in the central bank from commercial banks, is known as the monetary base.

In the US, a bank must have reserves equivalent to ten per cent of the money it lends, but in many countries there is no minimum amount. This system works only as long as people trust it, because no bank could cover demands on its reserves if everyone wanted their money at the same time.

What will happen in the future? A current trend is the disappearance of different currencies. This development can be illustrated by the introduction of the euro in 2002, when 12 currencies converged into one. As other countries join the eurozone, their currencies disappear, too. At some point, there may be only four or five world currencies in use.

Another trend sees coins and banknotes becoming unnecessary; we increasingly carry and transfer our wealth with credit cards, smart cards or mobile phones. These tools allow us to make transactions without the use of cash, but the disadvantage is that sellers and governments can track these payments. Unless we make digital cash transactions anonymous, we can lose privacy about how we spend our money.

Task 9. Answer the questions to the text:

1. What functions does money have?
2. Have the coins and banknotes any value?
3. Why is barter not practical?
4. When did paper money first appear?
5. How did the earliest banking system appear?
6. What is the monetary base?
7. What are the current trends in use of money?

Task 10. You are going to read an article about a woman who lives without money. Why do you think she does it? How do you think she survives? Read the article to find out:

My life without money

Heidemarie Schwermer, a 63-year-old German woman, has lived without money for the last ten years. At the age of 54 she gave up her job as a psychologist and gave away all her money and her flat and threw away her credit cards. Today, she does not have anything except a few clothes and a few personal belongings.

It all began as a one-year experiment. In her home city of Dortmund she set up a —swapping circle— where people change services without using money, for example, a haircut for a mathematics class. To prove that this could work she decided to stop using money for a year. But when the year ended she continued and has not used money since then.

At first she looked after a house for friends who were on holiday. She stayed in their house in return for watering the plants and looking after their animals. Now she lives in a student residence where she can sleep, have a shower, or use a computer in return for cooking for the young people who live there. She also works as a psychologist. —Before I treated rich people but now I help anyone who asks me. — Heidemarie says, —I can live thanks to my contacts. A lot of people who know me understand what I'm doing and want to help me. When I need a bus ticket for example, or a new tube of toothpaste I think, —Who can I ask? What can I give them in return? 'If I want to go to the cinema, I might offer to look after somebody's children for the afternoon'.

Heidemarie Schwermer says —It is one of the mistakes of our society that most people do something they don't like just to earn money and spend it on things they don't need. Now she is writing a book about her life without money.

(From New English File Intermediate)

Task 11. Choose the correct item:

1. Where does Heidemarie Schwermer live now?
 - a) in hostel
 - b) in her friends' house
 - c) in her own home
 - d) now she is looking for a flat
2. What is Heidemarie Schwermer doing now?
 - a) she works as a psychologist
 - b) she is looking after her friends' house
 - c) she is writing a book
 - d) she is going to the cinema
3. How long has Heidemarie Schwermer lived without money?
 - a) 1 year
 - b) 10 years
 - c) 53 years
 - d) less than a year
4. What is 'swapping circle'?
 - a) process of buying services for money
 - b) process of exchanging services without money
 - c) situation when people use their contacts to get some services

- d) situation when people help students

5. According to Heidemarie Schwermer mistake of our society is that

- a) people use money
- b) people use credit cards
- c) people have a lot of useless things
- d) people do work they don't like

Task 12. Answer the questions and test your memory:

- 1. Can you think of ...?

 - a) five things you can do with money;
 - b) two places where you can keep money.

- 2. What do you call ...?

 - a) the money you borrow from the bank;
 - b) the money you get from a job;
 - c) the money you pay the government;
 - d) all the money you receive in a year.

- 3. What is the difference between ...?

 - a) lend/ borrow;
 - b) win/ earn;
 - c) spend/ waste;
 - d) inherit/ invest;
 - e) wealthy/ broke.

- 4. Explain ...

 - a) I can't afford to buy a new coat.
 - b) He has given all his money away.
 - c) I owe you \$5. I'll pay you back later.

Task 13. Work in pairs. Give each other some advice on:

- a) how to manage your budget when you are on holiday;
- b) how to save up money for buying something very expensive.

Task 14. Translate the text into English:

Коротка історія грошей До появи грошей був бартер – прямий безгрошовий обмін товарами. Поступово золоті і срібні монети витіснили такий обмін.

Це пов'язано із зручністю їх зберігання, дроблення і з'єднання, відносною великою вартістю при невеликій вазі і об'ємі, що дуже зручно для обміну.

В середні віки з'явилися перші банки, які були посередниками між вкладниками з одного боку і тими, хто хотів позичити гроши, з іншого боку. Банкіри брали у вкладників реальні монети під певний відсоток і позичали їх під вищий відсоток, отримуючи від цього прибуток. Вкладник отримував сертифікат про внесок, який засвідчував, що реальні гроши знаходяться на внеску і пред'явник цього паперу отримає певну суму реальних грошей. З часом ці сертифікати почали мати таку ж силу, як і реальні гроши.

Люди, які позичали гроши у банку, писали розписку, що вони зобов'язуються повернути борг разом з відсотками. У обмін на цю розписку вони отримували або реальні гроши, або сертифікати. Багато людей вважали за краще узяти паперовий сертифікат, а не реальні гроши. Реальні гроши тільки лежали мертвим вантажем у банкірів.

Так з'явилися перші паперові гроши, що виникли з практики використання банківських сертифікатів. Саме слово "банкнота" походить від англійських слів "bank note", що означає "банківська записка".

Self-directed work

MONEY AND STOCK EXCHANGE

STARTING UP

Discuss these questions.

1. What is money for you? How often do you use it?
2. If you possess a large amount of money, what are the advantages and disadvantages of the following?
 - Putting it under the mattress
 - Buying a lottery ticket
 - Putting it in a bank
 - Buying gold
 - Buying shares
 - Taking all money to Crimea
3. Can you define money and state its functions and characteristics?
4. Money is said to have a time value. What exactly does it mean?
5. What do you know about Ukrainian money?

Test on money

Many businessmen think that money makes world go round. In fact, to produce goods, to advertise them as well you need money. Without money you will not have electricity in your house, telephone to communicate with your friends and relatives. Lack of money causes often problems, especially in the beginning. But don't think that money can automatically lead you to success. It is a tool in your hands and much depends on your ability to use it properly.

This test will prove your readiness to operate money.

"As a rule": 6 points "Sometimes": 3 points "Rare": 0 points

No	Answer as honestly as possible	As a rule	Sometimes	Rare
1	I can easily find ways of earning money.			
2	I always organize my budget			
3	. I read special journals to know what's new in the world of finance.			
4	To lend is a good means of increasing money.			
5	I am not afraid of operating a large sum of money.			
6	It is risky to put all eggs in the same basket when investing money.			
7	I am able to save money for expensive things I wish to have.			
8	I deserve to be rich.			
9	I am eager to speak about my financial situation with my friend.			

Now add your results:

45-54 You have everything to be successful in business. You've got knowledge, character and ability to deal with finance. You will become a remarkable financier.

30-44 You are competent enough and this is important for business. If you listen to professional advice you will succeed without fail.

20-29 You have good qualities, which you should develop. If you want to make progress, you should work and learn from others.

Under 14 Attention! For the moment you are not ready to launch large investments. You are advised to learn from somebody who is quite experienced in the matter of money.

Exercise 1. Read and find definitions of characteristics of money.

1) Uniformity	a) Money should be easily recognized for what it is and hard to copy.
2) Stability	b) Modern money has to be small enough and light enough for people to carry. Money must be easily transferred from buyers to sellers.
3) Durability	c) To make change for a banknote is easier than to make change for a cow.
4) Portability	d) The value of money should be more or less the same today as tomorrow.
5) Divisibility	e) It refers to the lasting quality of money.
6) Recognisability	f) This means that equal denominations of money should have the same value. The National bank of Ukraine, for example, the Federal Reserve System in the USA have the responsibility in their countries to assure that money is uniform.

Exercise 2. Read three situations. Define functions of money.

A) as a medium to exchange;
B) as a measure of relative value;
C) as a store of value.

1. If the grocer would have to hold the value of his milk in milk, he could not hold it long because it would spoil. If he sells the milk and gets money for it, he holds the money until he wishes to purchase something.
2. The carpenter doesn't have to build a step for the grocer every time he wants a carton of milk. The carpenter can build steps or anything else for anybody, receive money for his services, and use the money to purchase milk from the grocer.
3. How many cartons of milk should the grocer pay for a suit? If asked that question, you might ask, how much is a carton of milk and suit worth? You would want to define the exchange in terms of the relative value of the two items and would use the value in money to determine how many cartons of milk it should take to buy a suit.

Exercise 3. Work in small groups discuss advantageous and disadvantageous characteristics of functions of money. Create definitions to functions.

READING Exercise 4. Before reading the text, read the sentences and predict whether they are True or False.

1. In primitive society credits were very popular.
2. Valuable metals are steel, iron.
3. Banks center around money and financial services.
4. The Ukrainian currency is dollar.
5. Credits cards will replace paper notes in the nearest future.
6. Roubles, dollars, hryvnas are forms of money.

Exercise 5. Read the text. Choose the title to the each paragraph. There is one extra.

I) THE UKRAINIAN CURRENCY; II) THE SYSTEM OF BARTER; III) "LEGAL TENDER"; IV) BANKS; V) "INSTRUMENT OF CREDIT".

Money and its forms

I. _____ Money is used for buying or selling goods, for measuring value and for storing wealth. Almost every society now has a money economy based on coins and paper notes of one kind or another. In primitive societies a system of barter was used. Barter was a system of direct exchange of goods or services one for another. In this system no money was used. Clearly, barter was a very inefficient system, because people's precise wants seldom coincided. People needed more practical system of exchange, and various money systems, developed based on goods which the members of society recognized as having value. With money, exchange was much easier.

II. _____ Nowadays the work of commercial bank centers around money and financial services. Coins are adequate for small transactions, while paper notes are used for general business. Originally, a valuable metal (gold, silver or copper) served as a constant store of value. For many years national currencies were judged in

terms of the so called "gold standard". Valuable metal has generally been replaced by paper notes. These notes are issued as "legal tender". Paper money is obviously easier to handle and much more convenient.

III. _____ At the same time other forms of money developed, such as cheques and money orders are not legal tender. They perform the function of substitute money and are known as "instrument of credit". Credit is offered only when creditors believe that they have a good chance of obtaining legal tender when they present such instruments at a bank or other authorized institutions. If a man's assets are known to be considerable, then his credit will be good, if his assets are in doubt, then it will be difficult to obtain a credit. Checks, transfer orders and credit cards have become more and more popular in recent years and it is possible to imagine a world where "money" in the form of coins and paper currency will no longer be used.

IV. _____ The Ukrainian currency is the hrivna. Ukrainian currency uses both notes and coins. Each coin has the date it was minted stamped on one side. There are eight denominations of notes. The lowest note in value is the 1 hrivna note; the highest is the 200 hrivnas note. Between these there are the 2hrv, 5hrv, 10hrv, 20hrv, 50hrv, 100hrv notes. Every note has a serial number to show when it was issued and a watermark to prevent forgeries.

Exercise 6. Choose the right answer.

1. "We constantly handle coins and bills" means:

- a) cash them under most circumstances,
- b) deal with them,
- c) receive them.

2. "Legal tender" is:

- a) a type of paper currency,
- b) a requirement to accept in settlement of a debt,
- c) money guaranteed by a government.

3. "The cheque will be honoured" means:

- a) that it will be readily accepted by creditors,
- b) that it will be treated with respect,
- c) that the bank will be ready to cash it.

4. "Bills of every denomination" means:

- a) bank notes of different values,
- b) bank notes of various sizes,
- c) other means of exchange.

Exercise 7. Put each of the following words in its correct place.

currency, tender, card, note, society, exchange, bank, standard, services.

1. gold _____	6. credit _____
2. Ukrainian _____	7. financial _____
3. commercial _____	8. paper _____
4. legal _____	9. primitive _____
5. transfer _____	10. direct _____

THEME 9. CONFERENCE

Task 1. Learn the following words and phrases:

under the auspices of -при сприянні; за підтримки
invite -запрошувати
invitation -запрошення
(to - на) take part in -брати участь у
take place -проходити, відбуватись
represent different fields -представляти різноманітні галузі
session- засідання
honour- удостоювати
noted -відомий
congress venue- місце проведення конгресу
convenient facilities -зручні засоби обслуговування (зручності)
organizing committee- організаційний комітет
chair -голова
deputy chairs -заступники голови
scientific committee -науковий комітет
executive -виконавчий
Secretary – General -генеральний ссекретар
call for papers -вимоги щодо подання наукових статей
submission -представлення подання, передача на розгляд статей)
provide -подавати
abstract -резюме, короткий огляд
deadline -крайній термін
acceptance notice -повідомлення про прийом/прийняття статті



Task 2. Translate the words and word-combinations from Ukrainian into English:

при сприянні (за підтримки), запрошувати, брати участь у чомусь; запрошення на; відбуватись; всесвітньо визначні вчені; представляти різноманітні галузі психології; засідання; взаємний; удостоювати; відомий; місце проведення конгресу; зручні засоби обслуговування, радо приймати; щиро Ваш; організаційний комітет; голова організаційного комітету; науковий комітет; виконавчий комітет; генеральний секретар; заступник генерального секретаря; вимоги щодо подання наукових статей; резюме (короткий огляд); крайній термін; повідомлення про прийняття статті; подавати на розгляд.

Task 3. Translate the following lexical units from English into Ukrainian:

submission; a call for; deputy; the chair of the organizing committee; invite sb to do sth; under the auspices of sb/sth; session; psychology; deadline; interaction; abstract; expected attendance; welcome; sincerely yours; convenient facilities; congress venue; deputy chairs; scientific committee; Secretary General; Deputy Secretary General; executive committee; a call for papers; state paper; affiliation; acceptance notice; invitation; to take place; internationally renowned scientists; to take part in; interactive; the 28th International Congress of Psychology; it gives me great pleasure to invite you; a large number of thematic oral sessions

Task 4. Match a line in A with a line in B:

A

- 1 under the auspices of sb/sth
- 2 invite sb to do sth
- 3 session
- 4 interaction
- 5 attendance
- 6 honour
- 7 noted
- 8 venue

B

- b) well-known especially because of some special quality or ability
- c) rooms, equipment or services that are provided for a particular purpose
- d) to be very glad that someone has come
- e) in a sincere way
- f) a group of people appointed to deal with a particular matter
- g) someone who is directly below a manager in rank, and who is officially in charge when the manager is not there
- h) (act of) presenting sth for consideration, a decision, etc.
- i) to ask sb formally to go somewhere or do sth

9 facilities	j) the number of people present
10 sincerely	k) a short written statement of the most important ideas in a article, etc.
11 committee	l) mutual influence by two or more persons via communication process
12 welcome	m) request or demand for sth
13 deputy	n) point in time by which sth must be done
14 a call for	o) helped and supported by sb/sth
15 submission	p) position of the person in charge of a meeting, a committee, etc.
16 abstract	q) a place where something such as a congress, or a meeting is arranged
17 deadline	r) 1)to show publicly that someone is respected and admired; 2) to show great respect for sb/sth.
18 psychology	s) a meeting or series of meetings for discussing or deciding sth.

Task 5. Translate the words and word-combinations in a proper tempo:

internationally renowned scientists; місце проведення конгресу психологів; honour; передбачувана кількість присутніх; interactive; засідання; present different fields; відбуватись; take part in sth; запрошення взяти участь у конгресі психологів в Китаї; under the auspices of; подавати на розгляд; acceptance notice; deadline; відомості щодо місця роботи та займаної посади; abstract; вимоги щодо наукових статей; Deputy Secretary-General; виконавчий комітет; the chair; scientific committee; заступник голови; sincerely yours; радо приймати; convenient facilities.

Task 6. Translate the text from English into Ukrainian:

INVITATION FROM THE PRESIDENT

Dear Colleagues and Friends

It gives me great pleasure to invite you to participate in the 28th International Congress of Psychology (ICP2012), which will take place in Beijing August 8-13, 2012. The Congress has invited more than 60 internationally renowned scientists as Keynote Speakers and State of the Art Lecturers representing different fields of psychology and related disciplines. The expected attendance is around 4,500.

Your participation is highly welcomed, either in presenting a paper or by taking part in a poster session or to be present at the Congress. We would be honored by your participation.

China is a fast developing country with both ancient cultural heritages and modern achievements. Beijing is especially noted for its many historical sites such as the Great Wall and Imperial Palace. The Congress venue is the Beijing International Convention Center, surrounded by many good hotels with convenient facilities. We warmly welcome colleagues from all over the world to Beijing for this important event.

Sincerely,
Qicheng Jing

CALL FOR PAPERS

1. For submission of papers please provide the following information a) Title of presentation (state paper or poster submission) mark Topic Category List number to which your paper belongs b) Author name(s) (first name last name) c) Affiliation(s) d) Address e) An abstract no more than 100 words.

2. The language should be in English.

3. The deadline is Dec 31 2011. The Acceptance Notice will be sent to you by E mail or post 6 weeks after receiving your submission.

4. We can not guarantee your abstract will be included in the Abstract Book if it arrives later than the deadline date. The Abstract Book includes papers in which at least one of the authors will register for the Congress.

TOURS INFORMATION

Local and Post-Congress Tours will be organized for participants and offering the unique opportunity to enjoy the oriental scenery, culture and ancient civilization in China.

The Local Tours include the Great Wall, Summer Palace, Imperial Palace, and the Temple of Heaven.

Reply Form

28th International Congress of Psychology

Augusts-13, 2012 Beijing, China

Please type or write in block letters and return the form to our Website (downloadable), or by E-mail, or Fax, before August 1, 2012

Title: Prof. Dr Mr. Mrs. Ms.

Family/Last Name: _____

First Name: _____

Institution: _____

Mailing Address: _____

City: _____

Zip: _____

State: _____

Country: _____

Tel/Fax: _____

E-mail: _____

I am interested in: _____

Attending the Congress Presenting a paper entitled: _____

Topic Category List No._____

Please return this form before August 1, 2012

Task 7. Do the two-way translation:

1. Чи отримали Ви запрошення щодо участі у 28-му Міжнародному конгресі психологів?	1. Yes, I have just received it.
2. Коли і де відбудеться ця значна подія?	2. The 28th International Congress of Psychology (ICP 2012) will take place in August, 8-13, 2012, in Beijing, China.
3. При сприянні якої організації буде проведено 28-й Міжнародний конгрес психологів?	3. I'd like to mention that it will be held under the auspices of the International Union of Psychological Science.
4. Хто виступає в якості спонсора цього Конгресу?	4. This congress will be sponsored by the Chinese Psychological Society.
5. Скільки всесвітньо визначних вчених запрошено для участі в всесвітньому конгресі психологів?	5. The Congress has invited more than 60 internationally renowned scientists.
6. Які галузі психології вони будуть представляти?	6. These noted scientists will represent different fields of psychology and related disciplines.
7. Щодо місця проведення міжнародного конгресу психологів, мене цікавить, по-перше, де саме він відбуватиметься, а по-друге, чи є в запрошенні відомості про засоби обслуговування (зручності)?	7. According to the letter of invitation the Congress venue is the Beijing International Convention Center, surrounded by many good hotels with convenient facilities.
8. А чи є у листі-запрошенні інформація щодо культурної програми, що буде проведена у рамках 28-го Міжнародного Конгресу психологів?	8. Oh, yes. Local and Post-Congress Tours will be organized for the participants and offering the unique opportunity to enjoy the oriental scenery, culture and ancient civilization in China.
9. Наприкінці поясні мені, будь ласка, які вимоги висуваються до подання статей на конгрес?	9. For submission of papers, please provide the following information: a) title of presentation; mark Topic Category List number to which your paper belongs; b) author's name (s) (first name, last name); c) affiliation/s; d) address: mailing address, E-mail, Fax; e) An abstract no more than 100 words.
10. Робоча мова конгресу – англійська?	10. Yes. The language should be in English.
11. А коли крайній термін подання статей?	11. The deadline is December 31. 2011.

Task 8. Translate the following Reply Form into English:

Заявка (Зразок)

на участь у міжнародній

науково-практичній конференції

“Сучасні інформаційні технології та інноваційні методики навчання у підготовці фахівців: методологія, теорія, досвід, проблеми”

(м.Вінниця, 13-15 травня 2012р.):

Прізвище _____

Ім'я _____

По-батькові _____

Місце роботи _____

Науковий ступінь _____ Вчене звання _____

Організація (установа) _____

Посада _____

Адреса для листування _____

Телефон/факс дом. _____ служб. _____

E-mail _____

Планую (потрібне підкреслити)

Виступити з доповіддю:

на пленарному засіданні (до 20хв)

на секції (до 10хв)

Виступити з інформацією (до 5хв)

Взяти участь як слухач

Тема доповіді або повідомлення: _____

Власні методичні розробки для науково-методичної виставки, назва

Потреба в житлі (так, ні) _____

Підпис _____

Self-directed work

CONFERENCES AND MEETINGS



Read and translate the text. Write a synopsis of the text in five sentences.

Organising conferences and meetings.

Preparations for congresses, conferences and symposia involving wide participation and open discussion, are normally in the hands of an Organising Committee. First an advance notice and invitation is sent to prospective participants including an outline programme, details of congress fees, transport and accommodation. Those who want to attend a scientific conference or symposium are requested by the Organising Committee to register, usually by filling in an official application form, and if they wish to make contributions, they are also asked to submit their abstracts in one of the international conference languages, English, Russian, French or German. If intending participants wish to put on a demonstration they should notify the organizers of the title, the facilities required and a short description plus one table or figure. If they wish their abstracts to be published they have to send them in by a fixed date.

Actual conduct of conferences and meetings. Before a conference or meeting can actually begin a chairman (or chairperson) or a president must be elected, who then officially opens the function. First he (or she) makes the official opening speech.

Then he reads the agenda and explains in outline the work to be done by the session. He recalls the minutes of the last meeting, which he signs as correct if the meeting approves them. If anyone has an objection to the order of business he can put forward a motion to amend it, which has to be voted upon. The agenda is only amended if the motion is carried by a majority.

The programme of a scientific conference or symposium normally follows a set pattern. In the mornings papers are read or lectures delivered by experts. Afternoons are generally for discussions and/or working groups, for which time limits will be set.

Social events such as welcome or farewell parties, theatre performances or concerts are usually held in the evenings. During some conferences, excursions and ladies' programmes are also arranged.

At the conclusion of a scientific, cultural or political conference or meeting the participants may decide to pass a resolution or issue a statement. In this case a motion should be put forward and voted upon.

The final duty of the chairman is to call upon a member to propose a vote of thanks to the organisers, contributors, sponsors and participants as well as to the focal authority for providing hospitality. After the last speech the chairman or president declares the congress, conference or meeting closed.

Ex. 1. Lexical revision. Commonly misused words. Translate the sentences. Choose the correct usage with the help of a dictionary if necessary.

1. If we work together, perhaps we can end the war and achieve a truly lasting piece /peace. In time, we will be paying an extremely high price for a piece /peace of paper.
2. Older children frequently prosecute / persecute their younger siblings. If you do not return the stolen money, you will be prosecuted / persecuted.
3. The items written in a young girl's diary are very personnel / personal. When applying for a job at a large company, you must go to the personnel / personal office.
4. The meaning is quite plain / plane and requires no further explanation. The plain / plane landed smoothly. Please plain / plane the wood so that I can build a birdhouse from it.
5. Studying computer programming is a practical / practicable plan in today's job market. Computerizing payroll is a practical / practicable business decision.
6. A preface always precedes / proceeds the body of the book. Don't let me interrupt you; precede / proceed with your work.

7. A school is as good as the teachers and the *principal / principle*. The *principal / principle* actors in the play remained for a final rehearsal of the second act. The *principal / principle* upon which many simple machines are based is frequently the lever.
8. As the campers lay down for the night, *quite / quiet* settled over the campsite. That is *quite / quiet* a strong accusation.
9. When we *raise /rise* the flag of the game, everyone will *raise /rise*.
10. The chairman requested committee members to *sit / set* down. The artist *sit / set* his clay on the workbench and began to create a sculpture.

THEME 10. BUSINESS COMMUNICATION



Task 1. Learn the following words and phrases:

envelope -конверт
address -адресувати
intend -мати намір
otherwise -в іншому разі
prompt -спонукати
inquire -з'ясовувати
be unable -бути не в змозі
subsequent -наступний
polite -ввічливий
accept apologies -прийняти вибачення
cause trouble -завдавати клопоту
apologize -вібачатися
take steps -вживати заходів
occur (about the mistake) -траплятися (про помилку)
Yours faithfully -Щиро Ваш

Yours sincerely -Щиро Ваш
owing to -завдяки
unfortunately -на жаль
be delighted -бути у захваті
regret -шкодувати
take into account -брать до уваги

Task 2. Translate the words and phrases into Ukrainian: Yours sincerely, accept apologies, occur (about the mistake), cause trouble, prompt, unfortunately, envelope, intend, Yours faithfully, subsequent, otherwise, take steps, polite, regret, be unable be delighted, apologize, address, take into account, owing to.

Task 3. Translate the words and phrases into English: Щиро Ваш, наступний, на жаль, конверт, спонукати, вживати заходів, бути у захваті, брати до уваги, вібачатися, завдавати клопоту, з'ясовувати, траплятися (про помилку), шкодувати, бути не в змозі, в іншому разі, прийняти вибачення, ввічливий, адресувати, мати намір, завдяки.

Task 4. Learn the following tips for the business letter writing:

The lay-out of the business letter differs in some respects from that of the personal letter.

Not only the sender's address is given (as in personal letter) but also the name and address of the person or organization to which the letter is being sent. This is written on the left-hand side of the page against the margin slightly lower than the date (which is on the opposite side). It should be the same as the name and address on the envelope.

A letter written to a man should be addressed to, for example, Mr. D. Smith or to D. Smith (Esquire). A letter to a woman, should be addressed to, for example, Mrs. C. Jones or Miss C. Jones. If you do not know the name of the person for whom your letter is intended you may address it directly to the company, e.g.:

The Branded Boot Co. Ltd., 5 Rubberheel Road, Wellingborough, Northants, England. Co. and Ltd. are the usual abbreviations for Company and Limited. However it's better to address your letter to some individual — The Managing Director, The Personnel Manager, The Secretary, The Branch Manager, The Export Manager — followed by the name of the company.

If the person you are writing to is known to you, you should begin with, for example, Dear Mr. Thompson, Dear Mrs. Warren, etc. Otherwise you should begin Dear Sir(s), Dear Madam, or Gentlemen: (Am.). Note that Gentlemen is followed by a colon.

The body of the business letter usually includes:

- a) Reference,
- b) Information,

- c) Purpose,
- d) Conclusion.

You should begin your letter with a **reference** to a letter you have received, an advertisement you have seen, or an event which has prompted the writing of your letter. e.g.: *Thank you for your letter of May 3 rd. In your letter of January 13th you inquire about....*

It was a great pleasure to receive your letter of July 1st that.... I recently called your agent in this country to ask about but he was unable to help me.

It is sometimes necessary to add some detailed **information** related to the reference, in a subsequent paragraph.

Purpose is the most important part of the letter, where you are expected to state clearly and concisely what you want and answer carefully and clearly all the questions that you have been asked.

Conclusion usually consists of some polite remark to round the letter off.

e.g.: *I look (I am looking) forward to hearing from you soon.*

I sincerely hope you will be able to help me in this matter.

I should greatly appreciate an early reply.

Please accept our sincere apologies for the trouble this mistake has caused you.

We apologize sincerely for the trouble caused to you, and will take all possible steps to ensure that such a mistake does not occur.

Then usually follows **the complimentary close**. If you begin your letter with *Dear Sir(s)* or *Dear Madam* you may end it with the words "*Yours faithfully*". If you address a person by name the words "*Yours sincerely*" are preferable. There is a modern tendency however to use "*Yours sincerely*" even to people you have never met.

The signature: sign your name clearly, in full, as it should appear on the envelope of the letter addressed to you.

The connectives play an outstanding role in writing a business letter. They are used for better comprehension of the contents.

e.g.: *Owing to, Unfortunately, However, We should be delighted, We do hope. It is possible that. We should be pleased, For this reason, We regret about, Taking into account that, Hopefully.*

Summarizing all the above said it should be stressed that any business letter can be written using the following general scheme:

1. Heading (writer's address, date of the letter)
2. Inside address (name and address of the person or company receiving the letter)
3. Greeting (Dear Sir:)
4. Body of the letter (reference, information, purpose, conclusion)
5. Closing or complimentary close (saying good-bye)
6. Signature.

Task.5. You have found different parts of many letters; choose what phrases you should use: a) at the beginning of a business letter b) in the middle c) at the end. Complete the phrases where it is necessary:

We have pleasure in informing you

Yours sincerely

In reply to your letter dated

We look forward to a visit of the

President

We wish to inform you

Further to our telephone conversation

Yours faithfully

We thank you for your letter dated 23rd March, 2012.

We have to inform you

I'm looking forward to meeting you soon

We enclose with the letter the design documents

Best regards

We highly appreciate the work you have done for us

It allows us to make a decision

Please, contact us as soon as possible

You are kindly requested to study this material and inform us about the decision at your earliest convenience.

I look forward to hearing from you.

We are ready to assist you in this endeavor.

We have attached the payment documents to the letter.

We should like to stipulate the fact that

Task 6. Join the ideas using the connectives:

e.g. We should be delighted to take a group of your students/ Our company regulations limit maximum numbers of groups to twenty.

We should be delighted to take a group of your students, however (please, take into account that) our company regulations limit maximum number of groups to twenty.

• We should like visiting groups to report to our office on the date of the visit/ Do please contact at the above address at 8 am.

• We have received your message concerning the date of the visit/ Arrange your visit for early 1999.

• Our company makes a small visiting charge/This includes the price of lunch.

• Our company reserves the right to send off the premises any members of the group who misbehave/ It should not happen.

Task 7. You work at the Organizing Committee of International Finance Conference which will take place in Kyiv, September 25-30, 2009. Write the letters of invitation to the participant of the conference using the model given below:

A LETTER OF INVITATION

United States Department of Commerce
International Finance Conference
Washington, D C.,
20658, USA.
June 2nd, 2012

Prof. Petrov,
Finance Manager,
Zepter Inc , Kyiv branch,
63, Volodymirska Str,
Kyiv
Ukraine

Dear Professor Petrov. On behalf of the American Finance Society it is an honour for us to welcome you and to be your host in Washington during the International Finance Conference, May 20-27.

It is a pleasure for us not only to invite you to a conference of the highest scientific standard but also to present Washington and, if you wish, other exciting places in the USA.

The scientific planning of the conference has resulted in a most exciting program with more than 40 major and assembly symposia not including the numerous free communication sessions.

I am glad to inform you that your abstract was accepted by our Committee, N 2256 for poster presentation.

We attach with the letter of invitation Reservation and Registration Form. The deadline for its submission: March 15, 2012. If you have any questions or need additional information please contact us without hesitation.

Yours sincerely,

Jim Smith

Chairman

Task 8. Translate the following letter of invitation into English:

№ 317 від 06 травня 2014 року

РІВНЕНСЬКИЙ ДЕРЖАВНИЙ ГУМАНІТАРНИЙ УНІВЕРСИТЕТ

Україна, 33000

м.РІВНЕ, вул. Степана Бандери 12.

Тел. (038-2) 76-42-70

Факс (0382)

ШАНОВНІ КОЛЕГИ! Щиро запрошуємо Вас взяти участь у Всеукраїнській науково-практичній конференції "Актуальні проблеми державної регіональної політики в умовах проведення адміністративної реформи в Україні", яка відбудеться 16 травня 2021 року у РІВНЕНСЬКОМУ ДЕРЖАВНОМУ ГУМАНІТАРНОМУ УНІВЕРСИТЕТІ. Співорганізаторами проведення конференції виступили:

Адміністрація Президента України, Верховна Рада України, Кабінет Міністрів України, Головне управління державної служби України, Інститут законодавства Верховної Ради України, Українська Академія державного управління при Президентові України, Рівненська обласна державна адміністрація, Рівненська обласна рада та Рівненська міська рада.

Основні тематичні напрямки конференції:

1. Реформування державного управління.
2. Нова регіональна політика та організація місцевого самоврядування.
3. Структурні зміни в економіці та проблеми соціально-економічного розвитку регіону.
4. Фінансово-бюджетне забезпечення розвитку регіону.
5. Правові засади державного управління та забезпечення адміністративної реформи в Україні.

Робоча мова конференції: українська, російська, англійська

У разі виникнення поточних питань, оргкомітет допоможе їх вирішити, якщо Ви зателефонуєте за номером: (0382) 76-57-95,

факс (0382) 76-57-67 або звернетесь за електронною адресою:

hirup@ukr.net

Task 9. Translate the following sentences into English:

1. Я був би вам дуже вдячний, якщо б ви поінформували про те чи можливо відвідати цю конференцію.
2. Ми б дуже хотіли взяти участь у Вашій конференції. Я знаю, що час попередньої реєстрації вже закінчився, однак, я сподіваюсь на можливість її відвідання.
3. Якщо це можливо, то надішліть нам необхідну інформацію та анкети.
4. Я Вам дуже дякую за люб'язне запрошення та із задоволенням приймаю його.
5. Для мене є великою честю отримати ваше запрошення.
6. Я радий отримати Ваше люб'язне запрошення та з великим нетерпінням чекаю нагоди взяти участь у конференції.
7. Тема конференції є цікавою, а тому я приймаю запрошення взяти у ній участь.
8. Якщо Вам потрібен рукопис моого виступу, то я надішлю його електронною поштою.
9. На жаль, відвідання даної конференції для мене є неможливим.
10. Через поганий стан моого здоров'я я змушений відхилити Ваше запрошення.
11. Пробачте, однак, я не зможу взяти участь у конференції. Вилучіть, якщо це можливо, мое прізвище із програми.

Task 10. You work at a big bank as a Computer Specialist. Let the company supplier of the computers know that their terms of payment and delivery suit you, but you cannot place an order with them as their prices are too high. Use the following words and word combinations.

Company: Apple Computers, Inc., 32 5th Avenue, New York, USA.

Further to our discussion

We wish to inform you.....

We highly appreciate

full contract value

make a decision
unfortunately.....
competitive prices.....
terms of delivery
reduce the prices
Yours sincerely

Task 11. You work at a food company as a Sales Manager. Inform your partners that the prices went up and you developed the new items which would be presented at the International Autumn Fair, November 2-10, 2012. Use the words and word combinations given below.

Company: Thomas & Co. 25 Ashley Str., Cornwall, U.K.

We have to inform you
revise export prices.....
make necessary.....
increased cost of the production
as a result.....
enclose a copy of our price-list.....
draw sb's attention to the new items.....
exhibit at the fair
We thank you for your support in the past.....
hope to be of service to sb.....
Yours faithfully

Task 12. Translate the following letter into English:

Шановні пані та панове

Дійсним повідомляємо Вам про те, що ми закінчуємо виконання контрактних зобов'язань відповідно до нашого контракту на будівництво гідроелектростанції у Вашій країні і проводимо роботи щодо підготовки до відправлення до України частини будівельного обладнання та невикористаних матеріалів, які було ввезено до Вашої країни на умовах тимчасового ввозу.

Як Вам відомо, за останній час існує практика продажу будівельного обладнання та невикористаних матеріалів у країні Замовника по закінченні робіт, що виконуються на умовах «під ключ». Ми також маємо намір продати частину обладнання та матеріалів у Вашій країні. Оскільки Ви виявили бажання на право першого вбору щодо купівлі нашого обладнання, надаємо Вам перелік обладнання та матеріалів, які ми хотіли б продати у Вашій країні.

Все обладнання у робочому стані та буде продаватись із комплектам запчастин. Обладнання буде реалізоване за доступними цінами з урахуванням амортизації обладнання.

Ціни не включають імпортне мито. Воно повинне бути сплачено покупцем обладнання згідно з митними правилами, що існують у Вашій країні.

Огляд обладнання та матеріалів можна здійснити у будь-який зручний для Вас час.

З повагою

Task 13. Discuss the following topics in groups:

- 1) What layout should a business letter have?
- 2) What parts are necessary in any business letter?
- 3) How often do you write business letters?
- 4) Do you use connectives in the text of a business letter?
- 5) Do you often send or receive fax messages?

Self-directed work

ADVERTISING



Task 1. Learn the following words and phrases:

advertisement / advert / ad -реклама
advertising agency -рекламне агентство
advertise -рекламувати
brief -короткий
commercial -реклама (на радіо)
classified advertisement -тематична реклама/оголошення
sandwich-board man -подвійний рекламний щит, який на собі носить людина
announcement -оголошення, повідомлення

headline -заголовок

cartoon -комікс

publish -публікувати

income -прибуток

advantage -перевага

consumer -споживач

benefit -перевага

Task 2. Which of described above ways of advertising do you think is most suitable for these situations?

1. a travel company selling last-minute trips;
- 2 a car company launching a new model;
- 3 a bank telling customers about a new kind of bank account;
4. a local politician who wants people to vote for him/her.

Task 3. Match the words to their definitions:

1. announcement	a) an ad on television or radio
2. cartoon	b) the good side of something
3. slogan	c) a short film that is made up of many drawings or pictures
4. commercial	d) an important and official statement
5. headline	e) an ad that is shown over the top of a web page
6. flyer	f) a short phrase that is easy to remember
7. advantage	g) title of a newspaper report that is printed in large letters
8.advertising agency	h) a person who acquires goods and services for his or her own personal needs
9. consumer	i) an organization that creates advertising material, contracts for publication space

Task 4. Match a part of each section to make a full sentence:

1. Billboards are owned	a. that can be used	a. of their papers.
2. An ad could try	b. a lot of people	b. shop windows.
3. Product placements are ads	c. commercials	c. that rent them to advertisers.
4. Some ads use slogans	d. send information	d. a candidate for president.
5. Newspapers sell advertising space	e. in charge of creating	e. can advertise the product best.
6. Advertisers often broadcast	f. that appear	f. only to a certain group of people.
7. Some mailing lists	g. by companies	g. many times a day.
8. Television can reach	h. to make voters choose	h. very quickly.
9. Many stores have their own department	i. which type of media	i. in a TV show or series.
10. It is very important to find out	j. in all sections	j. over and over again.

Task 5. Read and translate the text:**How companies advertise**

Advertising informs consumers about the existence and benefits of products and services and tries to make them buy them. The best form of advertising is probably word-of-mouth advertising, which happens when people tell their friends about the benefits of products or services that they have bought. But, of course, no providers of goods and services rely on this alone, but use paid advertising instead.

Many of them use the services of large advertising agencies which have more knowledge about all aspects of advertising and advertising media than a single company. But how advertisers win our hearts and minds and get our money? They may do their jobs in many different ways, even using some 'tricks':

You can get it for free!

'Get a free camera when you subscribe to our magazine for two years'. There's something about the word 'free' that immediately attracts us – something for nothing – I want it! The idea makes us feel clever. But that camera (which will probably break as soon as you get it out of the box) wasn't a gift at all. In spite of the advert saying it was free, its price was really included in the magazine subscription.

Buy now! You won't find it tomorrow! –

'There are only a few DVDs left. And after they've been sold there won't be any more available'. What happens when we read or hear these words? Even though we don't really need the products, maybe don't even like them we immediately want to be among the lucky few who have them. Do you really think the manufacturers of that 'limited edition' DVD couldn't produce a few more, if they thought they could sell them?

The TV never lies or does it?

Adverts frequently use 'real' people to demonstrate the amazing effects of their products on our health or fitness. But of course the person in the advert or TV commercial is just a model or an athlete.

Trust me I am a doctor (or a celebrity).

If a celebrity is using the product, it must be fantastic. If a doctor recommends it, it must work. The bigger the authority, the more powerful the advertising message is. But be careful. Although the actress is holding the product in the photo, do you really think she uses it at home? Do the authorities mentioned really exist?

(Adapted from English File)

Task 6. Answer the following questions:

1. What is the best kind of advertising according to the text? Do you agree with it?
2. Why do most companies use advertising agencies?
3. What marketing techniques can be used by advertising agencies? Which of them might influence you to buy the product?
4. Are there any products that you have bought recently because of the adverts?
5. Have you bought something recently which wasn't as good as the advertisement made you think?
6. Think of adverts which use the following to sell a product:
 - a celebrity • an authority (e.g. a doctor)
 - a good song
 - something free
 - humor •
 - a good slogan
 - a story
 - animals or nature

Task 7. Do you agree or disagree with the following statements. Comment on your opinion:

1. Advertising is essential for business, especially for launching new consumer products.
2. Advertising often persuades people to buy things they don't need.
3. Advertising often persuades people to buy things they don't want.
4. Advertising lowers the public's taste.
5. One of the advantages of the advertising industry is that it creates new jobs.
6. Advertising raises prices.
7. Advertising does not present a true picture of products.
8. Advertising has a bad influence on children.

Task 8. Fill in the blanks with words from the box: Appear, athlete, attention, broadcast, cartoon, catchy, consumer, creative, customers, decide, develop, famous, habits, headlines, product, remember, repetition, services, special, status

Advertising tells people about products and ____ and tries to make them buy a _____. Ads do their jobs in many different ways. ____ are words in big letters that try to get the ____ of the readers. Some ads use slogans or ____ phrases that are easy to _____. Advertising agencies often get a famous person, like an actor or ____, to talk about a product. ____ characters are often connected to a certain product and become ____ with it. One of the most important techniques of advertising is _____. Ads are ____ many times a week for weeks or months. When people see them they might want the product. Advertising is often done by ____ firms. First they try to get information about the buying ____ of their ____ - who buys a certain product and why. The age, sex and social ____ of a ____ are also important. The people in the ____ department ____ ideas and themes. They prepare images, photos and text and ____ where the ad should _____.

Task 9. Make the summary of the following text in English:

Реклама на телебаченні Коли Ви приходите в рекламну агенцію, швидше за все, не маєте уявлення про те, що таке реклама на телебаченні, як вибрати правильні програми, рекламні блоки і як її правильно й грамотно розрахувати. Ви просто приносите фахівцям агенції Ваш бренд, що вимагає рекламної підтримки на телебаченні. Рекламна агенція допоможе виділити й прорахувати цільову аудиторію рекламиованого товару або послуги, правильно спланувати рекламну кампанію, що включає рекламу на телебаченні, на радіо, у пресі й т.д.

З яким рекламним бюджетом варто йти на телебачення? Це залежить від цілей і завдання реклами кампанії й звичайно ж від бюджету. Наприклад, рекламиувати жувальну гумку з бюджетом в 100 тис. у.о. марно, тому що це продукт широкого вживання й "піймати" цільову аудиторію за таку суму просто неможливо. Ви просто не досягнете тієї кількості контактів, яких необхідно, щоб вона продавалася. 72 Якщо це ексклюзивний продукт, наприклад антени-тарілки –Нтв-Плюс, у яких 250-300 тисяч користувачів, то це реально.

Отже, Ви вирішили все-таки розмістити рекламу свого товару на телебаченні. Із чого почати? Світова практика показує, що на розвинених ринках клієнти користуються послугами рекламних агенцій. У принципі, логіка зрозуміла: агенції тільки тим і займаються, що вивчають ринок ЗМІ, розробляють медіастратегії, створюють філософію бренду.

В агенції медіапланери складуть доцільний графік виходу реклами в ЗМІ, що включає основні моменти: рекламу на телебаченні, на радіо й т.п. Професійні креатори розроблять концепцію рекламного ролика й напишуть його сценарій. Знову ж агентство з досить істотними знижками купить для Вашої компанії ефірний час у відповідної компанії.

Крім того, самі по собі і прямі реклами, і спонсорство, і product placement неефективні, а тільки в мікі (тобто в сполученні з іншими формами реклами присутності, з іншими медіа й різними акціями). Телебачення - це завжди шматочок великої кампанії.

Notes:

цільова аудиторія – target group

продукт широкого вживання – product of wide consumption

знижка – discount

ефірний час – air time

акція – special offer

Task 10. Write an advert about any product. Use pictures, slogans and text to make it as interesting as possible. Include the following points:

- what is good about the product;
- why people should buy it;
- why it is better than a different product;
- the price.

MODULE TEST

1 Complete job names and match them to the descriptions from 1-8.

a m_c h__c
b a_c__t__t
c l_w y__
d _ai_d__ss__
e d__ti_t
f n_r__
g _e_ch_r
h p_o__
i s_cu__ty

g __r__
j s_l_s r__
k f__m_r
l mu__c_a__
m f__ef_g__r
n _Vp__s_n_e__
o b__ut_c_a__
p b_by__tt__

1 I work in an office. _____
2 I wear white and help people stay healthy. _____
3 I travel a lot in my job. _____
4 I entertain and/or inform people. _____
5 My work helps people look good. _____
6 I work with children. _____
7 I get my hands dirty. _____
8 My job can be dangerous. _____

2 Fill in the gaps with the correct words from the list.

Advertisements apply for CV candidate current qualifications fill in job centre job interview personal details
employment work experience

How to find a job?

Before looking for a job, make sure you have an up-to-date 1 _____. It should be easy to read and include your 2 _____, your educational 3 _____ and your previous 4 _____.

Visit your local 5 _____ to see what's available.

Check out newspapers, journals and websites for suitable job 6 _____.

When you find a job you want to 7 _____, write a letter or email explaining why you are interested in the job and why you think you are a good 8 _____.

If you are in 9 _____, you could also mention why you want to leave your 10 _____ job.

You should enclose a copy of your CV and you may need to 11 _____ an application form.

If all goes well, you'll receive a reply inviting you to go for a 12 _____.

3 Circle the correct word in each sentence.

1 This is not a *part-time* / *full-time* job: it's only three hours a day.
2 We can offer you a *temporary* / *permanent* contract over the Christmas period.
3 The job at the burger restaurant only pays a *good salary* / *the minimum wage*.
4 Would you like to work *extra time* / *overtime* this weekend?
5 In this job you'll be *responsible* of / *for looking* after young children.
6 The *fringe benefits* / *odd jobs* include a company car and health insurance.
7 You should include your previous *work experience* / *story* in your CV.
8 She got good *qualifications* / *references* from her previous employer.

4 Fill in the gaps with the correct words. You are given the first letter of each word.

The rise and fall and rise of Cynthia Smith

When Cynthia left university, she found a well 1 p_____ job in an investment bank. She worked very 2 h_____ and never complained when her boss asked her to 3 w_____ overtime. In fact, she 4 d_____ her job so well that soon she was 5 p_____ to a more senior position. She got a pay 6 r_____ and a big 7 b_____ at the end of every year. Even though it was stressful and she had to work very long 8 h_____ Cynthia enjoyed her job and almost never took any 9 t_____ off. She got 10 o_____ well with her colleagues and felt she was really 11 p_____ of a team. Unfortunately, the company 12 w_____ bankrupt and Cynthia was made 13 r_____.

She started looking 14 f_____ another job, but because of the economic 15 c_____ there was high 16 u_____ and it wasn't easy to find work. Eventually, she 17 g_____ a job in a factory. The career 18 p_____ were non-existent and the 19 w_____ conditions were terrible (only £4 20 p_____ hour), but it was better than being 21 o_____ of work. One day all the workers went on 22 s_____ for higher wages. Their employer was furious: he 23 f_____ everyone and closed the factory. Cynthia was 24 u_____ again. What could she do to earn a 25 l_____ now? She decided it would be better to run her own 26 b_____ than to work for someone else, so she became self-27 e_____. Now, she works from home giving financial advice on the Internet. She doesn't 28 e_____ as much as she did at the bank, but she's happy because now she can take a day 29 o_____ work whenever she wants to. And she knows her employer will never 30 g_____ her the sack.

Keys: 1 a mechanic b accountant c lawyer d hairdresser e dentist f nurse g teacher h pilot i security guard j sales rep k farmer l musician m firefighter n TV presenter o beautician p babysitter 1 b, c 2 e, f 3 h, j 4 l, n 5 d, o 6 g, p 7 a, k 8 i, m
2 1 CV 2 personal details 3 qualifications 4 work experience 5 job centre 6 advertisements 7 apply for 8 candidate 9 employment 10 current 11 fill in 12 job interview
3 1 full-time 2 temporary 3 the minimum wage 4 overtime 5 for 6 fringe benefits 7 experience 8 references
4 1 paid 2 hard 3 work 4 did 5 promoted 6 rise 7 bonus 8 hours 9 time 10 on 11 part 12 went 13 redundant 14 for 15 crisis 16 unemployment 17 got 18 prospects 19 working 20 per 21 out 22 strike 23 fired 24 unemployed 25 living 26 business 27 employed 28 earn 29 off 30 give

MODULE II.

THEME 1. Languages and Communication



Task 1. Read and memorize the active vocabulary to the text Languages and Communication.

total number -загальна кількість

widespread -дуже поширений

to be considered alive -вважатися живим

to be in use -бути в ужитку

“dead” languages- «мертві» мови

means of communication -засоби сполучення

natural language -природна мова

artificial language -штучна мова

mother tongue-рідна мова

remarkable success story -дивовижна, успішна історія

at least -принаймні

truly global language -дійсно глобальна мова

astonishing -дивний, вражаючий

cables -каблограма (телеграма, надіслана по підводному кабелю)

to store -вміщувати, зберігати

business deals -ділові угоди

to be conducted -вестись, проводитись

glamour -чарівний, вишуканий

broadcasting companies -радіомовні, трансляційні компанії

to transmit -передавати

to exceed -перевищувати

Task 2. Read and translate the text, write down all the unknown words.

Languages and Communication

The total number of languages in the world is from 2.500 to 5.000. The most widespread among them are Chinese, English, Spanish, Russian and some others. These languages are considered alive, because they are in use. There are also the so-called “dead” languages which are no more means of communication. These are, for example, Latin, old Greek, 6 old Slavonic, etc. All these languages are called natural, but there are also artificial or universal languages, such as Esperanto. We have also programming languages, used in computers. They are called specialized languages.

The most popular language spoken practically all over the world is English. It is spoken as the mother tongue in Great Britain, the United States of America, Canada, Australia, New Zealand. A lot of people speak English in China, Japan, India, African and other countries. English is one of 6 official and working languages of the United Nations Organization. It is studied as a foreign language in secondary schools and higher educational institutions of Ukraine.

The rise of English is a remarkable success story. When Julius Caesar landed in Britain nearly 2 000 years ago, English did not exist. Today English is used by at least one billion people, and almost half of them speak it as their mother tongue. At the end of the 20-th century English is more widely spoken, read and written than any other language has ever been. It has become the language of the planet, the first truly global language. The statistics of English are astonishing. Three-quarters of the world's mail, telexes and cables are in English. So are more than half the world's technical and scientific periodicals. English is considered to be the language of technology. About 80% of the information stored in the world's computers is in English.

Nearly half of all business deals in Europe are conducted in English. It is the language of sports, glamour festivals, competitions, the official language of the Olympics. Five of largest broadcasting companies in the world CBS, NBS, ABC, BBC, CBS transmit in English to audiences that exceed one hundred million people. English has no equals!

Task 3. Answer the following questions.

1. What is the total number of languages in the world?
2. What are the most widespread among them?
3. Why are Chinese, English, Spanish, Russian considered alive?
4. What "dead" languages do you know?
5. What languages are called specialized?
6. In what countries is English spoken as the mother tongue?
7. In what countries is English spoken as working language, as foreign language?
8. When did Julius Caesar land in Britain?
9. Why do many people use English as an international means of communication?
10. What are the statistics of English?
11. Is English the main language at international meetings and conferences, the Olympic games and glamour festivals?
12. What broadcasting companies which transmit in English can you call?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents.

Language, mother tongue, means of communication, to study, to be in use, business deals, to be conducted in, to transmit

Task 5. Complete the following expressions choosing a suitable preposition from the list below; find the best way of expressing them in Ukrainian.

There is no getting away ...it
To build ... one's vocabulary
To be in constant need... brushing them ...
To read literature ... speciality
To be good ... spoken English
To be ... use
... least.

Up, on, at, in, of, at, from

Task 6. Translate the following sentences and pay special attention to the underlined words or phrases.

1. I understand perfectly well that learning English at the University, especially legal English, is a good chance (opportunity) for me to improve my language skills, first of all those of spoken English which are in constant need of brushing up.
2. At the English lessons we work with newspaper articles, watch films, analyze stories, listen to audio cassette tapings, read documentaries on British and American life and history, do vocabulary and grammar tests. Not long ago we began to master legal English which enables us to read foreign literature on speciality (on law).
3. Learn the language by ear. Listen to records. Listen to tapes. Turn on radio and listen.
4. Do speak up. He who keeps thoughts to himself, may well be blessed but you will do better if you don't go by this principle when speaking a foreign language.
5. Don't worry too much about mistakes. You will make them anyway - there is no getting away from it. It is far worse when something goes unsaid.
6. Remember that learning a language is a never-ending process.

Task 7. Make the following sentences complete by translating the phrases in brackets.

1. English is the national language in such countries as (Великобританія, Сполучені Штати, Канада, Австралія, Нова Зеландія).
2. It is (рідна мова) of nearly three hundred million people.
3. Many people use English as (міжнародний засіб спілкування), because English has become (дійсно глобальною мовою).
4. (Наукові конференції, торгівля, спортивні змагання) of various kinds have given the English language the status (однієї з найбільш важливих мов світу).
5. The rise of English is (дивовижна, успішна історія).

6. About 80 % of the information (яка зберігається в світових комп'ютерах) is in English.
7. Five of the largest (радіомовні компанії, які передають/ транслюють англійською мовою аудиторії, що перевищує) one hundred million people.

Task 8. Give synonyms to the words in bold type.

1. What English-speaking countries do you know?
2. What is his native/ first language?
3. To know a foreign language is of great importance nowadays.
4. He knows English very well.
5. English has become a world language because of its usage in many countries of the world.
6. The new words have made English what it is today, an effective medium of international communication.

Task 9. Match the words on the left with their definitions on the right. Use them in the sentences of your own.

1. dead language	a) the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way
2. foreign	b) the language which a person has grown up speaking from early childhood
3. language	c) the imparting or exchanging of information by speaking, writing, or using some other medium
4. mother tongue	d) an invented language, esp. one intended as an international medium of communication or for use with computers
5. communication	e) of, from, in, or characteristic of a country or language other than one's own
6. artificial language	f) a language no longer in everyday spoken use, such as Latin

Task 10. Topics for discussion.

1. Give a piece of advice on how to learn English.
2. Advertise the language you are studying now. Why do you study it?
3. Speak on the importance of English language in your future profession. Your prediction of the future of English.
4. Will the international importance of English increase or decrease in the 21 century?
5. What foreign language should be introduced into general studies at higher educational establishments of Ukraine? Please motivate.
6. How many foreign languages should be included into the Law School curriculum?

Self-directed work

Task 1. Translate the text in written form.

The History of the English Language

Two thousand years ago the British Isles were inhabited by speakers of Celtic languages. These languages still survive in parts of Wales, Scotland, Ireland, and Brittany in France. The Celts were conquered by the Romans, and from 43 B.C. to about AD. 410 the areas which are now England and Wales were part of the Roman Empire, and Latin was the language of the government. Between the fourth and the seventh centuries A.D., the Anglo-Saxons arrived from what is now northern Germany, Holland and Denmark, and occupied most of England, and parts of southern Scotland. In some parts of Wales, Scotland and Ireland, people still speak Celtic languages. The Anglo-Saxons spoke a Germanic language which forms the basis of modern English. This language was modified by the arrival of Viking invaders in the north and east of the country, who came from Norway and Denmark between the eighth and eleventh centuries. These Scandinavian settlers spoke Old Norse, which is the parent language of modern Danish. The mixing of the two languages greatly enriched the vocabulary of English. By the middle of the tenth century England had become a unified country under one king.

In 1066 England was conquered by the French speaking Normans, and French became the language of government. For the next three hundred years three languages co-existed. The aristocracy spoke English, while Latin was used in the church. Today English vocabulary is approximately half Romance (from French and Latin). There are however considerable borrowings from other languages.

Some derived words

Old English shirt, life, death, heaven, earth, love, hate.

Old Norse skirt, birth, window, ugly, wrong, they, their, them.

French boil, roast, veal, beef, pork, village, painter, tailor.

Latin index, item, major, memorandum.

Task 2. Read and translate the text. Write down the unknown words and words expressions. Put 10-15 questions to the text. Retell it.

Features of the English Language

English has changed so much in the last 1500 years that it would now be hardly recognizable to the Anglo-Saxons who brought the language across the North Sea. Although they would be able to recognize many individual words, they would not recognize the way those words are put together to make sentences.

Simplicity of form. Old English, like modern German, French, Russian and Greek, had many inflections to show singular and plural, tense, person, etc., but over the centuries words have been simplified. Verbs now have very few inflections, and adjectives do not change according to the noun.

Flexibility. As a result of the loss of inflections, English has become, over the past five centuries, a very flexible language. Without inflections, the same word can operate as many different parts of speech. Many nouns and verbs have the same form, for example swim, drink, walk, kiss, look and smile. We can talk about water to drink and to water the flowers; time to go and to time a race; a paper to read and to paper a bedroom. Adjectives can be used as verbs. We warm our hands in front of a fire; if 11 clothes are dirtied, they need to be cleaned and dried. Prepositions too are flexible. A sixty-year old man is nearing retirement; we can talk about a round of golf, cards, or drinks.

Another strength is the flexibility of function of individual words. Look at these uses of the word 'round': There was a round table (adjective)

He bought a round of drinks (noun)

He turned round (adverb)

He ran round the field (preposition)

The car tried to round the bend too quickly, (verb)

Openness of Vocabulary. This involves the free admissions of words from other languages and the easy creation of compounds and derivatives. Most world languages have contributed words to English.

The new words have made English what it is today, an effective medium of international communication.

Some lone words

Arabic - admiral, algebra, mattress

Spanish - mosquito, cigar, canyon

Italian- piano, violin, spaghetti

Dutch -yacht, boss, deck
 Hindi -ajamas, shampoo, bungalow
 Turkish y-ogurt, kiosk
 Japanese tycoon, karate
 Malay bamboo, compound
 Hungarian coach, paprika
 Classic Greek theatre, astronomy, logic
 Gaelic whisky
 Russian vodka, sputnik
 Finnish sauna
 Chinese tea, silk
 Portuguese marmalade
 Chech robot
 Farsi (Iranian) lilac
 Basque bizarre
 Carib canoe
 Australian Aborigine kangaroo, boomerang
 Modern French rendezvous, cafe
 Modern German kindergarten

Task 3. Read and translate the text. Discuss the text with your partner using the proposed words.

English Today

Approximately 500 million people speak English as their first language. About the same number use it as a second language. It is the language of aviation, international sport and pop music. 75% of the world's mail is in English, 60% of the world's radio stations broadcast in English and more than half of the world's periodicals are printed in English. It is an official language in 44 countries. In many others it is the language of business, commerce and technology. There are many varieties of English, but Scottish, Texan, Australian, Indian and Jamaican speakers of English, in spite of the differences in pronunciation, structure and vocabulary, would recognize that they are all speaking the same basic language.

English has become a world language because of its establishment as a mother tongue outside England, in all the continents of the world. This exporting of English began in the seventeenth century, with the first settlements in North America. Above all, it is the great growth of population in the United States, assisted by massive immigration in the nineteenth and twentieth centuries that has given the English language its present standing in the world.

Celtic кельтський

to survive	продовжувати існування	inflection	грам. флексія	loan word	запозичення
to conquer	завойовувати	flexibility	гнучкість	pajamas	піжама
A.D. = Anno Domini	лат. нашої ери	retirement	пенсійний вік	tycoon	промисловий магнат
B.C. = before Christ	до нашої ери	bend	поворот	bamboo	бамбук
approximately	приблизно	to involve	передбачати	Gaelic	гельський
borrowing	запозичення	admission	доступ	lilac	бузок
to recognize	узнавати	compound	складне слово	rendezvous	побачення
roast	смажений	derivative	похідне слово	bizarre	дивний
veal	телятина	medium	засіб	hoover	пилос

Task 4. Choose from column B the synonyms of the words and phrases in column A.

A	B
Involve	exist
Bizarre	win
Rendezvous	access
Survive	foresee
Conquer	vacuum cleaner
Hoover	date

Medium Admission	means very odd
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Task 13. Read and dramatize the following dialogues.

A: What do you think about Esperanto?
 B: I don't believe it will ever become a world language.
 A: Why? Lots of people are learning it.
 B: Not compared with those who are learning «real» languages. It's too artificial.
 A: You've got a point there. But it's much easier to learn than other languages.
 B: That's certainly an advantage, of course, but there's no incentive to learn it as long as so few people speak it.
 You can't use it at international conference, for example.
 A: I think it should be taught at schools.
 B: Do you really? To my mind there are quite enough subjects on the school curriculum already.

A: I don't think you work hard enough at your English.
 B: Well, I do, I work very hard, but please try to understand it's very difficult for me.
 A: Oh, is it? How long does it take you to do your homework?
 B: a long time, two or three hours, and sometimes even four.

Task 5. Make up your own dialogues using the following word combinations. Mother tongue, peculiarity, interpret, translate, accent, to have a good command of, to try to do one's best, to be of great importance.

THEME II. The System of Education in Ukraine and Abroad



Task 1. Read and memorize the active vocabulary to the text Our University.

to graduate from the University -закінчти університет
teaching -staff викладацький склад
an acknowledged centre -визнаний центр
exchange program -програма обміну
to carry out research -проводити дослідження
book depository -книгозберігання
distinguished (outstanding) -видатні вчені
scholars training in Law -викладання (навчання) права
a postgraduate course -аспірантура
a postgraduate student аспірант
Full Professor -професор
to maintain Candidate theses -захищати кандидатські дисертації
the instructional language -мова викладання

educational institution -of вищий навчальний заклад

higher learning rector -ректор

dean -декан

department (chair) -кафедра

a full-time student -студент денної форми навчання

a part-time student -студент заочної форми навчання

to attend lectures -відвідувати лекції

a body of state administration -орган державної адміністрації

state security bodies -органі державної безпеки

bodies of local self-government -органі місцевого самоврядування

law-enforcing bodies правоохоронні органи

the Ministry of Justice -Міністерство Юстиції

the Bar -адвокатура

Task 2. Translate the words and word combinations into English. Make up your own sentences with them.

Практик, прокуратура, монографія, підручник, уродженець, процедура, тези, дисертація, криміналіст, державна установа, наукові праці, правнича термінологія, вчений-демократ, колектив факультету, Академія наук, видатні правники (теоретики)

Task 3. Read the text and translate it.

Some University Customs

British universities usually keep to the customs of the past. At Oxford University, for example, all the students wear long black gowns and students' caps — mortar-boards. Without his or her gown no student is allowed to call on a tutor, to have dinner in the college dining-hall or to attend a lecture — where the gowns are rolled up and used as cushions.

It is interesting to know that in the past especially in the 14th century there were a great number of quarrels between townsmen and students, socalled "Town and Gown" battles.

The University was anxious to be independent of the Town, and the Town was anxious for authority over the new student population. The biggest quarrel broke out in 1354 which turned into a three day fight during which many students were killed.

A story is told from generation to generation at Oxford University, it is a story of an old custom which is kept up to now. Every Christmas day a roast boar4 head is carried with great ceremony to the table at which the tutors sit. The story of this custom goes back to the early years of the 16th century and celebrates the fight

between a student of the college and a wild boar near the college. The student killed the boar by thrusting down its throat a copy of Aristotle⁵ which he was reading at that time, saying as-he did so, "That's Greek!"

At some Cambridge Colleges there is a curious custom in relation to dining in hall. It is known as "sconcing". If a student should come late to dinner or not be correctly dressed, or if he should break one of the little unwritten laws of behaviour, then the senior student present may order him to be "sconced". The Butler brings in a large silver cup, known as "Sconce Cup", filled with beer which he places in front of the offender who must drink it in one attempt without taking the cup from his lips (it holds two and a half pints). If he succeeds, then the senior student pays for it, if not, the cup is passed round the table at the expense of the student who has been "sconced". No one seems to know the origin of the custom, but one can notice there is a sporting side to this rather odd punishment.

1. credit – залік
2. gowns – мантії
3. mortar-boards – академічні шапочки з плоским квадратним верхом (в англійських студентів та професорів)
4. boar – кабан
5. Aristotle – Аристотель (видатний грецький філософ, 384-322 рр. до н. е.)
6. sconcing – штрафування (за порушення правил поведінки)
7. Butler – старший черговий
8. pint – пінта (міра ємкості близько 0,5 літра)

Task 4. Express your attitude to the sconcing tradition. If you know more about University traditions in Ukraine, GB, USA, tell your group-mates.

Task 5. Read and translate the text System of Higher Education of Ukraine. Write down the unknown words and make comments on the new information.

System of Higher Education of Ukraine

The structure of the higher education of Ukraine was built up according to the structure of education in the developed countries of the world as determined by UNESCO, UN and other international organizations.

The higher education constitutes integral part of the system of education of Ukraine as provided for by the Law of Ukraine "On Education". It ensures the fundamental scientific, professional and practical training by the following educational and qualification degrees: "Junior specialist", "Bachelor", "Specialist", "Master".

The higher education is received in high educational institutions of the respective levels of accreditation on the basis of: basic general secondary education, complete general secondary education and educational-qualification degrees "Junior specialist" and "Bachelor", as well as "Specialist, Master" as postgraduate education.

Training of specialists in higher educational institutions may be carried out with the interruption of work (daytime education), without interruption of work (evening, correspondence education), by the combination of these two forms, and for certain professions - without attending classes.

Admission of citizens to higher educational institutions is made on the competitive basis according to skills and regardless of the form of ownership of an educational institution and sources of payment for education.

There are four levels of accreditation established pursuant to the status of higher educational institutions: **first level** - technical school, vocational school and other higher educational institutions equated to them;

second level - college and other higher educational institutions equated to it;

third and fourth levels (depending on the results of accreditation) - institute, conservatory, academy, and university.

Higher educational institutions train specialists pursuant to the following educational and qualification levels:

junior specialist - is provided by technical and vocational schools, other higher educational institutions of the first level of accreditation;

bachelor - is provided by colleges and other higher educational institutions of the second level of accreditation;

specialist, master - are provided by higher educational institutions of the third and fourth levels of accreditation.

The level system of higher education lies in the receipt of different educational and qualification levels at the respective stages (phases) of higher education. Taking into account the structure of higher education, its first phase contemplates the receipt of higher education of the educational qualification level "Junior specialist"; the second phase - "Bachelor" (basic higher education); the third phase - "Specialist", "Master" (complete higher education). The level system of higher education may be realized both through the continuous program of training and differentially - according to the structure of the level system.

Areas of training

Requirements to the contents, scope and level of the educational and professional training in Ukraine are determined by the State Standards of Education. The state standard of education means the aggregate norms that specify requirements to the educational and educational-qualification level.

The state standard of education is developed for each area of training (profession) for various educational-qualification levels.

Management of education

The management of education is performed by government regulatory authorities and local authorities. The government regulatory authorities in the area of higher education include:

The Ministry of Education and Science of Ukraine;

Central authorities of the executive power of Ukraine, to which educational institutions are subordinated;

The Supreme Certification Commission of Ukraine;

The State Accreditation Commission.

The Ministry of Education and Science of Ukraine is the central body of the government executive power performing the management in the area of education.

The Ministry of Education and Science of Ukraine:

participates in the determination of the state policy in the area of education, science and professional training of specialists;

develops the program of the development of education, state standards;

ensures the connection with educational institutions, government authorities of other countries with respect to issues falling within its competence;

makes accreditation of higher and vocational educational institutions, issues licenses and certificates to them;

organizes certification of pedagogical and scientific-pedagogical personnel in order to provide them with qualification degrees, pedagogical and scientific ranks.

The Supreme Certification Commission of Ukraine organizes and conducts the certification of scientific and scientific-pedagogical personnel, manages the work related to giving scientific ranks, giving academic degree of a senior staff scientist.

In accordance with the results of the accreditation of higher educational institutions, the Ministry of Education and Science of Ukraine together with ministries and departments, to which educational institutions are subordinated:

- determine the correspondence of educational services to the state standards of a certain educational-qualification level in particular areas, gives the right to issue a document of education pursuant to the state standard;

- determine the level of accreditation of an educational institution;

- inform the community regarding the quality of educational and scientific activities carried out by higher educational institutions.

Bodies of the public self-regulation in the area of education include:

- The All-Ukrainian Congress of Educational Specialists;

- General meeting of the staff of an educational institution;

- District, city, oblast conference of pedagogical personnel;

- Congress of Educational Specialists of the Autonomous Republic of Crimea.

Local authorities in the area of education submit their proposals regarding the formation of the state policy in the education.

Task 6. Give your pro and contra of recent innovations in the System of Higher Education in Ukraine.

Task 7. Role-playing: You are receiving your fellow-students from the University of Oxford. Some of you be ready to tell them about the history of your Alma Mater; the rest are to be ready to answer guests' questions.

Make use of the following phrases:

Let me tell you about...

I would like to know...

Will you kindly inform us about...

Could you say a few words about...

I would add that...

I'm well aware about...

I'd like to sum up....

Self-directed work

OUR UNIVERSITY.

1. *Read and memorize the following words and expressions:*

higher educational establishment	вищий навчальний заклад
to study by correspondence	вчитися заочно
to train highly qualified specialists	готувати висококваліфікованих спеціалістів
choirmaster	керівник хору
conductor	диригент
teaching staff	викладацький колектив
academician	академік
associate-professor	кандидат наук, доцент
senior lecturer	старший викладач
junior lecturer	викладач (асистент)
to offer	пропонувати
well-rounded	різnobічний
profound	глибокий, фундаментальний
to be engaged in research work	займатися науково-дослідною роботою
gym	спортзал
assembly-hall	актовий зал
with the most up-to-date equipment	з найсучаснішим обладнанням
stage	сцена
day-time (full-time) department	денно відділення, стаціонар
correspondence (part-time, extra-mural) department	заочне відділення
to comprise	входити до складу
course of studies	курс навчання
to combine	поєднувати
enterprise	підприємство
amateur performing group	гурток художньої самодіяльності
general education subjects	загальноосвітні предмети
to major	спеціалізуватися
subjects which are essential for the future activity	предмети, що є суттєвими в майбутній роботі
to enjoy reputation	користуватися репутацією
contribution in scientific research	вклад в наукові дослідження
graduate	випускник
to graduate from	закінчти вищий навчальний заклад
to finish	закінчти середній навчальний заклад

2. Read and translate the text:

RIVNE STATE UNIVERSITY FOR THE HUMANITIES



We are students of Rivne State University for the Humanities which is situated in the centre of our city and considered to be one of the biggest and the youngest **higher educational establishments** in Rivne. It was founded in 1998, when two higher educational establishments – Rivne State Pedagogical Institute and Rivne State Institute of Culture were united and reorganized into Rivne State University for the Humanities.

At present, 12 thousand students study at our University. The great number of them **study by correspondence**. Our University **trains highly qualified specialists** of 63 specializations: teachers for secondary schools and kindergartens, economists, managers, bibliographers, **choirmasters, conductors**, organizers of club activities and others.

There are 10 faculties at the University:

- the Ukrainian Philology Faculty;
- the Foreign Philology Faculty;
- the Educational Faculty;
- the Faculty of History and Sociology;
- the Faculty of Natural and Psychology Sciences;
- the Faculty of Physics and Technology;
- the Faculty of Mathematics and Computer Science;
- the Faculty of Documentary Communication and Management;
- the Artistic Educational Faculty;
- the Faculty of Musical art.

The **teaching staff** of the University is now; 6 **academicians**, 29 professors and doctors, 208 **associate-professors** and a great number of **senior** and **junior lecturers**. They **offer well-rounded** and **profound** knowledge for their students and are also **engaged in research work**.

Our University has 4 large buildings, 1 **gym**, sports grounds, 7 hostels, 2 **assembly-halls**. There are all necessary conditions for training highly qualified specialists at the University: libraries with reading halls, classrooms for individual training, physical and mathematical labs **with the most up-to-date equipment**, choir and orchestra classrooms, **stages**, dancing classrooms, musical library, fine collections of records, musical instruments.

Most of the faculties have **day-time (full-time)** and **correspondence (part-time)** departments. The **course of studies** for day-time students lasts for 5 years. The academic year begins in September and ends in June. It consists of two terms – an autumn term and a spring one. During the term students attend lectures, classes and seminars. The study of theory is usually **combined** with practical training at schools, kindergartens, libraries, **enterprises**, houses of culture, **amateur performing groups**. At the end of each term our students take exams and credits and then they have vacations. A great number of students study by correspondence. They **combine** work and study at the University.

The junior students study a lot of **general education subjects**, but the senior ones **major in subjects which are essential for their future activity**.

Students life is a very full one, both academically and cultural. Many of our students show interest in amateur artistic activities. They attend drama, music, dance, ballet and singing studios, sports sections. They take part in the folk art festivals, competitions of amateur singers and musicians.

There are 26 amateur artistic groups at the University.

The University **enjoys** national **reputation** for the **contribution in scientific research**. The **graduates** of the University work in cities, towns, country-side of Ukraine and countries abroad.

3. Answer the questions:

1. What types of higher educational establishments are there in Ukraine?
2. What kind of specialists do universities train?
3. What else do universities do?
4. How are students admitted to Ukrainian universities?
5. What is the relationship with foreign universities in Ukraine?
6. What are the degrees of higher education in our country?
7. What does include further education?
8. What scientific, educational and academic centres in Ukraine do you know?
9. How many students are there in Ukraine?
10. Whom became the former graduates from the Ukrainian institutions of higher learning?

4. Give the Ukrainian equivalents for the following:

technical schools, conservatories, institutes, law, conduct post graduate courses, admission examinations, on the basis of bilateral agreements, exchange experience, bachelor's degree, master's degree, the degree of a doctor of science, improving qualification courses, resumed its work, leading scientists, deliver lectures, a number of research institutes, numbers a total of, scholars, prominent diplomats.

5. Find in the text English equivalents for the following:

коледж, академія, університет, різних сфер науки, присвоюють ступені, приймаються в університети, кафедри, факультети, розвивають співробітництво, педагогічні методи, планування досліджень, вдосконалення підручників, захист дисертації, аспірантура, докторантура, заочна освіта, гуманітарні науки, природничі науки, високої репутації, випускники.

1. Rearrange the following jumbled words to form sentences:

1. Higher, stages, in, following, vocational, the, Ukraine, pre-school, are, of, there, education, secondary, etc.
2. Provided, of, education, the, is, 6, children, between, the, for, 15, compulsory, all, age, to.
3. State, are, equipment, at, tuition the, free, and, schools.
4. Secondary, spend, at, children, 11, general, years, school.
5. Evening, learning, for, secondary, are, adults, there, and, schools, distance.

2. Fill in the blanks with a suitable word. Translate the sentences into Ukrainian:

stages, mental and physical, qualifications, compulsory, pre-school, general secondary school, free

1. Schoolchildren attend state schools, where tuition and equipment are 2. In Ukraine education is ... for all children between the age of 6 to 15. 3. According to "The Law on Education" there are many ... of education. 4. The most important element in the system of education is 5. Eleven years at school is a time of intensive ... development, during which human's character is formed. 6. Vocational education is provided almost 800 7. ... education is provided by kindergartens.

3. Make up your own sentences with words and word combinations:

free education, stages of education, compulsory, tuition and equipment, development, general secondary school.

8. Prepare a short presentation: Our University.

THEME III. The Fundamental Law of Ukraine



Fundamental law/constitution-основний закон/конституція
 under the constitution -відповідно до конституції
 to govern -керувати, правити
 independent- незалежний
 independence -незалежність
 on behalf of -від імені
 to adopt -приймати
 to consist of- складатися
 to establish- засновувати, встановлювати,
 to assure /to guarantee -гарантувати,
 забезпечувати
 right- право
 freedom -свобода
 duty /obligation -обов'язок
 citizen -громадянин
 citizenship -громадянство
 to assert -затверджувати, заявляти,
 sovereign -суверенний
 democratic- демократичний
 social -соціальний
 legal -правовий
 unitarian -унітарний
 the only source of power- єдине джерело влади
 to exercise -виконувати
 bodies of state power- органи державної влади
 bodies of local self-government -органи місцевого самоврядування
 mineral raw materials -мінеральні сировинні матеріали
 natural resources -природні ресурси
 property right -право власності
 state language- державна мова
 state symbol -державний символ
 emblem -емблема, герб
 anthem -гімн
 trident -тризуб
 to be equal before the law -бути рівним перед законом

Task 1. Read and memorize the active vocabulary to the text The Fundamental Law of Ukraine.

privilege -привілей
 restriction -обмеження
 to be based on/upon -базуватися на
 race pace
 colour of skin- колір шкіри
 political beliefs- політичні переконання
 gender -стать
 ethnic origin -етнічне походження
 social origin -соціальне походження
 property/ownership -власність
 position -положення, посада
 place of residence -місце проживання
 church -церква
 to be separated from -бути відокремленим від
 inviolable -недоторканий
 inviolability -недоторканість
 personal inviolability -особиста недоторканість
 dwelling- житло, будинок
 non-interference -невтручання
 security -безпека
 housing -забезпечення житлом
 health protection -охорона здоров'я
 medical care -медичний догляд
 medical insurance -медичне страхування
 legal assistance -правова/юридична допомога
 safe and healthy environment -безпечне та здорове навколошнє середовище
 to defend -захищати
 defence -захист
 territorial integrity -територіальна цілісність
 to respect -поважати
 respect for -повага до
 to perform military services -виконувати військову службу
 in compliance with -відповідно до
 to damage з-авдавати шкоди, псувати
 cultural heritage -культурний спадок
 to pay taxes and duties -платити податки та мита
 in order to -відповідно до
 in amount y -кількості
 to determine -визначати
 power -влада, повноваження, держава
 government- уряд, форма правління
 to be divided into -поділятися на
 the legislative -законодавча гілка влади
 the executive -виконавча гілка влади
 the judicial -судова гілка влади
 to be headed by /to be led- by бути очоленим
 the Supreme Court -Верховний Суд

Task2. Read and translate the text, write down all the unknown words. Remember that your reading time is not more than 3 minutes.

The Fundamental Law of Ukraine

Governed by the Act of Ukraine's Independence of August 24, 1991, the Verkhovna Rada of Ukraine on behalf of the Ukrainian people adopted the Constitution - The Fundamental Law on June 28, 1996.

The Constitution of Ukraine consists of preamble, 15 chapters, 161 articles.

The Constitution establishes the country's political system, assures rights, freedoms and duties of citizens, and is the basis for its laws.

Chapter I of the Constitution asserts that Ukraine is a sovereign and independent, democratic, social, legal state. It is a unitarian state with single citizenship.

Ukraine is a republic. The people are the only source of power which is exercised directly and through the bodies of state power and local self government. The land, mineral raw materials, air space, water and other natural resources which are on the territory of Ukraine are objects of the property right of Ukrainian people.

The state language in Ukraine is Ukrainian.

The state symbols of Ukraine are the State Flag, the State Emblem and the State Anthem of Ukraine. The State Flag is a blue and yellow banner made up from two equal horizontal stripes. The main element of the Great State Emblem of Ukraine is the sign of the State of Prince Volodymyr the Great, the Trident. The State Anthem of Ukraine is the national anthem with the music of M.Verbytsky, the words of Chubynsky.

The capital of Ukraine is Kyiv.

Chapter II of the Constitution assures human and civil rights, freedoms and obligations. Citizens have equal Constitutional rights and freedoms and are equal before the law. There are no privileges or restrictions based upon race, colour of skin, political and other beliefs, gender, ethnic and social origin, property, ownership, position, place of residence, language, religion or other circumstances.

The Church and religious organizations are separated from the state and schools are separated from the Church.

The Constitution guarantees the rights to life, personal inviolability and the inviolability of dwelling, non-interference in private and family life, free choice of residence, work, rest, education, social security, housing, health protection, medical care and medical insurance, legal assistance, a safe and healthy environment. The right to property is inviolable.

Defence of the Motherland, of the independence and territorial integrity of Ukraine, and respect for the state's symbols are the duty of citizens. Citizens of Ukraine perform military services in compliance with the law. No person may damage the environment, cultural heritage. Every person shall pay taxes and duties in order and amount determined by the law.

Under the Constitution the powers of the government are divided into three branches-the legislative which consists of the Verkhovna Rada, the executive, headed by the Cabinet of Ministers, and the judicial, which is led by the Supreme Court.

Task 3. Answer the following questions.

1. When was the independence of Ukraine proclaimed?
2. What body adopted the Fundamental Law of Ukraine?
3. How many chapters and articles does the Constitution consist of?
4. Why is the Constitution the Fundamental law of the state called?
5. What does the Chapter I of the Constitution assert?
6. How is the power exercised in the country?
7. Who does land, mineral raw materials, air space, water & other natural resources belong in Ukraine?
8. What are the state symbols of Ukraine?
9. What does the Chapter II of the Constitution assure?
10. What does the Constitution guarantee to people?
11. What are the duties of the citizens of Ukraine?
12. How are the powers of the government divided?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents.

Law, power, to assert, right, equal

Task 5. Fill in the blanks with the appropriate preposition from the list below.

- 1.... the Constitution the state symbols of Ukraine are the State Flag, the State Emblem & the State Anthem of Ukraine.
2. Our Constitution gives us rights and obligations and makes us equal ... the law.
- 3.Respect ... the state symbols is considered one of the main duties of citizens.
- 4.We have to pay taxes and duties in the order and amount determined ...the law.
- 5.... June 28, 1996 the Verkhovna Rada of Ukraine adopted the Fundamental Law of Ukraine.
6. Ukraine is a Unitarian state ... single citizenship.
7. The Constitution of Pylyp Orlyk is made ... of a preamble and 16 articles.

For, with, on, under, up, by, before.

Task 6. Translate the following sentences.

- 1.On August 24, 1991, the Ukrainian Parliament solemnly proclaimed Ukraine's independence and the formation of the independent state of Ukraine, proceeding from the right to self-determination, provided for by the UN Charter and other international documents, acting in pursuance of the Sovereignty declaration.
- 2.The Constitution outlines the structure of the national government and specifies its powers and duties.
- 3.Elections to the bodies of state power and bodies of local selfgovernment are free, and are held on the basis of universal, equal and direct suffrage by secret ballot.
- 4.In order to be elected as a deputy, a person must be a citizen of Ukraine, must be at least 21 years of age and have the right to vote, and must be resided in the territory of Ukraine for no less than the previous five years.
5. Chapter II states that every person has the right to the free development of his/her personality as long as there are no violations of the rights and freedoms of other individuals, and has obligations before society where free and full development of the personality is assured.
6. Citizens of Ukraine may participate in the administration of state affairs, in all-Ukrainian and local referendums, to elect freely and to be elected to bodies of state power and local self-government.

Task 7. Make the following sentences complete by translating the phrases in brackets.

- 1.The Verkhovna Rada of Ukraine (від імені українського народу) adopted the Constitution - The Fundamental Law on June 28, 1996.
- 2.The people (це єдине джерело влади) which is exercised directly and through the bodies of state power and local self government.
- 3.Every person shall pay taxes and duties (в порядку та розмірі, визначеному законом).
- 4.The Church and religious organizations (відокремлена від держави).
- 5.Citizens of Ukraine perform military services (відповідно до закону).
- 6.All citizens have equal Constitutional rights and freedoms (та рівні перед законом).

Task 8. Complete the following The Constitution guarantees the rights to

(життя, освіту, роботу, відпочинок, житло, медичну допомогу, соціальне забезпечення, особисту недоторканість, невтручання в приватне життя, вільний вибір помешкання, здорове та безпечне навколошнє середовище).

Task 9. Change each sentence by choosing an appropriate synonym from the list below for the underlined words.

Flag, free, hymn, property, fundamental law, obligation, help, mineral resources, to guarantee

- 1.The Constitution of Ukraine consists of 15 chapters, 161 articles.
- 2.The land, air space, water & other natural resources which are on the territory of Ukraine are objects of the property right of Ukrainian people.
- 3.Ukraine is a sovereign & independent, democratic, social, legal state.

4. There are no privileges or restrictions based upon race, colour of skin, political & other beliefs, gender, ethnic & social origin, ownership, position, place of residence, language, religion or other circumstances.
5. Everybody has the right to legal assistance.
6. A blue & yellow banner is made up from two equal horizontal stripes.
7. Defence of the Motherland, of the independence & territorial integrity of Ukraine, & respect for the state's symbols are the duty of citizens.
8. Chapter II of the Constitution assures human & civil rights, freedoms & obligations.
9. The State Anthem of Ukraine is the national anthem with the music of M.Verbytsky, the words of P.Chubynsky.

Task10. Match the words on the left with their definitions on the right. Use them in your sentences of your own..

1.guarantee	a) musical composition to be sung in church or in official level
2.freedom	b) self-governing
3.power	c) give promise with legal obligation
4.independent	d) right, control, authority;
5.anthem	e)condition of having personal rights and social and political liberty

Self-directed work

Task 1. Read the dialogues and act them.

Make up your own dialogues on the following topics with your partner:

1. Structure of the fundamental law of Ukraine.
2. State Symbols of Ukraine.
3. Privileges and restrictions under the Constitution.
4. The rights of Ukrainian people.
5. Duties of the citizens of Ukraine.

Dialogue 1.

- Hi! Where are you?
- Hi! I'm in the library. I'm working on my report on English.
- What is the topic?
- "The First Constitution of Ukraine".
- Have you found anything interesting?
- Oh, yes. You can't even imagine that the Constitution of Ukraine is the oldest constitution in the world.
- Really? When was it written?
- In 1710.
- It seems to me that the author is Pylyp Orlyk.
- That's right.
- But why is it called Bendery Constitution?
- Because it was written in Bendery and that's why it got such name.
- Are there so many chapters and articles as in present Constitution?
- The document is made up of a preamble and 16 articles.
- I can't even imagine what can be written there?
- It separated the powers in government between the legislative, executive, and judiciary branches. The Constitution also limited the executive authority of the hetman, and established a democratically elected Cossack parliament.
- Was this Constitution unique for its historic period?
- Yes, it was. I highly recommend you to read this document. I'm sure you will be proud of the fact that it was one of the first state constitutions in Europe.

Dialogue 2.

- Where have you been?
- I helped Max prepare his home assignment. We discussed what rights the citizens of Ukraine had according to the Constitution and how they were fulfilled in our society.
- It's so boring!
- Nothing of the kind. The discussion was so hot!

- I hope you didn't quarrel about any statements.
- Oh, no. I think that everybody is equal before the law and has the right to education. But Max stresses that this right is only declared.
- In my opinion he is completely right. Does every person have the same possibility to get education of high quality? All these courses, clubs aren't free. There are even private schools and universities. And it's no secret that not all parents can afford to pay for studying there or visiting different clubs.
- I agree with you. But if you work hard and do your best you can enter the university and study free. And even get a scholarship. Well, your family lives in the country and mine in the city. Your parents are farmers and mine are lawyers. But we both are trained at this university. Both live in the dormitory and both pay for education.
- Well, but almost half of the students study free.
- I don't think they are luckier than we are. Maybe they worked harder at school and we didn't.
- Are you sure? There are so many students who have privileges. And you are speaking about equality!
- To be equal before the law doesn't mean to be equal in real life.
- I think there's no use to continue. We have different views of point.

Task 2. Topics for discussion.

- a) Say what kind of document the Constitution of Ukraine is; what principles of our country's policy, rights and duties of the country's citizens it proclaims. You may use the following: a *written document*; *to consolidate the country's position*; *to proclaim the principles of our home policy*; *to determine the country's policy*; *basic rights of every person*; *to enjoy rights*; *to fulfil duties toward society*; *to obey the country's laws*.
- b) Speak about the role of the Constitution in the life of the country and its importance for society.
- c) The 28th of June, Constitution day, is marked as our country's national holiday. Say how it is celebrated in Ukraine.
- d) Give examples from your own life and from the life of your family to show how the rights guaranteed in the Constitution are enjoyed by you.
- e) Give facts from the life of your family, the families of your friends, the people you know to prove that a lot has/hasn't been done in Ukraine to improve the living and working conditions of its citizens, to guarantee the basic human rights, women's equality with men, social justice.

Task 3. Express your agreement or disagreement. Use: "In my opinion. I think. I guess. I agree. I can't agree. How can one say that?"

- The Constitution establishes the country's political system, assures rights, freedoms & duties of citizens, but it can't be the basis for its laws.
- According to one of the theories, the three points of the Trident symbolized Might, Wisdom and Love.
- All human beings are born free and equal in dignity and rights.
- Constitutional guarantees are necessary only when people think they have good reasons for violating them.
- Liberty given is never so precious as liberty sought for and fought for. *Frederick Douglass*
- The more corrupt the state, the more laws. *Cornelius Tacitus*
- Whoever would overthrow the liberty of a nation must begin by subduing the freeness of speech. *Benjamin Franklin*

Task 4. Compare national symbols of Ukraine with those of the United Kingdom of Great Britain and Northern Ireland.

Symbols of U. K.

Flag: Known as the Union Jack, the Flag has the red cross of St. George of England, the white cross of St. Andrew of Scotland, and the red cross of St. Patrick of Ireland, all on the blue background.

Anthem: "God saves the Queen/King".

Emblem: The official coat of arms of Great Britain is the shield divided into four quarters. In the first and fourth quarters are the lions of England, the lion of Scotland is in the second and harp of Ireland is in the third. The shield is surrounded by a Garter and the motto on it "Evil be to him who Evil thinks". The motto across bottom is "God and my Right: is the motto of the sovereign.

Task 5. Read and translate the text. Write down the unknown words and words expressions. Put 10-15 questions to the text.

The Constitution of the United States of America

The Constitution of the United States is the world's oldest written constitution in force. It is served as the model for a number of other constitutions around the world. The Constitution of the United States sets forth the

nation's fundamental laws. It establishes the form of the national government and defines the rights and liberties of the American people. It also lists the aims of the government and the methods of achieving them. The Constitution was written to organize a strong national government for the American states. After the states won independence in the Revolutionary War (1775-1783), they faced the problems of peacetime government. The states had to enforce law and order, collect taxes, pay a large public debt, and regulate trade among themselves. They also had to deal with Indian tribes and negotiate with other governments.

The United States Constitution was signed on September 17, 1787 by the Constitutional Convention. The Constitution of the United States consists of a preamble, seven articles and the 27 amendments. It sets up a federal system by dividing powers between the national and state governments. It also establishes a balanced national government by dividing authority among three independent branches – the *executive*, the *legislative* and the *judicial*. The *executive* branch enforces the law, the *legislative* branch makes the law and the *judicial* branch explains the law. The *executive* branch of the national government is usually represented by the President, the *legislative* branch by Congress and the *judicial* branch by the Supreme Court. The three main branches of government are separate and distinct from one another. The powers given to each are delicately balanced by the powers of the other two. Each branch serves as a check on potential excesses of the others.

The Constitution stands above all other laws, executive acts, and regulations. It makes no distinction as to the wealth or status of person: all persons are equal before the law and are equally entitled to its protection. The same holds true for civil disputes involving property, legal agreements, and business arrangements. All states are equal, and none can receive special treatment. Each state must recognize and respect the laws of the others. The Constitution protects the rights of all persons limiting the powers of both the national and the state governments. The fundamental rights of Americans are written in the Bill of Rights. Among these rights are the freedom of religion, speech, and the press, the right of peaceful assembly, and the right to petition the government to correct wrongs. Other rights guarded the citizens against unreasonable searches, arrests, and seizures of property, and established a system of justice guaranteeing orderly legal procedures.

Task 6. Read the text and fill the spaces with the appropriate words and word combinations which are given after the text. Be ready to speak on it.

The British Constitution

*constitutional monarchs, powers, making laws, federation,
Acts of Parliament, written constitution, to take advice, assembly, Magna Charta*

Great Britain is not a ..., or a union of states like the USA. There are no written laws, no A thousand years ago, before the Norman Conquest in 1066, the Anglo-Saxon kings consulted the Great Council (an ... of the leading men from each district) before taking important decisions. Between 1066 and 1215 the king ruled alone in 1215 the nobles forced King John to accept... (The Great Charter), which took away some of the king's In later centuries this was seen as the first occasion on which the king was forced In 1264 the first parliament of nobles met together. Since then the British Constitution has grown up slowly as the result of countless There have been no great changes in the constitution since the revolution of 1688. Then, Parliament invited William and Mary to become Britain's first A constitutional monarch is one who can rule only with support of Parliament. The Bill of Rights (1689) was the first legal step towards constitutional monarchy. This Bill prevented the monarch from ... or having an army without Parliament's approval. Since 1689 the power of Parliament has grown, while the power of the monarch has become weaker. The reform Acts of 1832, 1867 and 1884 gave the vote to large numbers of common citizens. Today every man and woman aged eighteen has the right to vote.

For the last fifty years the political scene has been controlled by the Conservative and Labour Parties. The party in power determines the home and foreign policy of the country.

Task 7. Read the text. For questions 1-10, choose the answer (A, B, C or D) which you think fits best according to the text.

Constitution - the Standard of Legitimacy

Constitution is the body of doctrines and practices that form the fundamental organizing principles of a political state.

In some states, such as the United States, the constitution is a specific written document; in others, such as the United Kingdom, it is a collection of documents, statutes, and traditional practices that are generally accepted as governing political matters.

States that have written constitutions may also have a body of traditional or customary practices that may or may not be considered to be of constitutional standing. Virtually every state claim

In its wider sense, the term 'constitution' means the whole scheme whereby a country is governed: and this includes much else besides law.

In its narrower sense, 'constitution' means the leading legal rules, usually collected into some document that comes to be almost venerated as 'The Constitution.' It is necessary to consider the extra legal rules, customs, and conventions that grow up around the formal document.

Written Constitutions. In most Western countries the constitution, using the term in the narrower sense, is a scheme of government that has been deliberately adopted by the people; examples are the Constitution of the United States, drawn up in 1787 and ratified in 1789 and still in essentials unchanged; the constitution of the Weimar Republic or that of the Federal Republic of Germany, brought into force in 1949; and the constitutions that France has had since the Revolution. The constitution in these countries is the basis of public law; it is usually enacted or adopted with special formalities; special processes are devised for its amendment and sometimes safeguards are inserted to ensure that certain provisions are unalterable.

English Constitution. In England there is no one document or fundamental body of law that can be described as a 'constitution' in the sense that has been discussed above. The absence of any such document or of any distinction between public and private law has led to the suggestion (perhaps first made by Alexis de Tocqueville) that there is no constitution in England.

A thousand years ago, before the Norman Conquest in 1066, the Anglo-Saxon kings consulted the Great Council (an assembly of the leading men from each district) before taking major decisions. Between 1066 and 1215 the king ruled alone, but in 1215 the nobles forced King John to accept '*Magna Carta*' (*The Great Charter*) which took away some of the king's powers. In later centuries this was seen as the first occasion on which the king was forced to take advice.

In 1264 the first parliament of nobles met together. Since then British Constitution has evolved, in other words, it has grown up slowly, as a result of countless Acts of Parliament.

There have been no violent changes in the constitution since the 'bloodless revolution' of 1688. Then, Parliament invited William and Mary to become Britain's first constitutional monarchs. A constitutional monarch is one who can rule only with the support of Parliament. The Bill of Rights (1689) was the first legal step towards constitutional monarchy.

This Bill prevented the monarch from making laws or raising an army without Parliament's approval. Since 1869 the power of Parliament has grown steadily, while the power of the monarch has weakened. The Reform Acts of 1832, 1867 and 1884 gave the vote to large numbers of male citizens. Certainly the English constitution has no existence apart from the ordinary law; it is indeed part of that very law. '*Magna Carta*', '*The Petition of Right Act*', '*The Habeas Corpus Act*', '*The Bill of Rights*', and '*The Act of Settlement*' are the leading enactments. But they are in no sense a constitutional code; and, without a host of judicial decisions, scores of other statutes of much less importance and a mass of custom and convention, these statutes would be unworkable.

The sources of English constitutional law are diffuse - statutes, judicial precedent, textbooks, lawbooks, the writings of historians and political theorists, the biographies and autobiographies of statesmen, the columns of every serious newspaper, the volumes of Hansard, the minutiae of every type of government record and publication. This is what is meant by saying the English constitution is 'unwritten': it is not formally enacted; its rules have to be sought out in a dozen fields, not in any one code.

Note:

Hansard – офіційний звіт про засідання англійського парламента
minutiae – деталі

1. *There are no special ... for constitutional rules.*

- a security measures
- b safety measures
- c precautionary measures
- d equivalent measures

2. *The English constitution has no existence apart from the ... law.*

- a ordinary
- b customary
- c usual
- d routine

3. *There have been no violent changes in the constitution since the 'bloodless revolution' of*

- a 1688
- b 1698
- c 1730
- d 1745

4. *Since ... the power of Parliament has grown steadily, while the power of the monarch has weakened.*

- a 1867
- b 1869
- c 1878
- d 1890

5. *In ... the first parliament of nobles met together.*

- a 1264
- b 1356
- c 1289
- d 1365

6. *The constitution of the Weimar Republic ... in 1949.*

- a brought into court
- b brought into effect
- c brought into line
- d brought into force

7. *Constitution is the body of... and practices that form the fundamental organizing principles of a political state.*

- a tenets
- b teachings
- c doctrines
- d dogmas

8. *This Bill prevented the monarch from making laws or raising an army without Parliament's*

- a approval
- b approbation
- c commendation
- d sanction

9. *The Reform Acts of 1832, 1867 and 1884 ... the vote to large numbers of male citizens.*

- a took
- b brought
- c gave
- d got out

Task 8. Read the text and discuss with your partner its main items as well as the differences of the contemporary Constitution of Ukraine and the Constitution of Pylyp Orlyk.

The Constitution of Pylyp Orlyk or Pacts and Constitutions of Rights and Freedoms of the Zaporizhian Host was a 1710 constitutional document written by Hetman Pylyp Orlyk. It established a democratic standard for the separation of powers in government between the legislative, executive, and judiciary branches. The Constitution also limited the executive authority of the hetman, and established a democratically elected Cossack parliament called the General Council. Pylyp Orlyk's Constitution was unique for its historic period, and was one of the first state constitutions in Europe.

After the Battle of Poltava when Charles XII of Sweden and Hetman Ivan Mazepa armies were defeated by Peter I of Russia, Pylyp Orlyk remained on the side of Mazepa. Together, Orlyk and Mazepa retreated to the city of Bender, at the time part of the Ottoman Empire. Zaporizhian Cossack Army also settled in this area.

When Ivan Mazepa died on 5 April 1710, Pylyp Orlyk was elected Hetman. On the same day, "Pacts and Constitutions of Rights and Freedoms of the Zaporizhian Host" was declared. Hence, Orlyk's Constitution is sometimes referred to by the city of its proclamation - Bender.

The document is made up of a preamble and 16 articles.

The preamble briefly discusses cossack history, the rise and fall of the Zaporizhian Sich after under Bohdan Khmelnytsky it rebelled against the Polish-Lithuanian Commonwealth to serve the Imperial Russia. Using all available means, Moscow limited and nullified rights and freedoms of the Zaporizhian Host going as far as

subjugating the free cossack nation, states the introduction. Ivan Mazepa's politics and alliance with Charles XII of Sweden are explained as logical and inevitable, mandated by the need to free the homeland. The independence of the new state from Russia was the primary goal of the Bendery Constitution.

Articles 1-3 dealt with general Ukrainian affairs. They proclaimed the Orthodox faith to be the faith of Ukraine, and independent of the patriarch of Moscow. The Sluch River was designated as the boundary between Ukraine and Poland. The articles also recognized the need for an anti-Russian alliance between Ukraine and the Crimean Khanate.

Articles 4-5 reflected the interests of the Zaporozhian Cossacks, who constituted the overwhelming majority of the Bendery emigration. The Hetman was obligated: **to expel**, with the help of Charles XII, the Russians from Zaporozhian territories **to grant** the town of Trakhtymyriv to the Zaporozhians to serve as a hospital, and **to keep** non-Zaporozhians away from Zaporozhian territories

Articles 6-10 limited the powers of the hetman and established a unique Cossack parliament, similar to an extended council of officers, which met three times a year. The General Council was to consist not only of the general staff and the regimental colonels, but also of "an outstanding and worthy individual from each regiment."

Articles 11-16 protected the rights of towns, limited the taxation of peasants and poor Cossacks, and restricted the innkeepers.

Task 9. Read the texts and make the written translation of the texts into Ukrainian.

I. The term *constitution* comes from Latin and originates from the word *constitutio* which means structure, establishment. "The Dictionary of the Words of Foreign Origin" defines constitution as the "supreme law which provides the basis for the political, economic and legal systems of the state. The Constitution outlines the form of the government, the procedure to establish central and local state bodies as well as their powers and the principles of functioning; it also defines the election system, the rights and obligations of the citizens, the organization and principles of administering justice etc. The sources of contemporary European Constitutionalism could be traced to medieval England, where in 1215 king John Lackland, under the pressure of rebelled barons and citizens, had to approve of the Magna Charta, which for the first time in history legally limited the king's power.

The first world-wide known constitution was the Constitution of the United States of America adopted in 1787. The young democratic state, established by the colonists from Europe in North America, immediately legally secured the separation of powers, the sovereign will of the people, the provision of natural human rights. The Bill of Rights, adopted in 1791, and incorporated into the US Constitution, specifically concerns the human rights issues.

II. The task of any constitution is to establish specific rules for the most important social relations. Article I of the Constitution of Ukraine deals with this issue.

This article states that: "Ukraine is a sovereign and independent, democratic, social, law-governed state."

Sovereignty is one of the oldest categories of the constitutional law. In the medieval times the word sovereign was synonymous to monarch. In the XVI century J. Bodin, an outstanding thinker, suggested the idea of public sovereignty, according to which people are the only source of power in any state. "Sovereignty and independence of a state mean that its power is supreme, full, independent and indivisible in any relations within the borders of this state, as well as its independence and equality in any relations with other states".

For the Ukrainian state, being democratic means to create favourable conditions to involve its citizens into state affairs administration.

While characterizing Ukraine as a social state, the Constitution provides for the large-scale and efficient policy to guarantee human rights and to establish educational, health-care and social security systems available for all strata of the population.

10. Retel the text.

THEME IV. The State System of Ukraine



sovereign -суверенний, незалежний
sovereignty -суверенітет
to proclaim -проголошувати
to hold, held, held -проводити (збори)
to take part- приймати участь
in favour of- за, на користь
on behalf of -від імені
to elect- обирати
to be elected- обиратися
to vote -голосувати
voter -виборець
to secure -забезпечувати
to conduct -вести, керувати
negotiation -переговори
to conclude treaty -укладати договір
to appoint -призначати
with the consent of -за згодою
bodies of local state administration- органи місцевої держадміністрації

Task 1. Read and memorize the active vocabulary to the text The State System of Ukraine.

to discharge -звільнити
Commander-in-Chief -головнокомандуючий
to preside over -головувати
the Council of National Security -Рада національної безпеки
to sign -підписувати
people's deputy -народний депутат
on the basis of- на основі
universal -універсальний
direct suffrage -пряме виборче право
by secret ballot -таємне голосування
successive elections -наступні вибори
session -сесія
to commence- починати
presiding officer- головуючий
law draft work -робота над законопроектом
State Budget -державний бюджет
execution -виконання
to be responsible to -бути відповідальним перед
to be accountable to -бути підзвітним перед
to carry out- виконувати
domestic policy -внутрішня політика
foreign policy зовнішня політика
to fulfill -виконувати, втілювати
fulfillment -виконання
to administer -управляти, вести, забезпечувати
general jurisdiction -загальна юрисдикція
juridical -юридичний, законний, судовий

Task 2. Read and translate the text, write down all the unknown words. Remember that your reading time is not more than 3 minutes.

The State System of Ukraine

Ukraine is the sovereign independent state. The first step towards its sovereignty was made on July 16 1990, when the Supreme Council of Ukraine proclaimed its independence. About 91% of the people who took part in the All-Ukrainian referendum, held on December 1 1991, voted in favour of Ukraine's independence.

The territorial structure of Ukraine is composed of the Autonomous Republic of Crimea and 24 oblasts. Kyiv, the capital of Ukraine, and Sevastopol possess a special status determined by law.

Under the Constitution of Ukraine the state power is divided into three branches - the legislative, the executive and the judicial.

The President of Ukraine is the head of the state and speaks on behalf of it. He is also a Commander-in-Chief of the Armed Forces of Ukraine and presides over the Council of National Security. The President of Ukraine is elected directly by the voters for a term of 5 years with no more than two full terms.

The President of Ukraine

- secures state independence, national security, human rights and freedoms;
- represents the state in foreign relations, conducts negotiations and concludes international treaties of Ukraine;
- signs laws adopted by the Verkhovna Rada;
- appoints and discharges the Procurator General of Ukraine with the consent of Verkhovna Rada. The one-housed parliament

- the Verkhovna Rada is the only body of the legislative power in Ukraine.

There are 450 people's deputies who are elected for a term of 5 years on the basis of universal, equal and direct suffrage by secret ballot. Successive elections of the Verkhovna Rada shall be conducted on the last Sunday of last month of the fifth year of the term of the parliament.

The Verkhovna Rada works on a session basis. Regular sessions are commenced each year on the first Tuesday of February and on the first Tuesday of September.

The presiding officer is the Chairman of the Verkhovna Rada.

The Verkhovna Rada's main function is making laws. Law draft work is performed in Committees.

The Verkhovna Rada appoints:

- the Prime-Minister according to the proposition of the President with the consent of the majority or the coalition of deputies' groups of the Verkhovna Rada;

- members of the Cabinet according to the proposition of the PrimeMinister;

- Minister of Defence, Minister of Foreign Affairs according to the proposition of the President.

The Verkhovna Rada adopts the State Budget for the period from January 1 to December 31 and controls the execution of it.

The highest body of the executive power is the Cabinet of Ministers of Ukraine. It is responsible to the President and to the Verkhovna Rada and is accountable to the Verkhovna Rada.

The Cabinet of Ministers of Ukraine:

- carries out the domestic and foreign policy of the State, the fulfillment of the Constitution as well as the acts of the President;

- develops and fulfills national programs on the economic, scientific and technological, social and cultural development of Ukraine;

The executive power in oblasts and rayons is exercised by local state administrations.

The President of Ukraine appoints the heads of state administrations and discharges them from these positions.

Justice in Ukraine is exercised entirely by courts. It is administered by the Constitutional Court and by the courts of general jurisdiction.

The Supreme Court of Ukraine is the highest juridical body of general jurisdiction.

Task 3. Answer the following questions.

1. When did Ukraine get its independence?
2. What is the territorial structure of Ukraine?
3. What cities have a special status?
4. What are the main branches of state power?
5. What are the functions of the President?
6. How many terms can the President of Ukraine hold his office?
7. What body is the highest body of the legislative power?
8. For what term are the people's deputies elected?
9. What are the main functions of the Verkhovna Rada?
10. What body adopts the State Budget and controls the execution of it?
11. What body is the highest body of the executive power?
12. What are the main functions of the Cabinet of Ministers of Ukraine?
13. What bodies is the executive power in oblasts and rayons exercised by?
14. What courts is justice exercised in Ukraine by?
15. What court is the highest juridical body of general jurisdiction?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. to determine, to preside over, secret ballot, council, negotiation

Task 5. Express your agreement or disagreement. Use: "In my opinion. I think. I guess. I agree. I can't agree. How can one say that?"

1. The Supreme Court of Ukraine is the highest juridical body of general jurisdiction.
2. Ukraine has got its independence in 1980.

3. The All-Ukrainian referendum was held on December 1 1991.
4. Kyiv, the capital of Ukraine, is the only city in Ukraine which possesses a special status determined by law.
5. The President of Ukraine must sign all laws adopted by the Verkhovna Rada.
6. Ukrainian parliament has two chambers.
7. The Verkhovna Rada adopts the State Budget and controls its execution.
8. The Cabinet of Ministers of Ukraine is responsible to the Verkhovna Rada and is accountable to the President.
9. The Prime-Minister appoints the heads of state administrations.
10. President of Ukraine is elected for a four-year term.

Task 6. Fill in the blanks with the appropriate preposition.

- a. to carry ... the policy
- b. to take part ... the demonstration
- c. in favour ...
- d. to discharge ... the post
- e. ... the Constitution
- f. according ... Criminal Procedure Code
- g. to preside ... the meeting
- h. ... behalf of
- i. to be responsible ... the President
- j. to be accountable ... the parliament
- k. ... the consent of Verkhovna Rada

Task 7. Translate the following sentences.

1. June, the 28th is a state holiday – the Day of the Constitution of Ukraine.
2. The Verkhovna Rada works on a session basis.
3. Law drafting work is performed in the committees of the Verkhovna Rada.
4. The monetary unit of Ukraine is the Hryvnia.
5. The President of Ukraine enjoys the right of immunity during the period of his authority.
6. The Constitutional Court of Ukraine issues on constitutionality of laws and other legal acts, i.e. their correspondence to the Constitution.

Task 8. Make the following sentences complete by translating the phrases in brackets.

1. The Chairman of the Verkhovna Rada (веде засідання верховної Ради та організовує її роботу).
2. The Verkhovna Rada of Ukraine hears annual messages of the President (про внутрішнє та зовнішнє становище України).
3. Providing for stability of currency (є основною функцією Національного Банку України).
4. The President of Ukraine (призначає голів центральних органів виконавчої влади).
5. The Cabinet of Ministers of Ukraine (іде у відставку, коли обрано нового президента).
6. The Procurator General of Ukraine oversees (за дотриманням законів).

Task 9. Complete the following.

The President of Ukraine (забезпечує державну незалежність, національну безпеку і правонаступництво держави, представляє державу в міжнародних відносинах, веде переговори та укладає міжнародні договори України, призначає та звільняє з посади за згодою Верховної Ради України Генерального прокурора України, членів Кабінету Міністрів, голів центральних органів виконавчої влади, а також голів місцевих державних адміністрацій та звільняє їх з цих посад, головує в Раді Національної Безпеки України, підписує закони прийняті Верховною Радою).

Task 10. Change each sentence by choosing an appropriate synonym from the list below for the underlined words. speaker, matters, meetings, exercising, house, organ, post, head, electors

1. The Supreme Court of Ukraine is the highest juridical body of general jurisdiction.
2. The President of Ukraine signs laws adopted by the Verkhovna Rada.
3. Ukrainian parliament has one chamber.

4. The Verkhovna Rada adopts the State Budget and controls its execution.
5. The President of Ukraine is elected directly by the voters for a term of five years with no more than two full terms.
6. The Verkhovna Rada elects the Chairman from its membership.
7. No one can discharge him from his office.
8. The Constitutional Court of Ukraine resolves issues on their correspondence to the Constitution.
9. Regular sessions of the Verkhovna Rada are commenced each year on the first Tuesday of February and on the first Tuesday of September.

Task 11. Match the words on the left with their definitions on the right. Use them in the sentences of your own.

1.court	a) a leader of a republic; often used as a title
2.budget	b) reaching an agreement or settling a dispute by formal discussion
3.president	c) the money that is available to a government and a plan how it will be spent over a given period of time
4.parliament	d) a place where legal trial takes place and are judged
5.negotiation	e) the group of people who are elected to make the laws of the country

Self-directed work

Task 1. Look up in the dictionary the synonyms to the following words. to take part, sovereign, voter, negotiation, chairman, power, to discharge, to preside over, suffrage, law draft, to perform

Task 2. Read and combine the two halves of each sentence.

1. Ukraine is	a) has special status as an autonomous republic.
2. The president is	b) of Ukraine in 1990.
3. Ukraine's parliament	c) based on the rule of law.
4. The Crimea	d) the Commonwealth of independent states.
5. Ukrainian became the official language	e) a commander-in-chief of the military
6. In 1922 Ukraine began	f) a democratic state creating a legal system
7. Ukraine also joined	g) for a four-year term
8. The people of Ukraine elect President	h) is the nation's lawmaking body.

Task 3. Act dialogues on the following topics with your partner:

- 1.The territorial structure of Ukraine.
- 2.President of Ukraine is the guarantor of Ukrainians' rights and freedoms.
- 3.The only legislative body in Ukraine.
- 4.The executive power of the country.
- 5.Administration of justice.

Task 4. Read and translate the text. Write down the unknown words and words expressions. Put 10-15 questions to the text.

The Court System of Ukraine

Under the Constitution the judiciary in Ukraine is administered by the Constitutional Court and by the courts of general jurisdiction.

The Constitutional Court has the right to declare unconstitutional any law passed by Supreme Council of Ukraine or any order issued by the President. It consists of 18 judges who are elected by the President of Ukraine, the Verkhovna Rada and the congress of judges.

Courts of general jurisdiction have three tiers, like a pyramid: the district courts, the courts of appeals and the Supreme Court of Ukraine.

The Supreme Court of Ukraine is the highest body of general jurisdiction. It only examines cases of particular complexity of special public significance, and does so either upon its own decision, or upon the initiative of the Procurator – General of Ukraine.

Appellate courts are divided into regional, territorial and military courts of appeals. The courts of appeals review decisions of the district courts within their areas.

At the bottom of the judicial pyramid are the district (town) courts and military tribunals where litigation begins. Most litigation occurs in these courts (97 % of all criminal cases and 99 % of all civil cases are examined in the principal link of Ukrainian judicial system – the courts of districts and towns).

There are also special trial courts that have jurisdiction over certain types of cases. The special trial courts are organized in a system that looks like the system of courts of general jurisdiction with a Supreme Court at the top. The structure is the following: there are district administrative and economic courts, appellate administrative and economic courts, and high appellate administrative and economic courts.

The first appointment to the office of the judge is done by the President of Ukraine. All the other judges except the judges of the constitutional court are elected by the Verkhovna Rada. Judges shall hold office until they die, retire, or resign.

Task 5. Read the text and fill the spaces with the appropriate words and word combinations which are given after the text.

Systems of Government For the last century or so, the world has been divided into countries, each ruled by a government. Governments vary from harsh dictatorships to liberal ..., but they are all intended to ... in the particular way the country and its people and to ... their affairs.

Every ... has its own system but the government is usually split into ... sections: the legislature, ... and the judiciary. ... usually amends laws and makes new ones; the executive puts them into effect, and the judiciary makes sure they are applied

the legislature, fairly ,country, control, three, democracies, run, the executive

Task 6. Read the texts and make the written translation of the texts into Ukrainian.

Systems of Government

Autocracies

In an autocracy, a single person or a small group holds all the power. In Iran, Islamic religious leaders hold power; in others, it belongs to the army. A dictator is someone whose word is law, like Hitler in Nazi Germany.

Modern Democracies

Today, democracy usually means an elected government made up of politicians voted into power every few years by all adults. Most democracies have a written set of laws called a constitution setting out how the government should be run. Britain does not have one. Some democracies, like France, are republics. It means (that the head of a slate is not a king but an elected president. In the USA, the president is very much in charge.

In other republics, however, the president is just a figurehead and the country is run by a chancellor or prime minister. Britain, Spain and many other democratic countries are still monarchies - that is they have a king or a queen. But the monarch's powers are limited and the country is run by a government led by a prime minister. The government is made up from the party with majority of elected members.

Politics

People who stand for election are called politicians. Left-wing politicians aim to change things, perhaps to make government more democratic or to bring in socialist ideas. Right-wing politicians aim to conserve or keep the system without changes, which is why they are called conservatives. Usually politicians with similar views join a group called a party. In most democratic countries, the party with the majority of votes forms a government.

Political Systems

Most countries are capitalist, which means most things, including industries and businesses, are owned by small groups or individuals. In communist countries like China, the most of all property is owned by the community, or rather, by the government. Socialists believe a government should ensure equal rights to citizens as well, a fair share of money, and good health, education and housing. Fascists believe in army discipline and their country superiority to others.

Elections

In democracies, governments are chosen by election. In a general election, all adults in the country can vote for candidates (politicians) who want to be elected. People usually vote by putting a mark next to a name on a list called a ballot sheet. Just who is elected depends on the system.

Extreme Governments

Many countries have oppressive governments — governments that allow few people to force their will on the rest of the country. They do it in number of ways. Some use soldiers and tanks. Some use the power of money. Some use secret police and spies to stamp out opposition. Some use television and newspapers to fool people into thinking the 'right' way.

Task 7. Show your attitude towards the following sayings and proverbs. Use: "As far as I'm concerned, I believe It seems to me As I see it, That's a very good point. I definitely agree with this saying. I'm not sure I quite agree with it. That may be true, but ... I'm afraid I can't agree."

- A president's hardest task is not to do what is right, but to know what is right. *Lyndon Baines Johnson.*
- A statesman is a politician who places himself at the service of the nation. A politician is a statesman who places the nation at his service. *Georges Pompidou.*
- Democracy means government by the uneducated, while aristocracy means government by the badly educated. *G.K.Chesterton.*
- Law makers should not be law breakers. *Proverb.*
- Morality in government begins with officials using words as honestly as possible to describe the truth. *David Gergen.*
- Power corrupts. *Proverb.*
- That government is best that governs the least, because its people discipline themselves. *Thomas Jefferson.*



constitutional monarchy -конституційна монархія
 to reign -царювати
 to rule -управляти, правити
 to make political decisions -приймати політичні рішення
 chamber- палата
 constituency -виборчий округ
 to be presided over (by) -головувати
 to appoint -призначати
 Lords Temporal -світські члени палати лордів
 Lords Spiritual епископи - члени палати лордів
 archbishop -архієпископ

THEME V. The State System of the UK

Task 1. Read and memorize the active vocabulary to the text The State System of Great Britain.

bishop єпископ

hereditary peer -спадкоємний пер
 to inherit - успадковувати

title -титул

Lords of Appeal (Law Lords) - судді верховного суду Англії

To hold office -займати посаду
 appeal case - апеляційна справа

deliberations, pl - обговорення

Lord Chancellor лорд - канцлер

distinguished -видатний

to renounce - відмовлятися

impartial -неупереджений, справедливий

chairman - головуючий

to reelect - переобирати

duration - термін

to dissolve - розпускати

to bring into being - вводити в дію

prorogation - перерва в роботі парламенту за королівським наказом

available - доступний, готіковий

appropriate - розподіляти, асигнувати

to carry a seat - займати посаду

Home Secretary - Міністр внутрішніх справ

Foreign Secretary - Міністр зовнішніх справ

Defence Secretary - Міністр оборони

Chancellor of the Exchequer - канцлер казначейства (міністр фінансів Великобританії)

Secretary for Scotland - секретар Шотландії

Privy Council - таємна рада

in theory - в теорії

in practice - на практиці

Task 2. Read and translate the text, write down all the unknown words.

The State System of Great Britain

The United Kingdom is a constitutional monarchy, which means that the sovereign reigns but does not rule.

Strictly speaking, Parliament consists of three elements: the Sovereign (that is the King or the ruling Queen), the House of Lords and the House of Commons.

The Queen (or King) is officially head of state, head of the executive, head of the judiciary, head of the legislature, Commander-in-Chief of the armed forces, "Supreme Governor" of the Church of England. The monarch is expected to be politically neutral, and should not make political decisions.

The Parliament legislature consists of 2 chambers: the House of Lords and the House of Commons.

Members of the House of Commons are elected by the adult suffrage of British people in general elections, which are held at least every 5 years. The country is divided into 650 constituencies each of which elects one MP. The Commons has 650 MPs, of whom only 6.3 % are women. The party, which wins the most seats, forms the Government and its leader becomes Prime Minister.

The House is presided over by the Speaker who is appointed by the Government after consultation with the leader of the Opposition. All the members of the House of Commons are paid salary.

The House of Lords consists of the Lords Temporal and the Lords Spiritual.

The Lords Spiritual are the Archbishops of York and Canterbury, together with 24 senior bishops of England.

The Lords Temporal consist of:

- hereditary peers, who have inherited their titles;
- life peers who are appointed by the Queen on the advice of the Government for various services to the nation;
- the Lords of Appeal (Law Lords) who become life peers on their judicial appointments.

The latter serve the House of Lords as the ultimate court of appeal. This appeal court consists of nine law lords who hold senior judicial office. They are presided by the Lord Chancellor and they form a quorum of 3 or 5 when they hear appeal cases.

The House of Lords has no real power but acts rather as an advisory council for the House of Commons.

The person who presides over the Lords deliberations is the Lord Chancellor. He is one of the principal officers of State, and is nowadays a distinguished lawyer. His office is very different from that of Speaker. The Speaker does not speak in the House, but is so named because he speaks on behalf of the Commons to the Sovereign. He renounces party politics on his election, and acts as impartial chairman. He does not change with the Government, but is reelected each Parliament. He controls the member's parliamentary behaviour, and this function contrasts with the power of the Lord Chancellor. The Lord Chancellor is active in party politics, being one of the chief spokesmen for the Government. He has no authority to speak on behalf of the whole House and has no power of discipline.

A new session of Parliament opens every year. The duration of Parliament is five years. In practice it ends sooner. Parliament's life is ended by the Sovereign who dissolves it. It is a constitutional convention that the Queen dissolves Parliament only at the request of the Prime Minister. The Queen issues a Proclamation to bring into being a new Parliament. The life of a Parliament is divided into Sessions, which ends by Prorogation, and each House may put off its meetings by resolution.

The main functions of Parliament are:

- 1) to make laws regulating the life of the community;
- 2) to make available finance for the needs of the community and to appropriate the funds necessary for the service of the State;
- 3) to criticise and control the Government.

The executive consists of government – that is the Prime Minister and Cabinet. The Prime Minister chooses a team of ministers, of whom 20 or so are in the Cabinet. Ministers may be members of either the House of Lords or the House of Commons. Certain offices usually carry a seat in the Cabinet: the Prime Minister, the Home and Foreign Secretaries, the Defence Secretary, the Chancellor of the Exchequer, the Secretary for Scotland, the Lord Chancellor and others. The meetings of the Cabinet are usually held at 10, Downing Street, which is the residence of the Prime Minister.

The Cabinet is responsible for initiating and directing the national policy, government departments, local authorities and public corporations.

The Sovereign's group of close advisers in high matters of state is known as the Privy Council. In theory it advises the Sovereign to make a certain course, but in practice it is a court and consists of the Law Lords.

Task 3. Answer the following questions.

1. Who rules the UK?
2. Which of the Parliament chambers has the greatest power?
3. Which of the words are used when the British Government is mentioned in the press: the Cabinet, the Downing Street 10, White Hall?
4. Who debates bills?
5. Who runs the Government in Britain?
6. Who appoints Cabinet Ministers and other ministers?
7. Who approves the appointment of the Prime Minister?
8. Who becomes a Member of Parliament?
9. Who gives honours such as peerages, knighthood and medals?
10. Could you name the Head of the Commonwealth?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. to inherit, lord, appeal, to renounce, issue, to preside, office

Task 5. Complete the following expressions choosing a suitable proposition from the list below; find the best way of expressing them in Ukrainian.

1. to serve ...
2. the court ... appeals
3. debates ... the House of Lords
4. to be opened ... the Queen
5. to derive ...
6. to carry ... formal occasions
7. according ...
8. to sit ... the benches

Of, by, out, on, to, from, in, as

Task 6. Translate the following sentences and pay special attention to the underlined words or phrases.

1. It is common knowledge that Great Britain, having the oldest Parliament in the world, has one of the most stable and effective political regimes of our time.
2. The Prime Minister chairs the meetings, selects its members, and also recommends their appointment as ministers by the Monarch.
3. An Act of Parliament creates a new law or changes an existing one.
4. Private Members' Bills are Public Bills introduced by MPs or Lords who are not ministers.
5. Public Bills are the most common type of Bill and change the law that applies to the general public.

Task 7. Make the following text complete by translating the phrases in brackets.

Royal Assent

Once both Houses of Parliament have passed a (законопроект), then it has to go to the (королева) for the (королівська санкція). If she had been living 500 years ago, the Queen would have (підписати) all Bills herself. She would also have gone in person to the (Палата лордів) to announce in Norman French whether she agreed to a Bill or wished (відхилити) it. No (монархи) since the 16th century have signed Bills themselves.

There are now two ways in which the Queen can assent to a Bill. Usually she signs what are known as Letters Patent, which allow the two Houses (спікер палати лордів) and (лорд-канцлер) to announce that the Queen has given her (санкції). The other method of giving the Royal Assent occurs about once a year.

The Queen signs a document known as a Commission, which commands certain (лорди), known as Royal Commissioners, to go to the House of Lords and let (члени) of both Houses know the Royal Assent has been given. The ceremony for Royal Assent by Commission is rather like the State Opening Ceremony. Once a Bill has received the Royal Assent it becomes an (закон парламенту). A Bill usually takes several months to complete all its stages in (парламент).

Task 8. Give synonyms to the words in bold type.

Making New Laws: Bills and Acts

As the main function of the Parliament is to make laws every year Parliament passes about a hundred laws directly, by making Acts of Parliament.

There are two main types of Bills - Public Bills which deal with matters of public importance and Private Bills which deal with local matters and individuals.

No new law can be passed unless it has completed a number of stages in the House of Commons and the House of Lords.

In each house a bill is considered in three stages, called readings. The First Reading is purely formal, to introduce the bill. It is then printed and read a second time. The Second Reading is a discussion of the general principles of the bill, with a vote at the end of the discussion. If the bill passes its Second Reading it is considered word by word 'in a committee'. The bill as altered by the committee is then brought before the whole House again

for its Third Reading. In this debate matters of principle and detail may be discussed and voted on. At the end of the Third Reading a final vote is taken.

If the majority of the members vote in favour, the bill has then passed all its stages. Unless it is a money bill, it must then go through all these stages again in the House of Lords. If the Lords rejects the bill that the Commons has passed, the Commons can pass the bill again in the next session. If the Commons then passes the bill a second time, the bill is not sent back to the Lords, but is submitted for the Royal Assent. In other words, the final power of the Lords is to impose about a year's delay on legislation. But if there are some amendments made to a bill by the House of Lords they must be considered by the Commons. If the House of Commons does not agree, the bill is altered and sent back to the Lords. In the event of persistent disagreement between the two houses, Commons prevails. When a bill has passed through both Houses, it is presented to the Queen for approval.

After receiving the Royal assent the Bill becomes an Act of Parliament. In order to be enforced it must be published in Statute form, becoming apart of Statute Law.

Task 9. Match the words on the left with their definitions on the right. Use them in the sentences of your own.

1. queen	a) place where one lives
2. preside	b) receive property, a title, etc as heir
3. inherit	c) be chairman , be the head of
4. residence	d) put on one side for special purpose
5. appropriate	e) ruler in her own right

Task 10. Topics for discussion.

1. The main functions of the House of Lords.
2. The main functions of the House of Commons.
3. The Royal Assent.
4. How a Bill becomes a Law.
5. Comparative analysis of the Ukrainian system of government with the British one.

Self-directed work

Task 1. Translate the words into English. приймати політичні рішення, міністр зовнішніх справ, виборчий округ, розпускати парламент, робити перерву в роботі парламенту, палата, розпочинати роботу парламенту, тривалість роботи парламенту, критикувати роботу уряду, займати вищу судову посаду, успадковувати титул, змінюватися, контролювати поведінку членів парламенту, найближчі радники, урядові міністерства, міністр фінансів Великобританії, в теорії, на практиці, конституційна угода, видатний юрист, резиденція, виконавча гілка влади, повноваження лорда-канцлера, таємна рада, лідер опозиції, призначати, офіційне оголошення.

Task 2. Complete the text using the proposed words. debates, housing, elect, constituencies, Speaker, midnight, news, Government, mail, abroad, Sittings, letters, morning, MP, constituents, House of Commons

The country is divided into 651 voting areas or ... which each ... one MP to serve in the MPs have to present all of their ..., regardless of whether they vote for them. In addition MPs have a duty to their political party, to themselves and their own beliefs and to the nation as a whole.

Once or twice a week people in a constituency have the chance to meet their ... when they can talk about their problems, large or small.

People may come to their MP with ... or money problems or perhaps someone has a relative in hospital and finds it difficult to get there on public transport. An MP spends time at and during holidays, meeting people in local factories, clubs, schools, etc.

The working hours of the House of Commons are very unusual. Most MP start their day in the ... and may not get home until ... or later. It is important for MPs to keep up with the ... so the first thing they do in the morning is to look at the newspapers to know what has been happening overnight both in this country and ... MPs often do this over breakfast.

The first thing an MP does after arriving at the House of Commons is to collect his ... MPs receive huge amounts of mail every day; so reading and answering ... takes a large amount of time. At 2.30 p.m. each day, the ... walks in procession to the Chamber of the House of Commons to begin the day's ...

The first hour of the afternoon from 2.30 to 3.30 p.m. is Question Time, at which most MPs like to be present because they have a chance to ask the ... about what it is doing – and why. They specially like to be present on Tuesdays and Thursdays for Questions to the Prime-Minister.

From teatime until about 1.00 p.m. there are ... in the Chamber in which MPs may try to speak, especially if the subjects are of interest to their constituents. Sometimes a MP finally gets to bed when it is nearly time to begin the next day's work.

Task 3. Make up the dialogues on the basis of the following texts.

I. The Privy Council: The Privy Council developed from a small group of royal advisers at court into the chief source of executive authority. But its position was weakened in the eighteenth and nineteenth centuries as more of its functions were transferred to a developing parliamentary Cabinet.

Today its main role is to advise the monarch on a range of matters, like the resolution of constitutional issues and the approval of Orders in Council, such as the granting of Royal Charters to public bodies. The most important task of the Privy Council today is performed by its Judicial Committee. This serves as the final court of appeal from those dependencies and Commonwealth countries which have retained this avenue of appeal. It may also be used as an arbiter for a wide range of courts and committees in Britain and overseas, and its rulings can be influential.

The office of Privy Councilor is an honorary one, conferred, for example, on former Prime Ministers.

II. The Ministry: The Ministry is the government of the moment. The head of the Ministry is the Prime Minister. The functions of the Prime Minister are: leading the majority party; running the Government; appointing Cabinet Ministers and other ministers; representing the nation in political matters.

Upon accepting office the Prime Minister must form a government, that is, select a cabinet and ministry from among the Members of Parliament of his own party. The Cabinet constitutes the centre of the government and is composed of about 20 of the most important ministers. All major decisions of the Government are made by the Cabinet, and therefore it is the Cabinet which forms Government policy. Decisions made by the Cabinet must be unanimous. It makes its decisions collectively and is collectively responsible to Parliament.

After the Prime Minister has formed his cabinet, he selects the rest of his ministry. Most of these ministers are the political heads of Government Departments and are members of one of the Houses.

III. Government Departments: Government departments are responsible for implementing Government policy. Each department is headed by two people: a political head who is usually the minister, and an administrative head from the Civil Service, called a permanent secretary. They are responsible for a permanent staff which is part of the Civil Service. There are many such departments, for example the Home Office, the Department of Education, the Ministry of Defence, etc. The most important department is the Treasury, and the Prime Minister is usually its political head. It is the Department which controls the economy of the nation.

As well as government departments there are government agencies formed to operate public services, e.g., the Post Office, British Rail, etc. Most of these agencies are subject to the control of one of the government departments.

Task 4. Discuss the text with the partner. Agree with him if he is right or correct him if he is wrong. Use the following phrases.

Sure.

It's not so, I'm afraid.

That's the thing.

It's a pity, I can't agree.

Exactly so.

That's wrong.

Nothing wrong with that.

No, it's vice versa.

Perfectly correct.

I'm of different opinion.

The House of Lords is called the upper house of Parliament, though it has less power than the House of Commons.

The main function of the Lords is to review legislation passed by the House of Commons. Although the Lords can amend bills, it rarely changes their basic principles. The Lords also serves as the United Kingdom's highest court of appeals.

The House of Lords has about 1,170 members but only 25% of the members attend most debates in the House of Lords.

This house is not elected assembly. Most of its members inherit their seats.

Each session of the Parliament is usually opened in the House of Lords by the Queen who is attended by heralds, officers of the Court and members of the Diplomatic Corps. The Commons are 'summoned' to the Chamber by Black Rod (the Gentleman Usher of the Black Rod, whose title derives from the black staff with golf fittings which he carries on formal occasions).

Over the past two centuries of more modern times, there has been pressure for the House of Lords to be abolished or reformed.

The members of the House of Commons take their seats on the green leather benches according to their party and position. From this we get the term 'frontbenches', 'backbenches' and 'crossbenches'. The Government and the Opposition sit facing one another.

The leaders of the Government and the Opposition are known as the frontbenches because they sit on the nearest the center of the chamber.

Task 5. Read the texts and answer the questions.

The Sovereign

"Her Most Excellent Majesty Elizabeth the Second by the Grace of God, of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith."

The Queen is the official Head of State and, for many people, a symbol of the unity of the nation. For a thousand years England (and later the whole of the United Kingdom) has been united under one sovereign, a continuity broken only after the Civil War, by the republic of 1649 to 1660. The hereditary principle still operates and the Crown is passed on to the sovereign's eldest son (or daughter if there are no sons).

The Queen has a central role in state affairs, not only through her ceremonial functions, such as opening Parliament, but also because she meets the Prime Minister every week and receives copies of all Cabinet papers. However, she is expected to be impartial or "above politics", and any advice she may offer the Prime Minister is kept secret.

Functions of the Sovereign:

- opening and closing Parliament;
- approving the appointment of the Prime Minister;
- giving her Royal Assent to bills;
- giving honours such as peerages, knighthoods and medals;
- Head of the Commonwealth;
- Head of the Church of England;
- Commander-in-Chief of the armed forces.

The Royal Family

Many members of the Royal Family undertake official duties in Britain and abroad. Their various responsibilities reflect tradition, their own personal interests and Britain's former imperial status. For example, among her many titles the Princess Royal (Princess Anne) is Chancellor of the University of London, Colonel-in-Chief of eleven Army regiments, including the 8th Canadian Hussars and the Royal New Zealand Nursing Corps, and President of the Save the Children Fund, for whom she has travelled widely.

The Royal Family's money comes from two sources: government funds and their own personal wealth, which is considerable. On the one hand the Queen is certainly one of the richest women in the world, while on the other her power is limited by the fact that so many of her expenses are paid for by government money. Parliament has had effective control of the monarch's finances since the seventeenth century.

1. What powers does the Queen have in government?
2. Who is next in line to the British crown after Prince Charles?
3. How can Parliament control the Royal Family?
4. What connections can you find between the Royal Family and the world outside Britain?

5. Which member of the Royal Family has the highest number of public engagements?

Task 6. Explain the meaning of the following words; make up your own sentences with them.

- a figurehead;
- obsessed with;
- a growing republican sentiment;
- a roving ambassador;
- an opinion poll.

Task 7. Match idioms with their definitions; make up your own sentences with them.

1. <i>above the gangway members</i>	a. впливові люди
2. <i>big wigs / bigwigs</i>	b. "старий парламентський пацюк"
3. <i>reach the woolsack</i>	c. уряд Британії
4. <i>parliamentary language</i>	d. стати лорд-канцлером
5. <i>Downing Street</i>	e. Палата лордів чи Палата общин в залежності від того, де здійснюється зібрання
6. <i>take the Queen's shilling</i>	f. "парламентська мова", ввічлива мова
7. <i>Queen's English</i>	g. члени парламенту, тісно пов'язані з офіційною політикою їх партії
8. <i>old parliamentary hand</i>	h. грубі, вульгарні вислови
9. <i>another place</i>	i. стати солдатом
10. <i>unparliamentary language</i>	j. правильна, літературна англійська мова

THEME VI. Political System of the USA



to vest (in) надавати, (-ся)

to ratify appointments ратифікувати призначення

to initiate ініціювати

with the exception of за винятком

amendment виправлення, поправка

majority party партія більшості

in the line в черзі

in case of у випадку

to settle disputes врегульовувати суперечки

to depend on залежати від

to hold hearings проводити слухання

to participate брати участь

Task 1. Read and memorize the active vocabulary to the text The Political System of the USA.

to enter вступати

to comprise охоплювати

branch of power гілка влади

executive виконавча

legislative законодавча

judicial судова

to carry out the laws виконувати закони

Commander-in-Chief

Головнокомандувач

to run відбуватись, виставляти свою кандидатуру на виборах, змагатись

Верховний



Task 2. Read and translate the text, write down all the unknown words.

The Political System of the USA

The USA is a federative republic. In 1776 when the independence of the USA was declared, 13 "founding" states entered the federation; from 1959 the federation comprises 50 states.

Washington D. C. is the seat of the Federal Government of the United States. The Federal Government is made up of three branches - the Executive, the Legislative and the Judicial. The function of the Executive Branch is to carry out the laws of the nation. It consists of the President, Vice - President and the President's Cabinet. The members of the Cabinet are chosen by the President. Most of them are called Secretaries: the Secretary of State, Agriculture, Labour, Transportation, etc.

The President is head of the state and of the executive department. He is also a Commander - in - Chief of the Army and Navy of the USA. The President and Vice President are elected for a term of 4 years. No person can be elected to the office of President more than twice. The President is elected indirectly in two stages: first electors are chosen in their respective states, and these elect the President and Vice - President, running together on the first Tuesday after the first Monday in November.

All legislative powers are vested in Congress, which consists of the Senate and the House of Representatives. Members of the House of Representatives (435 persons) are chosen every second year. Senators (100 persons) are elected for a term of six years, 2 senators from each state. The Senate ratifies international appointments. The Senate may also initiate any bill with the exception of financial ones; these may be introduced only by the House of Representatives.

The Senate may not adopt any bill introduced by the House of Representatives or make amendments to it.

In the House of Representatives the presiding officer is the Speaker, who is elected by the members and is always a member of the majority party in the House. The Speaker is now the first in the line to become President in case of the death of both President and Vice - President.

In the USA Congress the Speaker plays a very important role in party policies. He appoints members of Congressional Committees, for example, to work on the bills or to settle disputes between the House of Representatives and the Senate.

The decision on some of the most important issues may therefore depend on who is chosen by the Speaker to participate in the Committees.

The main work of the Congress is done in committees. The Congressional Houses have a system of committees - 16 in the Senate and 20 in the House of Representatives. Every bill is worked out there. Special Committees hold hearings on different issues, some of them open and others secret, depending on the subject matter. Two main parties dominate the political scene of the USA - the Democratic Party and the Republican Party. Neither of them have a permanent membership, membership being determined by election vote.

Task 3. Answer the following questions.

1. What are the functions of the USA Senate?
2. Who is elected by the members and is always a member of the majority party?
3. Where is the main work of the Congress done?
4. What are the main political parties in the USA?
5. When was the independence of the USA declared?
6. How many "founding" states entered the federation?
7. What are the three branches the Federal Government is made up of?
8. Whom are the members of the President's Cabinet chosen by?
9. What term are the President and Vice President elected for?
10. When does the election take place in the USA?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. Branch of power, carry out, the executive department, to be vested in, to make amendments, financial bills, to settle disputes

Task 5. Complete the following expressions choosing a suitable preposition from the list below; find the best way of expressing them in Ukrainian.

1. To be elected ... a term ... 4 years;
2. Powers are vested ... Congress;
3. To consist ... the Senate and the House ... Representatives;
4. Two senators ... each state;
5. The Speaker is now first ... the line;
6. To work ... the bills;
7. Depending ... the subject matter.
8. Every bill is worked ... the committees;

On, for, of (3), at, in (3), from, out

Task 6. Translate the following sentences and pay special attention to the underlined words or phrases.

1. The President of the USA has the responsibility of enforcing federal laws, appointing and removing high federal officials.
2. The Vice President of the US presides over the Senate. The Senate has certain exclusive powers. It alone can sit as a court of impeachment to try federal officials impeached by the House of Representatives.
3. The American people have a strong voice in their government. They can exercise their democratic rights by voting in national, state and local elections, and by working in political parties and campaigns.
4. The United States has two major political parties, the Democratic and the Republican. Members of these two parties hold almost all the offices in the national, state and local governments.
5. The federal law must not violate the US Constitution. All state laws must conform to or be in harmony with the federal Constitution as well as with the constitution of the state.

Task 7. Make the following sentences complete by translating the phrases in brackets.

1. The ultimate power under the Constitution is not given to the President (виконавча гілка), or to the Congress (законодавча гілка) or to the Supreme Court (судова гілка). (Вона належить людям).
2. The President must be able to convince Congressmen of his point of view. (В цьому полягає відмінність американської системи влади від парламентарської).
3. The Bill of Rights determines the fundamental rights of Americans; (свободу віросповідання, слова, преси, право мирного зібрання, щоб відстоювати свої інтереси).
4. The division of power between the states and the national government (називається федералізмом. Деякі повноваження належать включно федеральному уряду).
5. The system by which each branch of government can check-limit the power of the other two branches (називається системою стримування і противаг).
6. The President can check the lawmaking power of Congress (з допомогою вето).
7. Congress can check the President's veto by overriding a veto (двома третинами голосів в обох палатах).
8. The Supreme Court can check both the President and Congress (проголошенням їхніх дій неконституційними).

Task 8. Give synonyms to the words in bold type.

1. How many states **joined** the federation in 1776?
2. Who is chosen by the speaker **to take part** in the work of the committees?
3. The federation **includes** 50 states nowadays.
4. You don't need much effort to **solve** this **problem**, do you?
5. We are sure of the great responsibility of lawyers **fulfilling** their professional duties.
6. The federal Government **consists of** three branches. Do you know what they are?

Task 9. Match the words on the left with their definitions on the right. Use them in the sentences of your own.

1. The Executive Branch	a) having the power to make laws
2. The Legislative Branch	b) relating to the administration of justice
3. The Judicial Branch	c) the branch of a government responsible for putting decisions or laws into effect
4. amendment	d) an act of assigning a job or position to someone
5. appointment	e) a section that is added to a law or rule in order to change it
6. to depend on	f) to find the way out by the mutual agreement
7. to settle	g) to be under the conditions of smb. or smth

Task 10. Topics for discussion.

1. Some facts on the foundation of the USA.
2. The structure of the Federal Government.
3. Speak on the role of the Congress of the USA.
4. The main functions of the Senate and the House of Representatives.
5. The Speaker and his important role in party policies.
6. The peculiarities of the presidency in the USA.
7. The main political parties of the USA.
8. Give short characteristics of the three branches of power in the USA

Self-directed work

The government of the United States

Task 1. Read and translate the texts, answer the questions.

US Government

The government of the United States represents, serves, and protects the American people at home and in foreign countries. From the nation's capital in Washington, D.C, the U.S. government's activities and influence reach every part of the world.

The three branches of the United States government - executive, legislative, and judicial - are usually represented by the President, Congress, and the Supreme Court. Generally speaking, the President enforces the laws that Congress passes and the Supreme Court interprets these laws if any question arises.

The United States government shares governmental powers with the states under the federal system established by the United States Constitution. The national governments of most other countries are unitary (centralized). They have final authority in all matters, and grant only limited powers to state and local government. Government in the United States operates on three levels: national, state, and local. The federal government in Washington cannot abolish the states or rearrange their boundaries. It can exercise only powers that are delegated or implied by the Constitution. The states execute powers reserved to them or not denied them by the Constitution. In some areas, the federal and state governments have concurrent powers. That is, they both have the right to exercise authority.

The American judicial system keeps the federal and state governments within their proper fields of power.

The United States government makes and enforces laws, collects taxes, provides services for the people, protects individuals and their property, and works for national and international security. But it is noted for the way it encourages the people to take part in government, seeks to protect the rights of the people from the government itself, and assures the self-government of the states.

The executive branch

The executive branch of the United States government consists of the Executive Office of the President, the executive departments, and the Independent Agencies.

The President of the United States is the nation's chief executive and head of state. The President lives in the White House in Washington, D.C, and has offices there.

As chief executive, the President has the responsibility of enforcing federal laws, appointing and removing high federal officials. The President commands the armed forces, conducts foreign affairs, and recommends laws to Congress. The President also appoints American representatives to international organizations and to diplomatic missions in other lands. As chief of state, the President performs many ceremonial duties. Elected by the people to hold office for a four-year term, the President cannot be elected to more than two terms.

The legislative branch

The legislative branch of the United States government includes Congress, which consists of the Senate and the House of Representatives.

Congress makes, repeals, and amends federal laws. It also levies federal taxes and appropriates funds for the government.

The Senate has 100 members. Each state, regardless of size or population, has two senators, who serve six-year terms. The vice-President of the United States presides over the Senate.

The Senate has certain exclusive powers. It alone can sit as a court of impeachment to try federal officials impeached by the House of Representatives. It alone has the power to approve the President's nominations for major federal offices. Any treaty made by the United States is a subject to the Senate's approval.

The House of Representatives consists of 435 members. A state's representation is based on population. The number of representatives changes as population changes. Only the House can bring charges of impeachment against high federal officials. It alone can initiate tax bills.

The judicial branch

The Supreme Court of the United States is the highest court in the land. It has a chief justice and eight associate justices. The President appoints all justices with the approval of the Senate. The justices hold office for life.

About 95 federal district courts are located in various cities. Above the district courts are 13 federal courts of appeals, often called Circuit courts. Above the courts of appeals is the Supreme Court. Decisions of a district

court may be appealed to an appeals court, and from the appeals court to the Supreme Court. Federal courts decide cases that involve the Constitution and federal laws. Judges of these courts hold office for life. The President appoints them with the approval of the Senate.

The American people have a strong voice in their government. They can exercise their democratic rights by voting in national, state, and local elections, and by working in political parties and campaigns.

The two-party system.

The United States has two major political parties, the Democratic and the Republican. Members of these two parties hold almost all the offices in the national, state, and local governments.

Minor political parties of the United States rarely elect candidates to government offices. They serve chiefly to rail attention to problems that the major parties may have neglected. Often, one or both of the major parties may then attempt to solve such a problem. Then the third party, which brought attention to the problem, may disappear.

National elections to elect a President and vice-President are held every four years on the first Tuesday after the first Monday in November. All members of the House of Representatives and about one-third of the members of the Senate are elected at the same time. Between the Presidential elections, all of the representatives and another one-third of the senators are elected. This election is held on the same day in November in even-numbered years.

Federal and state laws regulate elections and the qualifications of voters. Most states hold primary elections in which party members nominate candidates for state and local offices. Some states use primary elections to nominate candidates for Congress. National political conventions nominate candidates for President and vice-President.

The President is not elected directly by the people. At Presidential elections voters cast their votes for electors. The electors make up the Electoral College, which officially elects the President.

Each state has as many electors as the total of its senators and representatives in Congress. The District of Columbia has three electors. The candidate who receives the highest number of a state's popular votes usually receives all that state's electoral votes. A candidate for President must receive a majority of the electoral votes to become President: however, a candidate may be elected President without having received a majority of the popular vote.

1. How does the United States government differ from most other national governments?
2. What are the three branches of the United States government?
3. What are two exclusive powers of the House of Representatives?
4. Who enforces the laws that Congress passes?
5. What body interprets the laws if the necessity arises?
6. How many levels of government operation are there in the USA?
7. What powers does the federal government exercise?
8. What are the powers of states?
9. What bodies exercise concurrent powers?
10. What are the duties of the President?
11. Where are federal laws made, repealed and amended?
12. How many members are there in the Senate and the House of representatives?
13. How are the justices of the Supreme Court appointed?
14. What other courts besides the Supreme Court are there in the US judicial branch?
15. How would you characterize the US party system?
16. How often are national elections held?

Task 2. Read, translate the text and write down all the unknown words and expressions.

The Constitution as Supreme Law

The Constitution of the United States and the constitutions of the various states are the fundamental written law in those countries. The federal law must not violate the U.S. Constitution. All state laws must conform to or be in harmony with the federal Constitution as well as with the constitution of the state.

The U.S. Constitution is the basic document that gives authority to criminal justice agencies. It also sets the outer limits to their efforts, making sure that the system of crime control fits the form of government. All of the provisions of the Constitution apply to criminal control, though a number of amendments are system-specific. For

instance, the Fourth Amendment prohibits illegal searches and seizures of evidence; the Fifth prevents self-incrimination during questioning; the Sixth guarantees the rights to jury trial; the Eighth provides for reasonable bail and prohibits cruel and unusual punishment; and the Fourteenth prevents from depriving anyone of liberty without due process of law.

Two very important principles of constitutional law are basic to the American judicial system. They are closely related to each other and known as the doctrine of separation of powers and the doctrine of judicial review. The doctrine of separation of powers results from the fact that both state and federal constitutions provide for a scheme of government consisting of three branches — the legislative, the executive and the judicial. Separation of powers ascribes to each branch, a separate function and a check and balance of the functions of the other branches.

The doctrine of separation of powers infers that each separate branch will not perform the function of the other and that each branch is summarized as follows: the Senate retains the power to approve key executive and judicial appointments. The legislative branch exercises control through its powers to appropriate funds.

In addition, Congress can limit or expand the authority of the executive branch or the jurisdiction of the judicial branch in most cases. The executive has the powers to appoint judges (in some states; the judiciary is elected). The judiciary has the powers to review actions of the executive and to review laws passed by the legislative branch to determine if such laws are constitutional.

The doctrine of judicial review is the heart of the concept of separation of powers. This doctrine and the doctrine of supremacy of the Constitution were established at an early date of the American history.

Notes

1. to violate the law – порушувати закон
2. to conform to smth. – відповідати чомусь
3. to be in harmony with – бути співзвучним з
4. criminal justice – кримінальне правосуддя
5. to give authority to – надавати повноваження
6. to fit smth. – відповідати чомусь
7. jury trial – суд присяжних

Task 3. Fill in the blanks using the information from the text.

1. The Constitution of the United States is the fundamental written... of the country.
2. The federal law must not...the US Constitution.
3. The US Constitution gives authority to ...
4. Two very important principles of constitutional law are basis to the American.....
5. A scheme of government consists of three branches —
6. The Senate retains the power to approve key... and...appointments.
7. The executive has powers to ...
8. The judiciary has the powers to review...of the executive and to review ... passed by the... to determine if such ... are ...

Task 4. Answer the following questions.

1. What is the fundamental written law of the United States?
2. What does the US Constitution give authority to?
3. What are the examples of specific amendments to the US Constitution?
4. What are two very important principles of constitutional law basic to the American judicial system?
5. How many branches does a scheme of government consist of?
6. What does the doctrine of separation of powers infer?
7. What kind of power does the Senate retain?
8. What does the legislative branch exercise?

Task 5. Translate words and word combinations into English. Make up your own sentences with them.

Суд присяжних, надавати повноваження, закон штату, судова система, обґрунтована застосова, жорстоке покарання, федеральний закон, розподіл повноважень, кримінальне правосуддя, обшук та вилучення доказів, вищий закон, самообвинувачення, виконувати функції, порушувати закон, приймати

закон, встановлювати межі, забезпечувати обґрунтовану заславу, переглядами її, призначати суддів, здійснювати контроль, схвалювати призначення, складатися з трьох гілок влади.

Task 6. Translate words and word combinations into Ukrainian. Make up your own sentences with them.
Intense debate; to draft a compact; criminal justice agencies; crime control; system-specific amendments; self-incrimination; to question a person; to deprive smb. of liberty; separation of powers; judicial review; separate function; to summarize; appropriate funds; in addition; key executive and judicial appointments; to limit the authority; jurisdiction of the judicial branch; the heart of the concept.

Task 7. Make up questions to receive the following answers.

1. The federal law must not violate the US Constitution.
2. The Fifth Amendment presents self-incrimination during questioning.
3. The Sixth Amendment guarantees the right to jury trial.
4. The Eighth prohibits cruel and unusual punishment.
5. Two basic principles of American constitutional law are the doctrine of separation of powers and the doctrine of judicial review.

Task 8. Read, translate the text and do exercises.

The Basis of American Statehood.

The Constitution of the United States is the central instrument of American government and the supreme law of the land.

For 200 years, it has guided the evolution of governmental institutions and has provided the basis for political stability; individual freedom, economic growth and social progress.

The American Constitution is the world's oldest written constitution in force, one that has served as the model for a number of other constitutions around the world. The path to the Constitution was neither straight nor easy. A draft document emerged in 1787, but only after intense debate and six years of experience with an earlier federal union.

The 13 British colonies declared their independence from England in 1776. A year before, war had broken out between the colonies and Great Britain, a war for independence that lasted for six bitter years. While still at war, the colonies — now calling themselves the United States of America — drafted a compact which bound them together as a nation. The compact, designated the «Articles of Confederation and Perpetual Union», was adopted by the Congress of the states in 1777 and formally signed in July 1777. In February 1787 the Continental Congress, the legislative body of the republic, issued a call for the states to send delegates to Philadelphia to revise the Articles. The Constitutional or Federal Convention convened on May 25, 1787 in Independence Hall, where the Declaration of Independence had been adopted 11 years earlier on July 4, 1776. Although the delegates had been authorized only to amend the Articles of Confederation, they pushed the Articles aside and proceeded to construct a charter for a wholly new, more centralized form of government.

The new document, the Constitution, was completed on September 17, 1787, and was officially adopted on March 4, 1789. The 55 delegates who drafted the Constitution, included most of the outstanding leaders, or Founding Fathers, of the new nation. All agreed on the central objectives expressed in the preamble to the Constitution: "We the people of the United States in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America".

Notes

1. *statehood* – державність
2. *government* – уряд, держава, влада, управління
3. *constitution in force* – чинна конституція
4. *draft* – проект
5. *to bind* – зв'язати, об'єднати
6. *to issue a call* – звернутися з закликом
7. *to amend* – вносити поправки
8. *to push aside* – відкинути
9. *blessings* – благословення

10. posterity – нащадки

11. neither...nor – ні...ні

Task 9. Fill in the blanks, using suitable word or word combination mentioned above. *model; statehood; debate; delegates; independence; constitution; Founding Fathers; experience; a draft document; the legislative body; the outstanding leaders.*

1. The basis of the American... and the supreme law of the land is the...
2. The American Constitution has served as the ... for a number of other constitutions around the world.
3. After intense ... and six years of ...with an earlier federal union ... emerged in 1787.
4. In 1776 the 13 British colonies declared their... from England.
5. In February 1787 the Continental Congress... of the republic issued a call for the states to send ...to Philadelphia.
6. The 55 delegates who drafted the Constitution, included most of the ...or... of the new nation.

Task 10. Translate words and word combinations into Ukrainian. *The basis of statehood; supreme law; central instrument of government; evolution of governmental institutions; more centralized form of government; individual freedom; Articles of Confederation and Perpetual Union; the Continental Congress; Constitutional or Federal Convention; the Declaration of Independence; Independence Hall; most of the outstanding leaders; neither straight nor easy path.*

Task 11. Translate words and word combinations into English. Make up your own sentences with them.
Політична стабільність; соціальний прогрес; гіркі роки; законодавчий орган; направити делегата; створити більш централізовану форму управління; прийняти новий документ; внести поправки до статей Конфедерації; відкинути статті Конфедерації; погодитися з головними цілями; преамбула конституції, війна за незалежність, загальний доброруб, батьки-засновники, формувати союз.

THEME VII. How a Bill Becomes a Law



act -акт
to adjourn -відкладати
to adopt laws -приймати закони
to amend -вносити поправки
amendment- поправки
to approve -схвалювати
closure rule -правило припинення дебатів
committee комітет
to iron out -відсторонювати

Task 1. Read and memorize the active vocabulary to the text *How a Bill Becomes a Law*.

to issue -видавати; питання
legislation -законодавство
lawmaking process -процес прийняття законів
to override -відхилити
to pass -проходити; приймати
pocket veto -“кишенське вето” (не підписання Президентом США законопроекту до розпуску конгресу)
reading -читання
to refuse -відмовляти
to regulate -регулювання; правило
rejection -відмова
resolution -резолюція
to retain -утримувати
roll call vote- поіменне голосування
rule of law -норма права
senator -сенатор
to sign -підписувати
signature- підпис
to stipulate -обговорювати (умови)
to substantiate -обґрунтовувати
to submit -вносити на розгляд
to table -відкладати
title- назва

Task 2. Read and translate the text. Write a list of words, unknown to you. Use your dictionary to check their meaning.

How a Bill Becomes a Law

The legislative branch – Congress- consists of the Senate and the House of Representatives. Congress makes all laws and each House of Congress has the power to introduce legislation.

The Senate and the House of Representatives meet in session each year to create new laws, change existing laws and enact budgets for the State. The members of the House and Senate offer legislation, or bills, for consideration. Once a member introduces a bill, the legislative process begins. The process has a number of specific steps. Bills must have three readings in each House in order to pass the Legislature.

The first thing that happens to bills on the “floor” is introduction and referral to committee. When a Senator or a Representative introduces a bill, he sends it to the clerk of his House, who gives it a number and a title. This is the first reading of the bill.

Most of the work of Congress is carried out in Committees. The committee may decide the bill unwise or unnecessary and table it, thus killing it at once. Or it may decide the bill is worthwhile and hold hearing to listen to facts and opinions presented by the experts. After members of the Committee have debated the bill and perhaps offered amendments, a vote is taken, and if the vote is favorable, the bill is sent back to the house. The clerk reads the bill sentence by sentence to the house and this is known as the second reading.

It is on the second reading that the chamber discusses the merits of the legislation. It is here, too where members can offer amendments to the bill. In the House of Representatives, the time for debate is limited by a closure rule, but there is no such restriction in the Senate.

The third reading is by title only and the bill is put to vote. The bill then goes to the other house of Congress, where it may be defeated or passed with or without amendments. If the bill is defeated, it dies. If it is passed with amendments, a joint Congressional committee must be appointed by both Houses to iron out the

differences. After its final passage by both Houses, the bill is sent to the President. If he approves the bill, he signs it and the bill becomes a law.

If the President disapproves, he vetoes the bill by refusing to sign it and sending it back to the house of origin with his reasons for the veto.

The objections are read and debated and a roll-call vote is taken. If the bill receives less than a two-thirds (2/3) vote, it is defeated. But if it receives a two-thirds vote or greater, it is sent to the other house for a vote. If that house also passed it by two-thirds vote, the president's veto is overridden, and the bill becomes a law. If the president desires neither to sign nor to veto the bill, he may retain it for ten days, after this time it automatically becomes a law without signature. However, if the Congress has adjourned within those ten days, the bill automatically killed, that process of indirect rejection being known as a pocket veto.

Task 3. Answer the following questions.

1. What does the legislative branch consist of?
2. What body has the power to introduce legislation?
3. Who offers legislation for consideration?
4. How many readings must bills have in each house in order to pass the Legislature?
5. What is the first reading of a bill?
6. In what case is the bill sent to the floor of the house?
7. What is the second reading?
8. What is the time for debate in the House of Representatives limited by?
9. What is the third reading?
10. When does the bill go to the other house of Congress?
11. In what case must a joint congressional committee be appointed?
12. What is the bill sent to the President for?
13. What does "to override the President veto" mean?
14. In what case does the bill automatically become a law?
15. What is "a pocket veto"?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. Bill(s), legislation, committee(s), amendments, (a) vote.

Task 5. Complete the following expression choosing a suitable preposition; find the best way of expressing them in Ukrainian.

• the house _____ origin	• to be appointed _____ both Houses
• to become a law _____ signature	• the first reading _____ the bill
• to be passed _____ amendments	• a number _____ specific steps.
• to iron _____ the differences	• to be known _____ a pocket veto
• to be sent _____ the President.	• the process _____ indirect rejection

Task 6. Translate the following sentences.

1. The Senate usually allows unlimited debate on proposed legislation, whereas the House limits representatives to speaking for five minutes or less during a debate.
2. The Senate chamber is smaller and quieter than the House Chamber.
3. The Constitution requires a two-thirds vote of the Senate to approve treaties.
4. The chamber must approve, change or reject all committee amendments before conducting a final passage vote.
5. The legislative cycle is two years long. Within that two year cycle there are two kinds of legislative sessions: regular sessions and extraordinary or special sessions.
6. The Speaker of the Houses of Representatives and the majority leader decide what bill will reach the floor and when.
7. Scheduling of legislation is the job of the Majority leader.
8. Bills can be brought to the floor whenever a majority of the Senate chooses.

9. A quorum call is a vote to make sure that there are enough members present (218) to have a final vote. If there is not a quorum, the House will adjourn or will send the Sergeant at Arms out to round up a missing members.
10. In the Senate 51 members must be present, however, Senate can conduct daily business without a quorum unless it is challenged by a point of order.

Task 7. Make the following sentences complete by translating the phrases in brackets.

1. The (процедури) for the singing and official (публікація) of the laws are clearly regulated in Article 94 of the (Конституція).
2. Within fifteen days of receiving the (закон), the President shall either (підписувати) this law or return it with substantiated (пропозиції) to Parliament for reconsideration.
3. If the law is not returned for reconsideration by the President within the stated period, it shall be treated as (схвалений) by the President and shall be signed and published.
4. If in the course of reconsideration, the law is (прийнятий) unchanged by Parliament by a (більшість) of at least two-thirds of its members, the President shall be (зобов'язаний) to sign and promulgate the law within ten days.
5. Members from each (палати) form a conference committee and meet to work out the differences.
6. Leaders of the House of Representatives have more (влади) than leaders in the Senate.
7. The main task of each house of Congress is the same – (видавати закони).
8. Washington has 49 legislative districts, each of which (обирає) a Senator and two Representatives.
9. The (право) to adopt laws in Ukraine belongs to the Verkhovna Rada.
10. The First Reading is the first time that a (законопроект) goes before the House itself.

Task 8. Read the sentences and match the highlighted words to their synonyms below.

Consent, a proposal, split, a bill, pass, debates, a nation, findings, consumes, set

1. Ukraine is seeking to become a **country** ruled by law.
2. Senators may debate a **proposition** for weeks or even months.
3. House **discussions** rarely last more than one day.
4. As in the House of Representative, any member of the Senate may introduce a **legislative proposal**.
5. Legislative business **takes** the largest share of the Senate's time.
6. The Senate brings bills to the floor by unanimous approval.
7. The Speaker of the House may **place** time limits on committees.
8. Subcommittees report their **results** to the full committee.
9. If the House and Senate **enact** the same bill then it is sent to the President.
10. Bills may be referred to more than one committee and it may **be divided** so that parts are sent to different committees.

Task 9. Match the definitions of the following words.

1. Senate	a) a form or a draft of a proposed statute presented to a legislature, but not yet enacted or passed and made a law.
2. the House of Representative, of a state legislature.	b) a member of the U.S. House of Representatives or of the lower house
3. Speaker	c) a member of a Senate.
4. Senator	d) the presiding officer of a legislative assembly.
5. Representative	e) the national legislative body of the United States, consisting of the Senate and the House of Representatives.
6. Bill	f.) the upper house of the U.S. Congress, to which two members are elected from each state by popular vote for a six-year term.
7. Congress	g) the lower house of the U.S. Congress and of most state legislatures.

Task 10. Topics for discussion.

1. Parliamentary bicameralism.
2. Unicameral legislatures.
3. The President's legislative powers.

4. How bills go through English Parliament
5. How laws are made in Ukraine.
6. Majority and minority parties

Self-directed work

Task 1. Read the text and translate it into Ukrainian.

Making New Laws: Bills and Acts

In Great Britain laws are made in Parliament at Westminster. In the UK there are five types of legislation considered by Parliament. These are:

- *Government Bills*
- *Private Members' Bill*
- *Private Bills*
- *Hybrid Bills*
- *Statutory Instruments*

Government Bills embody government policy and a Minister introduces them. The bulk of Parliament's time is taken up with these types of bills. As the current government has such a large parliamentary majority, it is almost certain that all Government Bills will be passed into law (though some may be amended along the way).

Individual MP's from any political party (or a peer) can introduce a **Private Members Bill**. These rarely have any chance of becoming law as too much of Parliament's time is taken up with Government bills. As a result of this, Parliament gets little chance to discuss Private Members Bills, let alone vote on them.

Private Bills are promoted by organisations that want specific powers. This type of bill is introduced following a petition to Parliament by the organisation that wants that bill to become law. These usually suffer the same fate as Private Members Bills – timed out as a result of Parliament concentrating on government bills.

Hybrid Bills are very rare. The government or backbenchers introduce them. They are a mixture of private and public bills and come about if someone or some people are going to be treated differently to others.

Statutory Instruments are rules made under powers contained in an Act of Parliament. Because they come from primary legislation, they are sometimes known as secondary legislation.

The idea for a new law can come from a variety of sources:

- 1) An election manifesto promise;
- 2) A government department after an election has been won;
- 3) The influence of pressure groups;
- 4) The influence of experts within their field;
- 5) In response to an EU directive.

No new law can be passed unless it has completed a number of stages in the House of commons and the House of Lords. The monarch also has to give a Bill the royal assent, which is now just a formality.

The first stage is the process of formulation. This is actually deciding what is going to be contained in that bill. Both ministers and civil servants acting on behalf of the government do this process. In fact, in many instances, the details of a bill are left to experts within a civil service 160 department who are there to work for the government. Parliamentary Counsels (government lawyers) are responsible for actually drafting the bill. Only after a bill has been drafted and agreed on by ministers, does it go to the House of Commons for its first reading.

After so much preparatory work, the bill that goes before the House of Commons cannot be considered a mere 'rough draft'. It is a lot more than this. Even at this seemingly early stage of its 'life', the bill is what the government wants to become law. If a government has a large parliamentary majority in the House, a bill, even on its first reading, frequently passes with relative ease (assuming that it is not a controversial one) and with few, if any, amendments to it.

The First Reading is the first time that a bill goes before the House itself. The First Reading is, in fact, when a bill is introduced after which the bill is then put into print. Though the title "First Reading" conjures up the image of a big parliamentary event, it is really the opposite in that nothing actually happens other than the fact a bill goes before Parliament. As the bill is not in a printed format at this time, MP's can do little about assessing content etc. From this purely formal introduction, the bill then gets a Second Reading.

By the time of the **Second Reading**, MP's have access to the detail of the bill and it is in the Second Reading that MP's have the chance for a wide-ranging discussion on a bill's merits or otherwise. Usually, though not exclusively, a parliamentary day is given over to a Second Reading, which usually corresponds to about six

hours of discussion. More controversial bills have been known to be given three days of parliamentary time – about eighteen hours.

Traditionally, a government minister opens a Second Reading while his/her opposite number on the Opposition Benches replies. From here, backbench MP's join in the debate. When it comes to closing the Second Reading, the minister concerned does this. The debate in the House is controlled by either the Speaker or the Deputy Speaker. Controversial bills may proceed to a vote at a Second Reading. It is almost certain that a government with a decent Parliamentary majority will win this as the bill represents what that government wants and the party whips would ensure that a smooth vote takes place. From the Second Reading, the bill moves onto to the Committee Stage.

The Committee Stage is probably the most thorough examination of the bill. This examination is done by a Standing Committee that is made up of 18 to 25 MP's. The number per political party is determined by each party's strength in the House of Commons. With a large parliamentary majority, the Labour government has a sound representation on such committees. The Minister responsible for the bill is on the committee along with junior ministers. The opposition minister is also on the committee along with his/her junior ministers. There are two Whips on the committee – one from the government and one that represents the opposition. The other places on the committee are made up of MP's from both sides of the House. They are considered to have an expertise in the matter being discussed and can bring such expertise to the detailed discussion that occurs at the Committee Stage.

The number of times a Standing Committee meets is determined by the importance of the bill. A major government bill may require a number of meetings (between 10 and 12 is usual) over a six-week period. However, controversial bills have taken up more time than this. A Standing Committee is chaired by a senior backbencher from either side of the House. His/her task is to remain impartial throughout the committee stage. Bills that are likely to take time due to their controversial nature may have two chairs appointed – one from the government and one from the Opposition.

On rare occasions, the Standing Committee stage might be expanded. This is done when this examination of a bill is taken 'on the floor'. This is when a **Committee of the Whole House** is convened to give all MP's the opportunity to express their views on a bill. This happens rarely as it is a time-consuming process. Major finance bill and proposed constitutional changes have led to Committees of the Whole House being instigated in the past.

The whole committee stage is meant to be a thorough examination of a bill and it is the longest part of the process. Once it has ended, the process moves on to **the Report Stage**. This stage is also known as 'The Consideration'. This is a detailed examination of the bill by all MP's, including amendments if they have been suggested at the Committee stage. New amendments can be introduced at this stage. This is usually done by the government in response to amendments suggested at the Committee stage. By doing this, the government can claim to have listened to the proposed amendments to a bill. It can also claim to still be in charge of the bill as it has proposed the amendments! The Report Stage can last from 30 minutes to several days. From here, the bill returns for its Third Reading.

The Third Reading is the final part of the debate regarding the bill within the House of Commons. MP's discuss the overall content of the amended bill. From here the bill automatically moves onto the House of Lords.

Under its current structure, **the Lords** operate in broadly the same way as the House of Commons. The First Reading in the Lords is, as in the Commons, a formal introduction. A major debate on the bill occurs at the Second Reading. The Lords continue to follow the pattern of the Commons with a Committee Stage, followed by the Report Stage and then a concluding Third Reading.

However, though there are many similarities in the way both Houses proceed with regards to the way bills are passed, there are also a number of important differences.

The Lords Committee Stage is usually held on the floor of the Lords itself. In this way, any peer may put forward amendments and comment about the bill. Amendments can be made in the Lords at the Third Reading. This is usually done to clarify any amendments the government has agreed to make to its bill.

If the bill is voted for in the Lords, it is immediately sent for Royal Assent. However, if any amendments have been made in the Lords, the bill is returned to the Commons which debates each amendment the Lords have made. The Commons can:

- accept the amendment
- amend the Lords amendment

- completely replace a Lords amendment with one of its own
- reject a Lords amendment.

If any of the last three are done in the Commons, the bill returns to the Lords with an explanation as to why the government has taken the course of action it has. This is a 'statement of reasons'. The Lords can accept this and pass the bill. However, it can also reject the 'statement of reasons'. When this happens, the amendments concerned (and therefore the bill itself) go to and from the Commons and Lords until an acceptable compromise is reached. If both Houses fail to agree on their differences, the bill dies. This is an extremely rare event and has only happened on very infrequent occasions since 1945.

There are two major restrictions on the Lords ability to kill of a bill.

1) The Lords may not delay a bill for more than one parliamentary session. A bill lost in the Lords in one session but then passed by the Commons in the next parliamentary session, would automatically receive the Royal Assent regardless of whether the Lords opposed it in that session.

2) The Lords does not deal with any "Money Bills". These pass through the Lords without discussion.

After the First Reading, Second Reading, Committee Stage and Third Reading in the Commons and the input by the Lords, a bill (if it has passed through all the stages) is ready for **the Royal Assent**.

Without the Royal Assent, a Bill cannot become law. In this process, the monarch formally signifies assent to the bill so that it becomes an act and part of the law of the land. The Queen uses Norman French as part of tradition – "La Reyne le veult" ("The Queen wishes it"). The last time the monarch refused to give Royal Assent was in 1707 with Queen Anne. It is all but impossible to imagine a situation whereby the Queen would refuse to give Royal Assent to a bill that has gone through such a thorough examination. Such a refusal would spark off a major constitutional crisis. When the Queen signifies her Assent, a Bill becomes an Act of Parliament.

Task 2. Read the text and translate it into Ukrainian.

The Lawmaking in Ukraine

Ukraine legal system by its nature belongs to the Romano – Germanic legal family (the continental law system). This means that it is based on a pandect system, where the main legislation sources are codified laws. There are a number of codified laws in the main spheres of national legislation. Among such codes the main ones are the following: the Civil Code, the Economic Code, the Criminal Code, the Land Code, the Family Code, the Customs Code, Civil Procedural Code, Criminal Procedural Code, the Labor Code, the Air Transportation Code, etc.

Ukrainian legal system also has a well structured hierarchy of normative acts. Only the Verkhovna Rada is entitled to issue normative acts in the form of laws. They are the highest normative acts in Ukraine. Normative legal acts in Ukraine have different legal validity depending on the law – making subject and the state body which issues it.

The right to adopt laws in Ukraine belongs to the Verkhovna Rada. They have the highest legal force in the state. The Article 92 of the Constitution points out the areas where the relations are governed exclusively by the laws of Ukraine.

According to the Constitution of Ukraine as amended, the President of Ukraine, National Deputies of Ukraine and the Cabinet of Ministers of Ukraine have the rights of the legislative initiative.

The law adopted by the Verkhovna Rada goes to the President for signing. The President signs or returns it with his/her propositions for repeated consideration. The Verkhovna Rada may overrule the President's veto by the ¾ voters of the National Deputies list.

The law comes into force ten days after its official publication, if not otherwise stipulated in the law itself.

The next layer of Ukrainian legislation is secondary legislation. Different normative acts in the form of decrees, resolution, orders etc. issued by the President, the Cabinet of Ministers, the National Bank, ministries and other state agencies are adopted on the basis and in realization of the general provisions of laws.

The President of Ukraine issues decrees (ukazy) and directives (rozporiadzennia).

The Cabinet of Ministers of Ukraine, within the limits of its competence, issues resolutions (postanovy) and directives (rozporiadzennia). All the documents produced by the highest state bodies are mandatory for execution by every person on the territory of Ukraine.

In pursuance of the laws of Ukraine, the ministries, state agencies and committees issue resolutions, directives, regulations, instructions and orders that concern their specific sphere of competence.

Ukraine carries out foreign policy activity. It is a member to different international organizations and agreements. International treaties come into force on the consent of the Verkhovna Rada of Ukraine to be binding. Since that moment they become an important part of national legislation.

The conclusion of international treaties that contravene the Constitution of Ukraine is possible only after introducing relevant amendments to the Constitution.

All these normative legal acts and international treaties of Ukraine are registered at the Ministry of Justice of Ukraine.

Local state administrations and bodies of local self-government issue resolutions, orders, decisions, etc. to ensure the observance of laws and freedoms of citizens, and the implementation of development programs and regional budgets.

The number of laws increases constantly, which creates the problem of contradictions between them. The imperfection of Ukrainian legislation lies in its instability, overregulation and complexity of norms.

THEME VIII. English Law



Task 1. Read and memorize the active vocabulary to the text *The History of English Law*.

countless systems of law -багаточислені системи права
to arise from -походити, витікати із, виникати з
Roman Law -Римське право
English Law -Англійське право
to be native to -бути притаманним
to spring forth -поширюватись
to take strong doses -прийняти велику частину
to leave the trace -залишили свій відбиток
to affect law -впливати на право
to influence the English Law -впливати на Англійське право

formidable -1. страшний. 2. грізний, великий. 3. значний

to owe -завдячувати

the Assizes суд -асизів, виїзні суди присяжних

a regular mode of trial -звичайний спосіб/порядок судового розгляду

a selected body of men -обрана група людей

to be obliged on oath -бути зобов'язаним під присягою (клятвою)

jury system -жюрі

to become more firmly established -ставати (міцним, стійким) стабільним

trial слухання -(розгляд) справи в суді присяжних

to become compulsory -ставати обов'язковим

the Court of Chancery -суд лорда канцлера

to be established under the Statute- бути встановленим статутом

the Statute of Westminster II-Вестмінстерський статут, закон, який надав нові права суду лорда канцлера

the King's Secretary -королівський секретар

to deal with civil matters -мати справу з цивільними питаннями

Equity -право справедливості

to grow worse -погіршуватись

Common Court of Appeal -загальний апеляційний суд

to tend to -мати тенденцію

fusion -злиття

for convenience -для зручності

to be achieved by smth.- досягати за допомогою чогось

the Judicature Acts- закони про судоустрій

Chancery division -канцлерський відділ (Високого Суду правосуддя Великобританії)

Queen's Bench division -відділення королівської лави (Високого Суду правосуддя Великобританії)

Probate, Divorce and Admiralty Division- відділення (суду) у справах про заповіти, розлучення та морських справ

to be put to rest- покладати кінець

the highest court in the land -найвищий суд в країні

in theory -теоретично

to sit in the House -брати участь в засіданні палати

to take part in appeal- брати участь в апеляції

to hold high judicial office- займати високу судову посаду

felony- фелонія, кримінальний злочин

misdemeanor- провіна, судово-караний проступок; проступок, що карається судом

to be punishable with death -каратись смертною карою

public opinion -громадська думка

to cry out against cruelty -виступати проти насильства

capital punishment- смертна кара (найвища міра покарання)

to abolish- відмінювати, скасовувати

Task 2. Read and translate the text, write down all the unknown words.

The History of English Law



In the Western world to-day there are countless systems of law, but broadly speaking, they arise from either of two roots – the Roman Law or the English Law. The English Common Law is native to Britain, but has sprung forth in the United States, in Australia, New Zealand and most of Canada, whereas Scotland, the Continent and South Africa have all taken strong doses of Roman Law.

It is very curious that the Romans should have left their trace on the English language and landscape, but failed to affect their law.

William the Conqueror (XI century). The English king Henry II (XII century) influenced the English law greatly. To him England owes the Assizes and the jury system as a regular mode of trial. In its early form the jury was a selected body of men who were obliged on oath "to present" for trial all the people in their district who committed crimes. The jury system became more firmly established and trial by jury became compulsory.

The Court of Chancery was established under the Statute of Westminster II (XIII-th century). The Chancellor was at first the King's secretary. The Court of Chancery dealt with civil matters in Equity.

Relations between Common Law and Chancery Courts grew worse. After the Napoleonic Wars a new Common Court of Appeal was established. Various acts tended to one thing, the fusion of the courts. This was finally achieved by the Judicature Acts of 1873 and 1875. There was to be one Supreme Court consisting of the Court of Appeal and the High Court. For convenience it was divided into three Divisions – Chancery, Queen's Bench and Probate, Divorce and Admiralty. The age old struggle between Law and Equity was put to rest.

The highest court in the land to-day is the House of Lords. In theory, any peer sitting in the House may take part in an appeal. It is a custom that only those in the Lords holding high judicial office may do so.

Common Law crimes were divided into two classes: felony (the more serious) and misdemeanor (less grave). All felonies were punishable with death. As public opinion cried out against such cruelty capital punishment was abolished for hundreds of offences, and in 1965 it was abolished altogether.

Task 3. Answer the following questions.

1. What are the two main roots of law in the Western World?
2. When was the capital punishment abolished altogether?
3. Where did the English Common Law spring forth?
4. Which countries took strong doses of Roman Law?
5. Who influenced the English Law greatly in the XI-th century?
6. What court system does English owe to Henry II?
7. What was the jury in its early form?
8. When was the Court of Chancery established?
9. Did the Court of Chancery deal with criminal or civil matters?
10. When was the fusion of the courts achieved?
11. What is the Highest Court of England?
12. What classes were Common Law crimes divided into?
13. When was the Statute of Westminster II adopted?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. Law, court, division, punishment, system, trial.

Task 5. Complete the following expressions choosing a suitable preposition; find the best way of expressing them in Ukrainian.

1. arise ... two roots

2. The English Common Law is native ... Britain
3. men who were obliged ... oath
4. Various acts tended ... the fusion of the courts.
5. All felonies were punishable ... death.
6. The Court of Chancery dealt ... civil matters in Equity.
7. The trial ... jury became compulsory.
8. Public opinion cried out ... cruelty.

Task 6. Translate the following text and pay special attention to the underlined words and phrases.

Comparison of Roman and English law

The main differences between the British **legal system**, called the accusatorial or **adversarial system**, and the system of some European countries (for example, France), called the **inquisitorial system**, are that in the **accusatorial system** the judge acts as an **impartial umpire**; **prosecution** and **defense** each put their case; and the **jury** decides. In the inquisitorial system the **inquiry** into the facts is conducted by the judge, who also **examines the evidence and interrogates witnesses**.

A disadvantage of the accusatorial system is that juries have to decide on the basis of the evidence put in court, which may **be limited by rules of evidence**. The same evidence would not be hidden under the inquisitorial system, where all evidence must be put forward. But the inquisitorial system does not allow for **cross-examination of witnesses**, and gives the examining magistrate potentially-oppressive **powers**. **Pleas of guilty** are also not allowed.

Task 7. Make the following sentences complete by translating the phrases in brackets.

1. The high Court is divided into (три відділення).
2. In England and in the USA the jury system (обов'язкова).
3. The Chancellor was at first (королівським секретарем).
4. The Court of Chancery dealt with (громадськими позовами по праву справедливості).
5. The highest court in England today is (палата лордів).
6. In theory any peer may take part in (розгляді апеляції).
7. Common Law crimes were divided into (два класи: більш серйозні та менш серйозні).
8. Some courts can decide the case (без присяжних)
9. Capital punishment (остаточно скасовано в Англії).
10. Scottish law has taken a lot (з Римського права).

Task 8. Give synonyms to the words in bold type.

- 1) The new rules **were founded** by the state.
2. **The body** of 12 persons decided the case.
3. The accused **was examined** in a court of law.
4. You can't say that a person **has done wrong** unless you have proved it.
5. The Act of Parliament **separated** the Court into three divisions.
6. He was tried in **the hall of justice**.
7. This crime was punishable with **death**.
8. **The rules** tell the people what they must do and what they must not do.
9. **The prisoner** appealed against the judge's decision.
10. The jurors **were trying** the case.
11. The Romans failed to **influence** English Law.
12. The Court of Chancery **concerned** with civil Matters in Equity.
13. The Courts of Assizes and Quarter Sessions **were cancelled**.

Task 9. Match the words on the left with their definitions on the right. Use them in the sentences of your own.

1. Common Law	a) a non-indictable offense, regarded in the U.S. (and formerly in the UK) as less serious than a felony
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2. Law of Equity	b) a crime, typically one involving violence, regarded as more serious than a misdemeanor, and usually punishable by imprisonment for more than one year or by death
3. felony	c) a branch of law that developed alongside common law in order to remedy some of its defects in fairness and justice, formerly administered in special courts
4. misdemeanor	d) the part of English law that is derived from custom and judicial precedent rather than statutes. Often contrasted with statutory law
5. court	e) involving accusation by a prosecutor and a verdict reached by an impartial judge or jury
6. trial	f) a trial or legal procedure in which the judge has an examining or inquiring role
7. accusatorial	g) a tribunal presided over by a judge, judges, or a magistrate in civil and criminal cases
8. inquisitorial	h) a formal examination of evidence by a judge, typically before a jury, in order to decide guilt in a case of criminal or civil proceedings

Task 10. Topics for discussion.

1. The history of English Law.
2. The sources of English Law.
3. Common Law as “Judgemade Law”.
4. Equity

Self-directed work

Task 1. Read and translate the text. Find in the text the equivalents to the words and phrases given below. Discuss the text with the partner.

English Law

English Law is one of the major European legal systems, Roman law being the other. English law has spread to many other countries, including former English colonies such as the USA, Canada, Australia, and New Zealand.

English law has an evolving history dating from the local customs of the Anglo-Saxons, traces of which survived until 1925. After the Norman Conquest there grew up, side by side with the Saxon shire courts, the feudal courts of the barons and the ecclesiastical (church) courts. From the king's council developed the royal courts, presided over by professional judges, which gradually absorbed the jurisdictions (legal powers) of the baronial and ecclesiastical courts. By 1250 the royal judges had amalgamated the various local customs into the system of common law – that is, law common to the whole country. A second system known as equity 191 developed in the Court of Chancery, in which the Lord Chancellor considered petitions.

In the 17th and 18th centuries common law absorbed the Law Merchant, the international code of mercantile customs. During the 19th century virtually the whole of English law was reformed by legislation; for example, the number of capital offences was greatly reduced.

A unique feature of English law is the doctrine of judicial precedents, whereby the reported decisions of the courts form a binding source of law for future decisions. A judge is bound by decisions of courts of superior jurisdiction but not necessarily by those of inferior courts.

Поширюватись, місцеві традиції, церковні суди, спід (відбиток), судовий прецедент, злочин (що карається смертною карою), право справедливості, повноваження, позов (ходоматство, позовна заява), бути зв'язаним, суд нижчої інстанції, суд вищої юрисдикції.

Task 2. Read the text and translate all the unknown words and word combinations. Make up your own dialogues on the basis of the text.

English Legal System

Law is a body of rules and principles under which justice is administered or order enforced in a state or nation. In Western Europe there are two main systems: Roman law and English law. US law is a modified form of English law.

English law is the legal system of England and Wales, and is the basis of common law legal systems used in most Commonwealth countries and the United States (as opposed to civil law or pluralist systems in other

countries, such as Scots law). It was exported to Commonwealth countries while the British Empire was established and maintained, and it forms the basis of the jurisprudence of most of those countries. English law prior to the American revolution is still part of the law of the United States through reception statutes, except in Louisiana, and provides the basis for many American legal traditions and policies, though it has no superseding jurisdiction.

English law in its strictest sense applies within the jurisdiction of England and Wales. Whilst Wales now has a devolved Assembly, any legislation which that Assembly enacts is enacted in particular circumscribed policy areas defined by the Government of Wales Act 2006, other legislation of the U.K. Parliament, or by orders in council given under the authority of the 2006 Act. Furthermore that legislation is, as with any 192 by-law made by any other body within England and Wales, interpreted by the undivided judiciary of England and Wales.

The essence of English common law is that it is made by judges sitting in courts, applying their common sense and knowledge of legal precedent (*stare decisis*) to the facts before them. A decision of the highest appeal court in England and Wales, the House of Lords, is binding on every other court in the hierarchy, and they will follow its directions. For example, there is no statute making murder illegal. It is a common law crime - so although there is no written Act of Parliament making murder illegal, it is illegal by virtue of the constitutional authority of the courts and their previous decisions. Common law can be amended or repealed by Parliament; murder, by way of example, carries a mandatory life sentence today, but had previously allowed the death penalty.

England and Wales are constituent countries of the United Kingdom, which is a member of the European Union. Hence, EU law is a part of English law. The European Union consists mainly of countries which use civil law and so the civil law system is also in England in this form. The European Court of Justice can direct English and Welsh courts on the meaning of areas of law in which the EU has passed legislation.

Task 3. Complete the text using the proposed words. Discuss the text with the partner.

dealt with, precedents, Continental law, civil disputes, cases, common law, codify, to apply, innocence, judge, common law systems, principle, customs, facts, interpreted, under the authority of

Common law systems

Common law, or case law systems, particularly that of England, differ from ... in having developed gradually throughout history, not as the result of government attempts to define or ... every legal relation. Customs and court rulings have been as important as statutes (government legislation). Judges do not merely apply the law, in some ... they make law, since their interpretations may become ... for other courts to follow.

Before William of Normandy invaded England in 1066, law was administered by a series of local courts and no law was common to the whole kingdom. The Norman Kings sent traveling judges around the country and gradually a "..." developed, ...three common law courts in London. Judges ... both criminal cases and ... between individuals. Although local and ancient ... played their part, uniform application of the law throughout the country was promoted by the gradual development of the doctrine of precedent.

By this ..., judges attempted ... existing customs and laws to each new case, rather than looking to the government to write new laws. If the essential elements of a case were the same as those of previous recorded cases, then the judge was bound to reach the same decision regarding guilt or If no precedent could be found, then the ... made a decision based upon existing legal principles, and his decision would become a precedent for other courts to follow when a similar case arose. The doctrine of precedent is still a central feature of modern Courts are bound by the decisions of previous courts unless it can be shown that the ... differ from previous cases. Sometimes governments make new laws - statutes – to modify or clarify the common law. But even statutes often need to be ... by the courts in order to fit particular cases, and these interpretations become new precedents. In common law systems, the law is, thus, found not only in government statutes, but also in the historical records of cases.

Task 4. Read and translate the text. Answer the questions to the text given below.

The Common Law and the Law of Equity Peculiarities

An important feature of the common law tradition is equity. By the fourteenth century many people in England were dissatisfied with the inflexibility of the common law, and a practice developed of appealing directly to the king or to his chief legal administrator, the lord chancellor. As the lord chancellor's court became more willing to modify existing common law in order to solve disputes, a new system of law developed alongside the

common law. This system recognized rights that were not enforced as common law but which were considered "equitable", or just, such as the right to force someone to fulfill a contract rather than simply pay damages for breaking it or the rights of a beneficiary of trust. The courts of common law and of equity existed alongside each other for centuries, if an equitable principle would bring a different result from a common law ruling on the same case, then the general rule was that equity should prevail.

One problem resulting from the existence of two systems of justice was that a person often had to begin actions in different courts in order to get a satisfactory solution. For example, in a breach (breaking) of contract claim, a person had to seek specific performance (an order forcing the other party to do something) in court of equity, and damages (monetary compensation for his loss) in a common law court. In 1873, the two systems were unified, and nowadays a lawyer can pursue common law and equitable claims in the same court.

The spread of common law in the world is due both to the once widespread influence of Britain in the world and the growth of its former colony, the United States. Although judges in one common law country cannot directly support their decisions by cases from another, it is permissible for a judge to note such evidence in giving an explanation. Nevertheless, political divergence has produced legal divergence from England. Unified federal law is only a small part of American law. Most of it is produced by individual states and reflects various traditions. The state of Louisiana, for example, has a Roman civil form of law which derives from its days as a French colony. California has a case law tradition, but its laws are codified as extensively as many Continental systems. Quebec is an island of French law in the Canadian sea of case law. In India, English common law has been codified and adopted alongside a Hindu tradition of law. Sri Lanka has inherited a criminal code from the Russian law introduced by the Dutch, and an uncodified civil law introduced by the British.

1. What was the Lord Chancellor?
2. What is an important feature of the common law tradition?
3. Why did Lord Chancellor's court become more willing to modify existing common law?
4. What other law systems and traditions do you know?
5. What form of law has the state of Louisiana?
6. What is the problem resulting from the existence of two systems of justice?
7. What rights did new system of law recognize?
8. How long did the courts of common law and of equity exist alongside each other?
9. When should the equity prevail?
10. What had a person to do in order to get a satisfactory solution?
11. What is the difference between the court of equity and the common law court?
12. What is the result of the two systems unification?
13. What is the spread of common law due to?
14. What many people in England were dissatisfied with?
15. When were the two systems unified?

Task 5. a) Give the Ukrainian equivalents for the following:

b) Make up and act out the stories illustrating the given proverbs.

A fair exchange is no robbery

A fault confessed is half redressed.

THEME IX. Roman Law



Task 1. Read and memorize the active vocabulary to the text Roman Law.

B.C. (Before Christ) -до нашої ери
Twelve Tables -дванадцять таблиць
to be erected -бути встановленим
well-to-do -багатий, заможний, забезпечений
patricians and senators -патриції та сенатори

to give juridical advice -давати юридичні поради

consuls -консули

praetor -претор

edict -едикт, указ

to apply the laws -застосовувати закон

censors -цензори

to uphold of mores -підтримування звичаїв

legal questions -правові (юридичні) питання

to pose a question -формулювати (викладати) питання

praetorial edict -преторський указ

to impose -встановлювати, призначати

legal order- правопорядок, правовий порядок

code of law -кодекс, звід (зведення) законів

codification -кодифікація

to unify -об'єднувати, возз'єднувати

Imperial decrees- імператорський указ (наказ)

to crown -вінчати, увінчувати, закінчувати

renewal and revival -відновлення та відродження

public law -публічне право

the law of nations -міжнародне право

to be concerned with -стосуватися, відноситися

legal action -судовий позов, правова дія, судова справа

law of procedure -процесуальне право

to stick a formulae -притримуватись формул

great public trial -великий відкритий судовий процес

akin to -близький, споріднений

to systematize- систематизувати, упорядковувати

the edict of the praetor -указ претора

hereditary law -спадкове право

legal procedure -судочинство, судовий процес

family law -сімейне право

law of obligation -зобов'язальне право

prestige -престиж

provide legal security- надавати правовий захист

Roman law



https://en.wikipedia.org/wiki/File:Roman_SPQR_banner.svg

Task 2. Read and translate the text, write down all the unknown words.

Roman Law

History of Roman law

The earliest history of Roman law is lost forever. Rome existed already as an Etruscan town in the eighth century B.C. The first known source of Roman law is the Laws of the Twelve Tables from the mid-fifth century B.C., written in early Latin. After the period of the kings two consuls and the Senate governed Rome. Only few people knew something of the law before the Twelve Tables were erected to provide some legal security. Members of well-to-do families, most of them patricians and senators, gave juridical advice when asked for. The

Senate itself proposed laws or voted on proposals of the consuls. More is known about the period of the Late Republic (200-30 B.C.). The praetor, one of the Roman magistrates, published each year his edict in which he announced how he would apply the laws. The censors had a legal task, too, the upholding of mores. Legal experts started to write books. Rome had grown already from a tiny city state into a vast reign.

During the Principate great jurists were active, who were sometimes employed by the emperor. Famous among them were Ulpian, Papinian, Paul and Julian. The mysterious Gaius wrote an introductory law book, the Institutes, almost the only completely surviving manual. The letters of Governor Pliny show some of the legal questions he posed to the emperor. The praetorial edict became fixed. Emperor Theodosian tried to impose some legal order with his code of law. During the confusing times of the Late Imperium Justinian (early sixth century) tried to unify law by codification on all levels. Imperial decrees were collected and edited into a new Code, followed by later decrees, the Novellae. Justinian also charged a committee with making an anthology of the classical Roman lawyers. To crown his achievement, Justinian decreed a manual of law compulsory for all legal education. His Institutes are written using Gaius' Institutes. The Justinian codification was the starting point for the new study, renewal and revival of Roman law during the Middle Ages.

The structure, character and content of Roman law

Roman law is first and foremost private law, law of and between citizens. In relation to it public law and the law of nations are less important. Roman law is concerned with the relationships between people, their legal actions, and the right they have on goods. Legal persons were in particular the fathers of families, the proverbial pater familias. They held great power over their wives, children and slaves. An important element is the law of procedure. The archaic Roman law was characterized by a lot of ritualized legal formulae to which one had to stick as close as possible. In a later phase one is able to choose one or more legal actions, a matter which called for interpretation: which action? Parties ruled their conflicts themselves. A judge only appeared in a final phase of the case. For centuries there were no courts. In the great public trials, like the ones in which Cicero became famous, his role was more akin to that of an orator than to the role of a modern solicitor.

Roman law is remarkable for the detailed yet succinct way one treated cases. One looked principally at things by dealing with concrete or imaginary cases. This casuistic aspect is more important than any systematic view. One did not write a theory of damage, but about a car hitting someone on the Capitol. Of course one has tried to systematize Roman law. The great Roman lawyers treated all kind of cases when writing on several subjects or commenting the edict of the praetor. The real heart of Roman law was hereditary law. Apart from legal procedure, family law, the law of goods, and the law of obligations are the other main areas. The juridical content and level of Roman law is of such a quality that it has deeply influenced directly and indirectly lawyers of all times and places. It brought with it a great prestige because of Roman history.

Task 3. Answer the following questions.

1. What is the first known source of Roman law?
2. Who governed Rome after the period of the kings?
3. Did somebody know something of the law before the Twelve Tables were erected?
4. What were the Twelve Tables erected for?
5. Who gave juridical advice when asked for?
6. How often did the praetor publish his edict?
7. What did the praetor announce in his edict?
8. What legal task did the censors have?
9. What did the mysterious Gaius do?
10. When did Justinian try to unify law by codification on all levels?
11. What Roman law is concerned with?
12. What is less important in relation to Roman law?
13. When did great Roman lawyers treat all kinds of cases?
14. What did Justinian do to crown his achievement?
15. Who held great power over their wives, children and slaves?
16. What was the archaic Roman law characterized by?

Task 4. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents.

To uphold of mores, code of law, decree, legal actions, law of procedure, edict, great public trial, codification, legal procedure, law of obligation.

Task 5. Complete the following expressions choosing a suitable preposition from the list below; find the best way of expressing them in Ukrainian.

1. The Roman Law is the law ancient Rome from the time of the founding of the city in 753 BC until the fall of the Western Empire in the 5th century AD.
2. In the great public trials, like the ones in which Cicero became famous, his role was more akin ... that of an orator than to the role of a modern solicitor.
3. Roman law is concerned ... the relationships ... people, their legal actions, and the right they have on goods.
4. The term Roman law today often refers ... more than the laws of Roman society.
5. The legal institutions evolved by the Romans had influence ... the laws of other peoples in times long after the disappearance of the Roman Empire and in countries that were never subject ...

Roman rule. Between, with, to (3) , of, on,

Task 6. Translate the following text.

1. Legal systems in capitalist and pre-capitalist nations were created to reinforce and justify property relations.
2. Legal relations should not be thought of as in any way independent from political relations, which are based on ownership of property.
3. Socialist lawmakers criticized both common law and previous Roman civil law systems for masking their own capitalist ideology in apparently neutral, unbiased institutions.
4. In China, law courts are still primarily regarded as political instruments, used both to control theft and violence and to deal with political opponents.
5. Attempts have been made to codify Chinese law comprehensively, but so far there has been little progress.
6. Even before the rejection of their traditions, the foreign countries had started to allow an increase in civil law cases, and a long process of revising existing civil and criminal codes had begun.
7. As separatist movements grew in many parts of the world, there was also development in Constitutional law, with some c questioning the legality of their obligations to the central government.

Task 7. Make the following text complete by translating the phrases in brackets.

Continental Systems

Continental systems are sometimes known as (кодифікована правова система). They have resulted from attempts by governments to produce a set of codes to (керувати) every legal aspect of a citizen's life. Thus it was necessary for the (законодавець) to speculate, quite comprehensively about (людська поведінка) rather than simply looking at previous cases. In codifying their legal systems, many countries have looked to the examples of Revolutionary and Napoleonic France, whose legislators wanted to break with previous (прецедентне право), which had often produced corrupt and biased judgements, and to apply new egalitarian social theories to the law. Nineteenth century Europe also saw the decline of several multi-ethnic empires and the rise of nationalism. The lawmakers of new nations sometimes wanted to show that the (юридичні права) of their (громадян) originated in the state, not in (місцеві звичаї), and thus it was the state that was to make law, not the courts. In order to separate the roles of the (законодавчої та судової влади), it was necessary to make laws that were clear and comprehensive. The lawmakers were often influenced by the model of the (канонічного права) of the Roman Catholic Church, but the most important models were the codes produced in the seventh century under the direction of the Roman Emperor Justinian. His aim had been to eliminate the confusion of centuries of inconsistent lawmaking by formulating a comprehensive system that would entirely replace existing law. Versions of (Римського права) had long influenced many parts of Europe, including the case law traditions of Scotland, but had little impact on English law.

It is important not to exaggerate the differences between these two traditions of law. For one thing, many (систем працедентного права), such as California's, have areas of law that have been comprehensively codified. For another, many countries can be said to have belonged to the Roman tradition long before codifying their laws, and large uncodified - perhaps uncodifiable - areas of the law still remain. French (публічне право) has never been codified, and French courts have produced a great deal of case law in (тлумаченні) codes that become out of date because of social change. The clear distinction between legislature and judiciary has

weakened in many countries, where courts are able to challenge the (конституційна законність) of a law made by (парламетом).

Task 8. Change the sentence by choosing appropriate synonyms to the words in bold type.

The Law of Rome

As a legal system, Roman law **has affected** the development of law in most of Western civilization as well as in parts of the East. The term Roman law today often refers to more than the laws of Roman society. In a large part of Germany, until the adoption of a common code for the whole empire in 1900, the Roman law **was in force** as "subsidiary law"; that is, it **was applied** unless excluded by contrary local provisions. Its basis was indeed the *Corpus Juris Civilis* – the codifying legislation of the emperor Justinian I – this legislation had been interpreted, developed, and adapted to later conditions by generations of **jurists** from the 11th century onward and had received additions from nonRoman sources. Roman law was first truly realized with **an attempt** at codification.

Roman law concerned itself with **matters** of succession (who was to inherit what), obligations (including contracts, such as loans, **entered into** by individuals), property and possessions, and persons (which included family, slaves, and citizenship). In the early period, near-absolute power (patria potestas) was retained by the paterfamilias, the landowner and head of the household. It was he who **legally** owned all the property (including slaves), even what property would normally be thought of as belonging to his wife or children. A daughter **remained** under her father's power until she might decide (or have it decided for her) to marry; **thereafter** she would be put under her husband's power. In time, many of the **harsher** aspects of this system were mitigated, but much remained until the very end.

Valid, to influence, to use, try, lawyers, to undertake to bind, questions, to stay, by law, unpleasantly rough, after that time

Task 9. Match the words on the left with their definitions on the right.

1. promulgated	a) a native registered or naturalized member of a state, nation, or other political community.
2. landowner	b) a former title of the pagan high priest at Rome, later used of popes and occasionally of other bishops, and now confined exclusively to the pope
3. pontiff	c) a person who owns land, esp. a large amount of land
4. patrician	d) a monarch who rules or reigns over an empire
5. emperor	e) a member of the hereditary aristocracy of ancient Rome. In the early republic the patricians held almost all the higher offices.
6. slave	f) a person versed in the science of law, esp. Roman or civil law; a writer on legal subjects
7. jurist	g) a person who is the legal property of another and is forced to obey them
8. citizen	h) put into effect (a law, decree, etc.), esp by formal proclamation

Task 10. Topics for discussion.

1. *The history of Roman Law.*
2. *The sources of Roman Law.*
3. *The importance of Twelve Tables*
4. *The advantages and disadvantages if Roman Law contrasted to English Law.*

Self-directed work

Task 1. Translate the following sentences.

1. Codified legal systems have resulted from attempts by governments to produce a set of codes to govern every legal aspect of a citizen's life.
2. The legislators wanted to break with previous case law, which had often produced corrupt and biased judgements.
3. They wanted to apply new egalitarian social theories to the law.
4. Nineteenth century Europe saw the decline of several multiethnic empires.
5. The lawmakers wanted to show that the legal rights of their citizens originated in the state, not in local customs.
6. It was necessary to make laws that were clear and comprehensive.
7. His aim had been to eliminate the confusion of inconsistent lawmaking by formulating a comprehensive system that would entirely replace existing law.
8. Versions of Roman law had long influenced many parts of Europe, but had little impact on English law.
9. Some states in the USA have areas of law that have been comprehensively codified.
10. Many countries can be said to have belonged to the Roman tradition.
11. Courts have produced a great deal of case law in interpreting codes that become out of date because of social change.
12. The clear distinction between legislature and judiciary has weakened in many countries.
13. The courts are able to challenge the constitutional legality of a law made by parliament.
14. Codifiers of German law aimed at conserving customs and traditions peculiar to German history.

Task 2. Ask questions about the text. Answer them using:

as far as I know; his aim was to; in order to; it is important (not) to; for one thins.. for another; despite this; while adopting some ideas..; they aimed at..; to conserve customs and traditions... .

Task 3. Translate the following word combinations. Use them in sentences of your own.

To exaggerate facts; to eliminate the confusion; to formulate a comprehensive system; to have little impact on English law; peculiar to Ukrainian history.

Task 4. Write out all the legal terms from the following text and explain their meaning (or translate them into Ukrainian). Make up the sentences of your own.

Task 5. Entitle the text. Read, translate and retell it. Make a written translation of the first paragraph.

Task 6. Make up the dialogues on the basis of the following text.

Roman law

The Roman law is the law of ancient Rome from the time of the founding of the city in 753 BC until the fall of the Western Empire in the 5th century AD. It remained in use in the Eastern, or Byzantine, Empire until 1453. As a legal system, Roman law has affected the development of law in most of Western civilization as well as in parts of the East. It forms the basis for the law codes of most countries of continental Europe and derivative systems elsewhere.

The term Roman law today often refers to more than the laws of Roman society. The legal institutions evolved by the Romans had influence on the laws of other peoples in times long after the disappearance of the Roman Empire and in countries that were never subject to Roman rule. To take the most striking example, in a large part of Germany, until the adoption of a common code for the whole empire in 1900, the Roman law was in force as "subsidiary law"; that is, it was applied unless excluded by contrary local provisions. This law, however, which was in force in parts of Europe long after the fall of the Roman Empire, was not the Roman law in its original form. Although its basis was indeed the *Corpus Juris Civilis* – the codifying legislation of the emperor Justinian I – this legislation had been interpreted, developed, and adapted to later conditions by generations of jurists from the 11th century onward and had received additions from non-Roman sources. Roman law was first truly realized with an attempt at codification. The Twelve Tables were promulgated about 451– 450 BC to collect and make known rulings and procedures that had hitherto been confined to the pontiffs members of the ruling patrician class. Erected in the Roman Forum on tablets of wood or bronze, the law – public and sacred, private and criminal – was now in effect public property and could be appealed to by any Roman citizen. The importance

of the Twelve Tables was such that even obsolete rules went unrepealed until Justinian's recodification of all Roman laws in the 6th century AD.

Roman law concerned itself with matters of succession (who was to inherit what), obligations (including contracts, such as loans, entered into by individuals), property and possessions, and persons (which included family, slaves, and citizenship). In the early period, near-absolute power (*patria potestas*) was retained by the *paterfamilias*, the landowner and head of the household. It was he who legally owned all the property (including slaves), even what property would normally be thought of as belonging to his wife or children. A daughter remained under her father's power until she might decide (or have it decided for her) to marry; thereafter she would be put under her husband's power. In time, many of the harsher aspects of this system were mitigated, but much remained until the very end.

Task 7. Discuss the text with the partner.

Task 8. Are you good at translating English proverbs into Ukrainian? Prove it. Make explanatory notes of each proverb in writing.

Law governs man, reason the law.

Abundance of law breaks no law.

Every land has its own law.

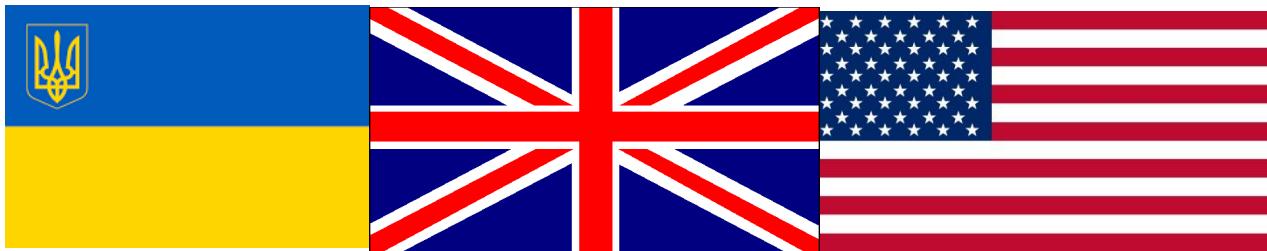
Custom rules the law.

So many countries so many customs.

The more laws the more offenders.

There is no law for the rich and another for the poor

THEME X. Law. Types of Law in Ukraine, Great Britain and the USA.



Task 1. Read and memorize the active vocabulary to the text Law. Functions of Law. Classification of Laws.

standard -норма, стандарт
application -застосування
to impose a penalty -накладати
(призначати) покарання
to enforce - 1) проводити в життя (закон) 2)
спонукати, примушувати 3) підсилювати
to maintain order - підтримувати порядок
to facilitate - полегшувати, сприяти, допомагати
to promote - сприяти
to subdivide - поділяти(ся); підрозділяти
substantive law - матеріальне право
procedural law - процесуальне право
to distinguish - розрізняти, відокремлювати
to set out - встановлювати, виставляти напоказ
judgement - судове рішення, вирок
distinction - відмінність
harmful - шкідливий, згубний
breach - порушення (закону)
subdivision - підрозділ
law of contract - договірне право
law of torts - деліктне право

maritime law - морське право
ecclesiastical law - церковне право
to treat with - мати справу
frame - структура
adoption - усиновлення
separation - юр. роздільне життя подружжя
paternity - батьківство; походження по батьку
custody - опіка
support - підтримка
wrong - правопорушення
negligence - недбалість, халатність
malicious prosecution - зловмисне судове
переслідування
defamation - наклеп, обмова, дифамація
public nuisance - порушення громадського спокою
to apply (to) - застосовувати; стосуватися
employment - з-айнятість, робота
remuneration - заробітна плата, винагорода
trade union - профспілки
disability insurance - страхування на випадок
втрати непрацездатності

Task 2. Read and translate the text, write down all the unknown words.

Law. Classifications of Law

The Law is a set of principles, rules and standards of conduct

- that have general application in the society
- that have been developed by an authority for that society, and
- for the violation of which the society imposes a penalty.

The basic functions of law are

- keeping the peace,
- enforcing standards of conduct and maintaining order,
- facilitating planning,
- and promoting social justice.

There are many ways to subdivide the law. One way is to distinguish between *substantive law* and *procedural law*.

Substantive law sets out the rights and duties governing people as they act in society. Duties tend to take the form of command "Do this" or "Don't do this". Substantive law also establishes rights and privileges, for example a freedom of speech or the so-called right of self-defence.

Procedural law establishes the rules under which the substantive rules of law are enforced. Rules as to what cases a court can decide, how a trial is conducted, and how a judgment by a court is to be enforced are all part of the procedural law.

Another important distinction is between *criminal law*, concerned with wrongful acts harmful to the community, and *civil law*, concerned with individuals' rights, duties and obligations towards one another. *Criminal law* defines breaches of duty to society in large. Private duties owed by one person (including corporations) to another are established by civil law. The main subdivisions of civil law are: law of contract, *family law*, law of torts, *constitutional and administrative law*, *industrial, maritime and ecclesiastical law*.

Constitutional law is a branch of the public law of a nation or a state which treats with the organization, powers, frame of government, the distribution of political and governmental authorities and functions, the fundamental principles which are to regulate the relations of government and citizen.

Family law is a body of law regulating family relationships, including marriage and divorce, the treatment of children, and economic issues. It is also concerned with such subjects as adoption, separation, paternity, custody, support and child care.

Law of Torts includes wrongs, such as negligence, defamation, malicious prosecution and nuisance.

Labour law is the varied body of law applied to such matters as: employment, remuneration, conditions of work, trade unions, and industrial relations. The term includes social security and disability insurance as well.

Maritime or Admiralty law is a body of legal rules that governs ships and shipping.

Administrative law is the legislative requirements, typically for businesses, issued by government agencies in published regulations.

Task 3. Read the text with the proper pronunciation of the words and intonation. Remember that your reading time is not more than 3 minutes.

Task 4. Answer the following questions.

1. How do you understand the term 'law'?
2. What functions does law perform?
3. What classifications of law do you know?
4. What does substantive law set out?
5. What for do the duties tend to take?
6. What kinds of rules does procedural law establish?
7. What distinction exists between criminal and civil law?
8. What breaches does criminal law define?
9. What duties are established by civil law?
10. What subdivisions of civil law are you familiar with?
11. What does constitutional law deal with?
12. What relations does family law regulate?
13. What wrongs does law of torts include?
14. What matters does the term labour law include?
15. What questions does admiralty law deal with?

Task 5. Pick out from the text all the word combinations with the following words and give their Ukrainian equivalents. Law, society, body, to include, to establish

Task 6. Fill in the blanks with the appropriate preposition from the list below.

In, into, for, to (x2), out.

1. The President of this company usually sets ... his ideas absolutely clearly in his speeches.
2. Every political community, and thus every national state, has a constitution, at least in the sense that it operates its important institutions according ...some fundamental body of rules.
3. Criminal law defines breaches of duty to society ... large.
4. Everything I have said doesn't apply ...you.
5. Family law is divided ... public and private cases.
6. In economic affairs, tort law provides remedies ... businesses that are harmed by the unfair and deceptive trade practices of a competitor.

Task 7. Translate the following sentences.

1. Admiralty law is a distinct body of law which governs maritime questions and offenses and deals with matters including marine commerce, marine navigation, shipping, sailors, and the transportation of passengers and goods by sea
2. Family law is an area of the law that deals with family-related issues and domestic relations including: the nature of marriage, civil unions, and domestic partnerships; issues arising throughout marriage, including spousal abuse, legitimacy, adoption, surrogacy, child abuse, and child abduction the termination of the relationship and ancillary matters including divorce, annulment, property settlements, alimony, and parental responsibility orders.
3. Criminal law, or penal law, is the body of rules that defines conduct which is prohibited by the state because it is held to threaten, harm or otherwise endanger the safety and welfare of the public, and that sets out the punishment to be imposed on those who breach these laws.
4. Civil law is a legal system inspired by Roman law, the primary feature of which is that laws are written into a collection, codified, and not (as in common law) determined by judges.
5. Canon law is the body of laws and regulations made by or adopted by ecclesiastical authority, for the government of the Christian organization and its members and the way that such church law is legislated, interpreted and at times adjudicated varies widely among three bodies of churches Catholic Church, Orthodox Church and the Anglican Communion of churches.
6. The law of torts serves four objectives
 - it seeks to compensate victims for injuries suffered by the culpable action or inaction of others;
 - it seeks to shift the cost of such injuries to the person or persons who are legally responsible for inflicting them;
 - it seeks to discourage injurious, careless, and risky behavior in the future and at last
 - it seeks to vindicate legal rights and interests that have been compromised, diminished, or emasculated.

Task 8. Make the following sentences complete by translating the phrases in brackets.

1. Law is (набір правил чи норм поведінки) which mandate, proscribe or permit specified (відносини між людьми та організаціями); as well as punishments for those who do not follow the established rules of conduct.
2. Labour law arose due to the (потреб робочих у кращих умовах праці), the right to organize, and the simultaneous demands of employers to (обмежити повноваження організацій робітників).
3. As law is a system of rules and guidelines, usually enforced through a set of institutions, (воно формує політику, економіку та суспільство численними способами) and serves as a social mediator of relations between people.
4. Constitutions may be (писані або неписані), they may be (складні чи прості), they may provide for vastly different patterns of governance.
5. The party in force has proposed a new law (щоб захистити людей) from being evicted unfairly.
6. Commercial law is a body of law (яке розглядає ділові та комерційні угоди).

Task 9. Complete the following.

1. There are four different classifications of law that are found around the world (матеріальне право проти процесуального права, публічне проти приватного, кримінальне проти цивільного та країни, де застосовується загальне право і країни, де застосовується цивільне право).
2. Some functions of law include: (збереження миру; перевірка повноважень уряду та сприяння особистій свободі; сприяння плануванню та реалізація поміркованих сподівань; сприяння економічному зростанню завдяки вільній конкуренції; сприяння соціальному правосуддю; та захист навколошнього середовища.)
3. One of the ways of summarizing the difference between substantive and procedural is as follows: (матеріальні норми права визначають права та обов'язки в той час як процесуальні норми забезпечують механізм посилення цих правил та обов'язків.)
4. Civil law is subdivided into (договірне право, сімейне право, конституційне право, адміністративне право, морське, церковне та інші права).
5. Ukrainian law is commonly divided in the following areas (публічне право, приватне право, міжнародне право, кримінальне право, цивільне право, конституційне, адміністративне та ін.).
6. The main differences between civil and criminal law in the USA concerns such questions as (сторона, яка подає позов; поняття покарання; ефект покарання; тягар доказів; захист для кримінальних обвинувачуваних; незнання закону не звільняє від відповідальності).

Task 10. Match the words on the left with their definitions on the right. Use them in your sentences of your own.

- 1) negligence
- 2) adoption
- 3) defamation
- 4) custody
- 5) disability
- 6) trade union

- a) the condition of being unable to perform a task or function because of a physical or mental impairment
- b) an association of employees formed to improve their incomes and working conditions by collective bargaining with the employer or employer organizations
- c) taking a child into one family as a relation, esp. as a son or a daughter, with legal guardianship
- d) a civil wrong whereby a person or party is in breach of a legal duty of care to another which results in loss or injury to the claimant
- e) the injuring of a person's good name or reputation
- f) the act of keeping safe or guarding, esp. the right of guardianship of a minor

Self-directed work

Four different classifications of law that are found around the world

Task 1. Read and translate the text in written form into Ukrainian.

There are four different classifications of law that are found around the world.

1. Substantive of laws vs. Procedures of laws – Substantive of law is the substance that makes up a law. It is the meaning of a law that explains what you can and cannot do. For example the law states that you cannot murder another human being unless it was in self defense, you were under duress, or if you were drugged by another person. Unlike substantive of law, procedures of laws are just the steps that must take place when filing a lawsuit against another party.

2. Public vs. Private Law – Public law simply means that the government is involved. Public law is any law that has to do with the constitution and the public. This type of law normally involves a criminal suit where the government is prosecuting a citizen for a crime they allegedly committed. Private laws are laws that do not involve the government, and are laws that allow one private entity to sue another private entity in a civil lawsuit.

3. Criminal vs. Civil Law – Criminal law was created to protect the public from the government or from themselves. Criminal laws were created so that the government could not prosecute individuals without due process and so that the public could protect themselves from each other. Civil law are cases where one or both parties are looking for compensation instead of jail time. Civil law covers anything that criminal law does not cover in the court system.

4. Common vs. Civil law countries – Common law countries prosecute with the concept of "Stare Decisis" meaning, let the decision stand. This means that these countries such as the United States of America make decisions based on precedent. These countries are case law countries and look at how past cases were decided and use that in the decision process when prosecuting. Unlike common law countries, civil law countries do not rely on precedent but instead prosecute lawsuits on a case to case basis without looking at how past cases had been decided.

Task 2. Read and translate the text. Write down the unknown words and words expressions. Put 10-15 questions to the text. Discuss with your partner the main items of the text.

Ukrainian law is commonly divided in the following areas:

- Public law
- Private law
- International law

These areas of the legal system are further subdivided into:

- Civil law (including Family law, Inheritance law, Contract law and Commercial law, Law of Obligations, Property law, Intellectual property law, Companies law, Land law, Tort law)
- Criminal law, Penal law
- Constitutional law (including laws on the structure of the state)

- Administrative law
- International law

Civil law regulates the everyday life of persons and other legal entities, such as corporations. The main code of Ukrainian civil law is the Civil Code of Ukraine. It comprises provisions governing ownership, intellectual property rights, contracts, torts, obligations, inheritance law, and the definition of legal entities. The Code introduces new types of business contracts into the legal practice, including factoring, franchising, rent service, and inherited contracts. Civil litigation is governed by The Civil Procedural Code of Ukraine.

Criminal law deals with the prosecution and punishment of criminal offenses. The Criminal Code of Ukraine contains the written criminal laws of Ukraine.

There is no capital punishment in Ukraine. The maximum criminal punishment is life imprisonment, which can be reduced by decree of President of Ukraine to 25 years of imprisonment after 20 years of sentence service. The Parliament of Ukraine has the power of amnesty for prisoners not serving life sentences citation needed. Criminal proceedings, investigation, and court examination in criminal trials are regulated by The Criminal Procedural Code of Ukraine.

Constitutional law considers the constitution and the structure of Ukraine. It regulates the powers of democratic institutions, the organization of elections and the divisions of powers between central and local government. Only the Constitutional Court of Ukraine is allowed to determine the constitutionality of laws created by the legislature.

Administrative law is the area of law that regulates the operation of the various levels of government and the way in which persons and legal entities can appeal decisions of the government. The main code of Ukrainian administrative law is The Administrative Code of Ukraine.

International law involves the application of international laws (mostly laid down in treaties) in Ukraine. International agreements, ratified by the Parliament of Ukraine, are a part of Ukrainian legislation. The Constitution of Ukraine allows the direct application of most international laws in Ukrainian courts. If an international agreement of Ukraine prescribes rules other than those set by the Law of Ukraine, the rules of that international agreement shall apply. Laws regulating jurisdiction with an international aspect (e.g. because parties come from different countries) are not part of international law but form a specific branch of civil law. On September 2005, the Law of Ukraine On Private International Law was enacted. The Law sets the procedure for the regulation of private legal relations which are subject to other legal systems in addition to that of Ukraine.

Commercial law: *The Commercial Code of Ukraine* describes the details of compliance with the Constitution of Ukraine clauses for commercial activity. The Code regulates the fundamentals of commercial activity, including business entities, property basis, responsibility for violations, peculiarities of legal regulation, and foreign commerce.

Task 3. Topics for discussion.

1. Give the definition of law and speak on the main functions of law.
2. The main ways to classify the law.
3. The difference between substantive law and procedural law.
4. The distinction between criminal and civil law.
5. Dwell on the main subdivisions of civil law.
6. Compare the classification of law in Ukraine and Great Britain.

Task 4. Read the text and speak on the main differences between Civil and Criminal Law in the USA. Check the meaning of the words in bold.

Differences between Civil and Criminal Law in the USA

Criminal law is much better known to **laymen** than civil law, as a result of journalists' reports of famous criminal trials. People often **misapply** principles from criminal law to situations in civil (e.g., tort) law, which results in their **misunderstanding**. That's why it is necessary to compare and contrast criminal and civil law.

In civil law, a private party (e.g., a corporation or individual person) files the **lawsuit** and becomes the **plaintiff**. In criminal law, the litigation is always filed by the government, who is called the **prosecution**.

Punishment

One of the most fundamental distinctions between civil and criminal law is in the notion of punishment. In criminal law, a guilty defendant is punished by either (1) **incarceration** in a **jail** or prison, (2) fine paid to the

government, or, in **exceptional cases**, (3) **execution of the defendant: the death penalty**. Crimes are divided into two broad classes: **felonies** have a maximum possible sentence of more than one year **incarceration**; **misdemeanors** have a maximum possible **sentence** of less than one year incarceration. In contrast, a defendant in **civil litigation** is never incarcerated and never executed. In general, a losing defendant in civil litigation only **reimburses** the plaintiff for **losses** caused by the defendant's behavior.

Effect of punishment

The notion that the threat of punishment will **deter criminal conduct** is based on the principle that human beings are rational. In practice, criminals are either impulsive (i.e., not rational) or believe that they will not be caught by the police. Therefore, the threat of punishment does not deter criminal conduct, as one is reminded every day by reading reports of journalists.

Legal theory considers the possibility of loss of freedom (i.e., incarceration) as much more serious than merely paying damages to an injured plaintiff. As a result of this high value placed on personal freedom, legal dogma is that criminal litigation is more serious than civil litigation; therefore criminal defendants have more rights and protections than civil **defendants**. The economic reality is that most people would prefer to spend, for example, one year in prison, than pay a million dollars from their personal **assets**.

Burden of proof

In criminal litigation, the burden of proof is always on the state. The state must prove that the defendant is guilty. The defendant is assumed to be **innocent**; the defendant needs to prove nothing. (There are exceptions. If the defendant wishes to claim that he/she is **insane**, and therefore not guilty, the defendant bears the burden of proving his/her insanity. Other exceptions include defendants who **claim self-defense or duress**.)

In civil litigation, the burden of proof is initially on the plaintiff. The plaintiff wins if the preponderance of the evidence favors the plaintiff.

Protections for criminal defendants

The U.S. Constitution: specifies a number of protections:

- No *ex post facto* law. If an act was lawful when it was performed, the performer can not be convicted of a crime as a result of a law enacted after the performance.

- prohibition against "unreasonable searches and seizures";
- prohibition of double jeopardy;
- prohibition against compelled self-incrimination;
- the right to a speedy trial;

• the right to the assistance of counsel. Indigent defendants have the right to an attorney who is paid by the state, even during custodial questioning by police. These protections are not available in civil law. The standard in tort cases is what a reasonable and prudent man would have done, the details of applying this standard to the facts of the case is decided by the jury, and unknown to the defendant until the end of the trial. In criminal law, police generally must first obtain a search warrant in a proceeding showing a "neutral and detached" magistrate that there is "probable cause", before searching or **seizing items** from a person's house. In civil law, an **attorney**

- may request documents or a visit inside a building;
- may demand information from the opposing party about any matter that is relevant to the case, provided that information is not privileged
 - may properly demand information that would be **inadmissible** at trial, if such demand "appears reasonably calculated to lead to the discovery of **admissible evidence**"
 - and may even take the deposition of nonparties in a civil case, and require them to bring documents with them.

The prohibition against double jeopardy applies only to criminal trials. The corresponding concept in civil litigation is **res judicata**: one can have only one trial for claims arising from one transaction or occurrence.

In a criminal case, the **suspect** or defendant has the right to remain silent during questioning by police and prosecuting **attorneys**. In a criminal case, the defendant may choose to refuse to be a witness, and the jury may infer nothing from the defendant's choice not to testify. However, in a civil case, the defendant must be available and cooperative for depositions and testimony as a witness in the trial. In fact, the defendant in a civil case must voluntarily provide his/her opponent with a copy of documents "in the possession, custody, or control of the party that are relevant to disputed facts alleged with particularity in the pleadings." Further, the defendant in a civil case must voluntarily provide names of people who are "likely to have discoverable information relevant to

disputed facts alleged with particularity in the pleadings." In other words, the defendant in a civil case must help his/her opponent collect evidence that will defeat the defendant. And, at trial, if a party invokes their **fifth amendment** privilege against self-incrimination, then the judge will instruct the jury that they may make an adverse inference against the party who refused to testify. There are often several years between the filing of a complaint in a civil case and the trial. People who can not pay for an attorney (legal fees for trial preparation often run to more than US\$ 100,000) are practically unable to obtain access to the courts in civil cases. The one notable exception is in tort law, where attorneys for plaintiffs often take cases with the possibility of large awards (e.g., more than US\$ 500,000) on a contingency fee: the attorney is paid, for example, 1/3 of any award, but the attorney is paid nothing for his/her time if plaintiff loses. However, the plaintiff usually pays for expert witnesses, deposition transcripts, and other expenses. These expenses can be tens of thousands of dollars.

Ignorance of the law is no excuse

Ignorance of the law excuses no man. If a defendant were allowed **to escape** legal responsibility for his acts, merely by saying "I didn't know it was wrong/illegal", the system of using law to regulate human conduct would collapse.

MODULE TEST

• VOCABULARY I. Fill in the blanks with one suitable word from the list given below:

increasing, collaboration, technology, foreign, trade, pursuing, established, financial

In the years since the Second World War, and especially during the past two decades, many governments have adopted free-market economic systems, vastly their own productive potential and creating myriad new opportunities for international and investment. Governments also have negotiated dramatic reductions in barriers to commerce and have international agreements to promote trade in goods, services, and investment. Taking advantage of new opportunities in markets, corporations have built foreign factories and established production and marketing arrangements with foreign partners. A defining feature of globalization is an international industrial and business structure. has been the other principal driver of globalization. Advances in information technology, in particular, have dramatically transformed economic life. Information technologies have given all sorts of individual economic actors – consumers, investors, businesses, valuable new tools for identifying and economic opportunities, including faster and more informed analyses of economic trends around the world, easy transfers of assets, and with far-flung partners.

II. Translate into English:

Переговори, прибуток, споживач, передбачати, потік (інвестицій), конкурентоздатний, курс обміну, задовільняти потреби, обмеження, сприяти, запускати (завод), виробник, мережа (магазинів), переконувати, процвітання.

III. Give synonyms to the words and translate them:

1) income; 2) to promote; 3) slump; 4) to buy; 5) product.

IV. Fill in the gaps with the given words and translate these sentences:

marketing mix, marketing, customers, to persuade, positioned, to satisfy needs

1. Today competition is stiff, and companies which can best of the customers will survive and make the largest profits.
2. The factors that help a firm to sell its products are known as the
3. means promoting goods and services to customers.
4. The product should be distributed to the most convenient place for to buy it.
5. The company is looking for a trade representative possessing high communicative skills and being able to people.
6. "Zolotaya bochka" is on the market as beer of high quality.

V. Fill in the blanks with the appropriate forms of do or make:

1. She has her hair for the party.
2. He the shortest speech I had ever heard.
3. I the wrong decision then.
4. Your friend didn't very well in his exam.
5. I like to cakes.
6. Don't such a loud noise.
7. What you say no sense.
8. Have you an appointment with your dentist?
9. He promised to his best to help us.
10. Is she money by baby-sitting?
11. I'm afraid you several mistakes in this exercise. You'd better it again.
12. Is there anybody who hasn't his homework.
13. He said he didn't want to a fool of himself.
14. If you don't an effort you won't improve your English.
15. Could you me a favor? I've got to a speech tonight.

VI. Translate the text into English:

Вигідне прикордонне розташування міста біля кордону з Європою дає Ковелю унікальні можливості для міжнародної співпраці. Використовуючи її, місто має чимало позитивних прикладів кооперації у галузях освіти, культури, спорту. А в 2011 році стали більш активними ще й економічні контакти із закордоном. Акцент на економічній співпраці є актуальним, оскільки економіка поступово одужує. Усе менше сприймаються пояснення низької підприємницької ініціативи світовою фінансовою кризою. Тому усі кроки і пропозиції різних сторін, що стосуються пошуку інвесторів та партнерів, знаходять у місті однозначну підтримку.

• **WRITING VII. Express your point of view:**

1. *The globalization process – pros+ and cons-*
2. *What is Law?*

GRAMMAR EXERCISES THE NOUN

Fill in the correct plural forms of the given words into the gaps.

singular - plural

1. thief - _____
2. fish - _____
3. cat - _____
4. carpet - _____
5. turkey - _____
6. computer - _____
7. farmer - _____
8. half - _____
9. watermelon - _____
10. flower - _____
11. scarf - _____
12. box - _____
13. mountain - _____
14. kiss - _____
15. smile - _____

Fill the gaps with the correct form of the nouns (singular or plural).

1. They ate some (tomato) _____.
2. You can put (sugar) _____ in your tea.
3. We have to buy new (furniture) _____.
4. I need to wash my (hair) _____.
5. We had lots of (fun) _____.
6. The Milfords have a lot of (money) _____.
7. How many (people) _____ were at the cinema with you?
8. Could you give some (information) _____ on your project?
9. In this hotel, (family) _____ are very welcome.
10. Those (man) _____ seem to be very tired.

Write the plural of the nouns.

A clock, a boy, a leaf, a child, a dress, a tomato, a deer, a bush, a voice, a scarf, a man, a monkey, a box, a nut, a witch, a mouse, a family, a ship, a cucumber, a brother, a toy, a sheep, a monster, a city, a goose.

Write the nouns into two columns.

Happiness, hat, sugar, foot, palace, window, noise, money, fireplace, cake, banana, friendship, chocolate, horse, rice, room, lemonade, butter, furniture, plate, air.

Countable Nouns Uncountable Nouns

Circle the correct item.

- 1) My hair ... clean.
a) is b) are
- 2) Bad news ... people happy.
a) don't make b) doesn't make
- 3) ... trousers fit me well.
a) this b) these
- 4) Knowledge ... power.
a) is b) are
- 5) Can I use your scissors? Mine ... not sharp enough.
a) is b) are
- 6) His advice ... very helpful.
a) was b) were

7) The pyjamas ... smart.
 a) look b) looks
 8) Where ... my glasses?
 a) is b) are
 9) The money ... in the wallet.
 a) is b) are
 10) His progress in learning foreign languages ... great.
 a) was b) were

Complete the sentences with the words a bar, a bottle, a carton, a packet, a cup, a jar, a loaf, a slice, a piece, a kilo.

1) We need to buy ... of tea and ... of jam for supper. 2) I'd like to have ... of ham with my sandwich. 3) I'm thirsty. I'll buy ... of mineral water. 4) I've bought ... of fresh milk and ... of oranges. 5) He had ... of tea and ... of cake. 6) A woman gave ... of chocolate to a little boy. 7) Don't forget to buy ... of bread.

THE ARTICLE

Decide whether to use the definite article the or not

1. Last year we visited __ Ukraine.
2. __ mount Everest is the highest mountain on __ planet.
3. __ river Dniper is __ biggest river in the region.
4. __ most children dislike it.
5. __ summer of 2010 was hot and dry.
6. __ smog is a problem in __ most big cities.
7. Our children go to __ school by bus.
8. __ apples are good for people.
9. In our country __ milk is more expensive than __ beer.
10. We had a very nice meal in that restaurant. __ food was really good.
11. They got married two years ago but __ marriage wasn't successful.
12. I know someone who wrote a book about __ life of V. Lenin.
13. __ cycling is my favourite sport but I also like __ swimming.
14. Do you know __ family who lives next house?
15. Are you interested in __ photography or __ drawing?

Write the correct forms of the indefinite articles a or an

A.

1. There is __ red book on the table.
2. She's reading __ old comic story.
3. We've got __ idea.
4. She is drinking __ cup of coffee.
5. The man is __ pilot.
6. Odessa has __ airport.
7. This is __ expensive car.
8. Look! There's __ bird running.
9. My friend is __ honest person.
10. Jr. Moraes is __ good football player.

B.

1. Tatyana is __ hardworking student.
2. Is he __ smart person?
3. A lion is __ animal.
4. Is that __ good book?
5. GM is __ American brand.
6. Is there __ eraser?
7. Segodnya is __ popular newspaper.
8. Alexander is __ fisherman.

9. It's __ honor for me to meet you.

10. Kirsten Dunst is __ actress.

Use articles if necessary.

1. What's ... weather like today? - ... weather is fine. 2. ... teacher asked me many questions at ... lesson. ... questions were difficult. 3. My brother is doing his homework. ... homework was easy. 4. It is very dark in ... room. Turn on ... light, please. 5. This is ... dress you wanted to buy. 6. She is ... teacher you intended to talk to. 7. This is ... poem you have to learn for the next lesson. 8. ... diamond is ... most precious stone. 9. ... dolphin is considered to be ... cleverest animal on ... Earth. 10. ... light bulb was invented by Thomas Edison. 11. Bill Robins was ... very rich man. He was ... richest man in ... village. 12. Pete is ... tallest boy in ... class. Nick is ... shortest boy, but he is very strong. I think Nick is ... strongest boy in ... class. 13. Which was ... most difficult exercise in ... test paper? 14. February is ... shortest month of the year. 15. ... weather is fine today. ... sky is blue, ... sun is shining brightly in ... blue sky. 16. ... Earth is ... planet. 17. ... President of the United States is elected every four years. 18. ... moon goes round ... earth every 27 days. 19. ... capital of Peru is Lima. 20. ... earth goes round ... sun. 21. ... giraffe is ... tallest of all animals. 22. ... whale is a mammal but it lives in ... sea. 23. ... ostrich is ... largest living bird. 24. ... piano is my favourite instrument. 25. John was ... only person I talked to at the party. 26. Write your name at ... top of ... page. 27. ... beginning of ... film was not very good. 28. My house is at ... end of ... street. 29. ... table is in ... middle of ... room. 30. Do you drive on ... left or on ... right in your country? 31. These books are not different. They are ... same. 32. I never listen to ... radio. 33. We don't go to ... theatre very much these days. In fact, in ... town where we live there isn't ... theatre. 34. Would you rather live in ... town or in ... country. 35. Don't sit on ... ground! 36. ... man over there is collecting money for ... blind. 37. Why doesn't ... government do more to help ... unemployed? 38. Robin Hood robbed ... rich and gave the money to ... poor. 39. ... next day, when they were in ... field, he shouted at ... top of his voice. 40. ... French are famous for their food. 41. France is to ... north of Italy. 42. I am ... oldest and my sister is ... youngest; she plays ... violin really well and wants to be ... professional musician. 43. My mother likes to play ... piano. She often plays ... piano in ... evening. 44. I like to read books in ... original. 45. ... more poems you learn, ... better memory you have.

Use articles if necessary.

There is more water than land on our planet . (1)... largest and deepest ocean in (2)... world is (3)... Pacific, then comes(4) ... Atlantic.(5) ... Indian ocean is only (6)... little smaller. (7)... smallest ocean is (8)... Arctic.

(9)... longest river in (10)... world is (11)... Mississippi, (12)... largest sea is (13)... Mediterranean, (14) ... deepest lake is (15)... Lake Baikal.

Large masses of land are called (16)... continents. They are (17)... Europe and (18) ...Asia, (19)... North and (20)... South America, (21)... Australia and (22)... Antarctica.

There are mountain chains in many parts of (23)... world. Some of them such as (24)... Urals are old, others like (25)... Caucasus are much younger. (26)... highest mountain chain, which is called(27) ... Himalayas, is situated in (28)... Asia.

THE ADJECTIVE

Write the Comparative forms of the adjectives:

0. tall - taller
1. fast _____
2. heavy _____
3. dangerous _____
4. small _____
5. large _____
6. light _____
7. rare _____
8. common _____
9. bad _____
10. good _____

Correct the sentences

1. Cats are popularer than snakes as pets.
2. Pigs are more intelligent as other animals.
3. Turtles are slow than crocodiles.
4. Elephants are heaver than pigs.
5. Bears are more rare than snakes.

Complete the sentences

A.

1. I am _____ (tall) my sister.
2. My mum thinks that cats are _____ (good) pets than dogs.
3. Cycling is one of _____ (dangerous) sports.
4. I want to have _____ (big) car.
5. A blue whale is _____ (heavy) twenty-five elephants.
6. You look _____ (thin) last month. Have you lost weight?
7. Bicycles are _____ (slow) cars.
8. She is _____ (nice) person I know.
9. What is _____ (good) film you've seen?
10. Computers are _____ (cheap) mobile phones.
11. Is your brother _____ (tall) you?
12. I think Spanish is _____ (easy) Japanese.
13. Our dog is _____ (nice) your dog.
14. Glass bottles are _____ (good) plastic bottles.
15. I think Rafael Nadal is _____ (good) tennis player in Spain.
16. Sharks are _____ (dangerous) other fish.
17. This situation is _____ (serious) the last one.
18. He is _____ (smart) his brother.
19. My brother wanted _____ (expensive) trainers in the shop.
20. Today is _____ (good) day of the year.
21. Daniela is _____ (funny) me.
22. My house is _____ (larger).
23. Mount Everest is _____ (high) mountain in the world.
24. The sea is _____ (large) a lake.
25. My job is _____ (easy) yours.
26. London is _____ (big) city in England.
27. This car is _____ (comfortable) yours.

28. He is _____ (rich) man in town.
29. I am _____ (strong) you.
30. A baby blue whale gets _____ (big) a great white shark.

B.

1. A Mercedes is _____ (expensive) a Fiat.
2. Maradona is _____ (good) football player ever.
3. A swordfish is _____ (fast) a jellyfish.
4. Julio is _____ (friendly) Carlos.
5. Irene is _____ (clever) Sveta .
6. Comedies are _____ (funny) police dramas.
7. Pablo is _____ (big) Juanma.
8. Max is _____ (old) John.
9. Adriano is _____ (fast) Ronaldo.
10. My hair is _____ (long) yours.
11. A dolphin is _____ (intelligent) a shark.
12. Elaine is _____ (wise) her sister.
13. Tony is _____ (happy) Max.
14. Sandra is _____ (busy) Sam.
15. Skiing is _____ (dangerous) football.
16. This is _____ (narrow) of all roads in Málaga.
17. Health is _____ (important) money.
18. Those cakes are _____ (bad) I've ever tasted.
19. My dog is _____ (good) dog in the world.
20. Patricia's house is _____ (small) Linda's .
21. A car is _____ (fast) a bike.
22. My laptop is _____ (fast) yours.
23. The ant is _____ (small) insect.
24. This lamp is _____ (bright) one in the room.
25. My house is _____ (clean) her house.
26. Jack is _____ (tall) boy in his class.
27. Steven Spielberg is _____ (good) film director in the world.
28. This dress is _____ (old) that one.
29. A sea lion is _____ (heavy) a lobster.
30. A sports car is _____ (fast) a motorbike.

Write comparative and superlative adjectives

1. clean _____
2. easy _____
3. good _____
4. dirty _____
5. fat _____
6. beautiful _____
7. sad _____
8. flat _____
9. active _____
10. comfortable _____
11. hot _____
12. happy _____
13. wet _____
14. narrow _____
15. big _____
16. busy _____
17. noisy _____
18. friendly _____

19. thin _____
20. little _____
21. bad _____
22. few _____
23. much _____
24. many _____
25. rich _____

Comparative or superlative

1. Jeremy is 10 years old. Julie is 8 years old. Jeremy is (old) _____ Julie
2. The Alps are very high. They are (high) _____ mountains in Europe.
3. An ocean is (large) _____ a sea.
4. A Rolls Royce costs a lot of money. A Twingo costs less money. A Rolls Royce is (expensive) _____ a Twingo.
5. William's results were bad. Fred's results were very poor. Fred's results were (bad) _____ William's.
6. This exercise is not difficult. It's (easy) _____ I expected.
7. The weather is not good today - it's raining. I hope the weather will be (good) _____ next week.
8. People are not friendly in big cities. They are usually (friendly) _____ in small towns.
9. In the government of a country, the President is (important) _____ person.
10. People say that Chinese is (difficult) _____ to learn than English.

THE NUMERAL

Write the numbers.

1. The number of Dwarves Snow White lived with — _____
2. The Celsius freezing point — _____
3. Days in April — _____
4. The number of letters in the English alphabet — _____
5. An unlucky number — _____
6. Teeth in the normal human mouth — _____
7. The number of years in a millennium — _____
8. The number of months in a year — _____
9. Days in December — _____
10. Degrees in a right angle — _____
11. Books in a trilogy — _____
12. Minutes in an hour — _____
13. Legs has an octopus — _____
14. The number of cents in a half-dollar — _____
15. Players in a soccer team — _____
16. Number of hours in a day — _____
17. Celsius boiling point — _____

Example: (2) (a man) – two men,

- (3) (a woman),
- (12) (a child),
- (15) (an ox),
- (18) (a sheep),
- (32) (a tooth),
- (57) (a bison),
- (95) (a forget-me-not).

Choose the correct form.

1. My daughter is still a teenager. She is only fifteen/fifty.
2. He knew it was a painting worth \$10 million/millions.
3. Three hundred/Three hundreds people gathered at the stadium.
4. In the section 2/section 2 we also suggest other topics that need to be researched.
5. The first battle of the American Revolution was fought in year/the year 1775.

6. Hundred/A hundred years ago the principal means of communication was by post and telegraph.
7. How many children are there in the school? About three hundred/three hundreds.
8. The report has got over five hundred/five hundreds pages.
9. It happened in the year two thousand and two/two thousand and second.
10. All International flights are from Terminal One /the Terminal One.

Fill in the blanks

1. The division of the circle into _____ (360) parts occurred in ancient India, as evidenced in the Rigveda
2. _____ (22 200) donors from Manchester have been honoured at an awards ceremony for donating.
3. The newly elected board of directors consists of _____ (42) new members.
4. Chelsea won _____ (2:0) against Marseille at Stamford Bridge.
5. Russia is the largest country in the world by surface area, covering more than _____ (1/8) of the Earth's inhabited land area, with over _____ (144 000 000) people at the end of March 2016.

Hundred or hundreds? Choose the correct item.

1. There were hundreds of people/hundred of people at the pool today.
2. That dress costs hundreds of pounds/hundreds of pound.
3. We've driven a hundred miles/a hundred mile in the last two hours.
4. I agree with you one hundred percent/one hundred percent.
5. Hundreds/hundred of people watched the football match at the stadium.
6. Eight hundred/eight hundreds is not enough. Her paintings cost thousands/thousand.
7. Benjamin received cards from scores/score of local people.
8. People are leaving the Nationalist Party by the score/by a score.
9. Nearly a thousand/thousands football fans were arrested.
10. There are literally thousands/thousand of people without homes.

Fill in the blanks with hundred, thousand, million, billion

1. Over the past two years, over _____ (million) immigrants found work, many illegally.
2. _____ (thousand) of bees have been stolen from a British university.
3. Two _____ (hundred) years after the Constitution was signed, free-enterprise economics had produced doubtful results.
4. State prosecutors investigate more than _____ (thousand) cases of stolen babies in Spain.
5. According to the estimate, the world population has exceeded the number of seven _____ (billion) people.
6. Officials issued public warnings after _____ (hundred) of sharks were spotted in the waters.
7. Roman Abramovich threw a party costing five _____ (million) pounds.
8. _____ (million) of people in West Africa must be protected from a serious food crisis.
9. It has been found that walking ten _____ (thousand) steps a day will help you drop undesired pounds.

THE PRONOUN

Замініть слова в дужках англійськими відповідниками:

1. (Я) am ready.
2. (Ти) should do it today.
3. (Він) lives there.
4. (Вона) is tired.
5. (Вона, чашка) is on the dinner table.
6. (Ми) are not friends.
7. (Ви) know the truth.
8. (Вони) can help you.

Замініть слова в дужках англійськими відповідниками:

1. Let (мені) see the book.
2. I saw (тебе) yesterday.
3. I'll ask (його) to do it.
4. Tell (їй) to come.
5. Put (його, портфеля) on the floor.
6. Explain it to (нам).
7. I'll meet (вас) at the airport.
8. Can you help (їм)?

Замініть виділені слова відповідними займенниками:

1. I have a book. 2. My father loves my mom. 3. Our grandparents kissed my father. 4. My sisters and I bought a lot of new clothes. 5. I'll meet my brother at the airport. 6. You and your boyfriend will buy a house soon. 7. My group-mates don't like this professor. 8. I have a lot of nice and expensive clothes. 9. Where do you take the book?

Перекладіть словосполучення (те, що в дужках, перекладати не обов'язково - воно для пояснення ситуації):

1. читати її (книгу) 2. обніти тебе 3. подякувати вам 4. спитати в нас 5. взяти його (блокнот) 6. вкрасти їх 7. прочитати нам книгу 8. написати тобі листа 9. впустити її (ручку) 10. забути його (вірш) 11. згадати їх (слова пісні) 12. побачити тебе 13. дати вам 14. одягти його (світра) 15. носити його (одяг) 16. співати її (пісню) 17. вбити тебе 18. любити вас 19. сміятися над нами/з нас

much, many, little, few, some, any

Choose *much*, *many*, *little*, *few*, *some*, *any* to complete each sentence.

Page 1 of 2

1 We haven't got _____ petrol. We need to stop and get some.

- a.much
- b.many
- c.little

2 We had _____ rain last autumn.

- a.a lot of
- b.much
- c.many

3 There was _____ food in the fridge. It was nearly empty.

- a.little
- b.a little
- c.few

4 You travel a lot. Have you been to _____ countries?

- a.much
- b.many
- c.few

5 It costs _____ money to give your children a good education.

- a.much
- b.many
- c.a lot of

Fill in the gaps with *a lot of, much, many, how much, how many*.

1 There were people in the streets.

2 Are there new students this year?

3 There isn't cheese left in the fridge.

4 backpackers travel to the east coast every summer.

5 We went to that hotel because we didn't have options.

6 milk do you want in your coffee?

7 Not people know his secret.

8 Was there turbulence during the flight?

9 There are things that I haven't told you yet.

10 visitors does this museum have every day?

PRESENT SIMPLE TENSE

Виберіть правильну форму дієслова з поданих нижче та підставте його у речення:

do(es) - cause(s) - close(s) - open(s) - wake(s) up - speak(s) - take(s) - live(s) - play(s) - drink(s)

1. Mike football very well.
2. I never coffee.
3. The gym at 8:00 in the morning.
4. It at 10:00 P.M.
5. Bad driving can many accidents.
6. My grandparents in a small flat.
7. The Olympic Games place every four years.
8. They are good pupils. They always their homework.
9. Her students a little French.
10. I always early in the morning.

Поставте дієслова в дужках в правильну форму:

1. Mila (not/drink) tea very often.

2. What time (the banks/close) [] in USA?
3. Where (Amanda/come) [] from?
4. It (take) [] me an hour and a half to get to work.
5. Jim (not/wake) [] up early on Saturdays.

Підставте дієслова у речення. В деяких випадках, вам потрібно буде зробити заперечну форму у реченні:

eat - rise - write – turn – tell

1. The earth [] around the Moon.
2. The sun [] in the west.
3. Vegetarians [] fruits.
4. A liar is someone who [] the truth.
5. A novelist [] novels.

Put the verbs in the Present Simple form.

One fly _____ (to fly) , two flies _____ (to fly).

One girl _____ (to cry), four girls _____ (to cry).

When a wolf _____ (to see) the moon, it _____ (to begin) to howl (вити).

Wolves and sheep _____ (to be) never friends.

Our hens _____ (to lay [відкладати]) a lot of eggs.

Boys _____ (to fight) and _____ (to shout).

That boy _____ (to try) to catch some balls.

These girls _____ (to try) to run away from an angry turkey.

If one goose _____ (to have) one tooth, how many teeth _____ (to have) thirteen geese?

Вставте дієслова з дужок у формі Present Simple. Yan is at a summer camp in Poland. Write what he usually does in the camp. Put the verbs in bracket in the correct form.

He _____ (get) up at 7. He _____ (have) his English lesson every day. He _____ (speak) English to his friends. He _____ (play) board games in the afternoon. He Sometimes _____ (swim) in the lake. He often _____ (go) hiking. He sometimes _____ (sit) by the camp fire in the evenings. He never _____ (go) on a trip without his friends.

Джерело: <http://poradu24.com/english/present-simple-vpravi-na-vidpracyuvannya-z-vidpovidyami-the-present-simple-tense-exercises-with-answers.html>

PAST SIMPLE TENSE

Впишіть правильну форму дієслова у пропуски:

1. Last month I (go) [] to Scotland on holiday.
2. It (be) [] awesome movie!
3. I (visit) [] lots of museums. I (be) [] with friend of mine .
4. In the evening we (meet) [] him.

5. In the morning I (get) up early.

6. The weather (be) fine yesterday.

7. It (be not) cheap.

8. We (see) some beautiful rainbows.

9. Where (spend / she) her last holiday?

Напишіть минулу форму дієслова:

Інфінітив		Past Simple
1.	take	<input type="text"/>
2.	drive	<input type="text"/>
3.	say	<input type="text"/>
4.	put	<input type="text"/>
5.	write	<input type="text"/>
6.	sing	<input type="text"/>
7.	be	<input type="text"/>
8.	sit	<input type="text"/>
9.	stand	<input type="text"/>
10.	speak	<input type="text"/>

Оберіть “was” чи “were”:

1. The teacher was/were nice.
2. The pupils was/were very clever.
3. But one pupil was/were in trouble.
4. Teacher was/were sorry for him.
5. He was/were nice though.

FUTURE SIMPLE TENSE

Change the sentences according to the pattern using the Future Indefinite Tense
He went to Paris last year. — He will go to Paris next year.

1. He went to New York last week.
2. She went to Berlin last month.
3. I went to London last year.
4. We went to Rome last month.
5. They went to Geneva last year.
6. You went to Stockholm last week.

7. He went to Madrid yesterday.

Answer the questions in the negative.

Will he call on us tomorrow? — No, he won't. He won't call on us tomorrow.

1. Will it snow in the morning?

2. Will he become a good engineer?

3. Will she translate this article tomorrow?

4. Will the manager answer my question on Saturday?

5. Will granny receive the letter tomorrow?

6. Shall we review these rules in some days?

7. Will this medicine do her good

Put the verbs in brackets into the Future Indefinite Tense

1. I (do) my homework in the evening.

2. They (tell) us about their work.

3. John (see) his friend at the cinema.

4. I (be) in the dining-room at eight o'clock.

5. He (cook) the breakfast for you?

6. We (see) you on Sunday.

7. She (get) up early tomorrow morning.

8. She (finish) her work next month?

9. I (know) the result in a week.

10. You (have) time to help me tomorrow?

11. I (remember) this day all my life.

12. Jack (be) twenty years old next week.

13. She (stay) at home tomorrow.

14. Where the children (go) on the summer holiday? — They (go) to the seaside. 1

5. I hope he (remember) to buy bread.

16. Perhaps he (arrive) in time for lunch.

Add question tags

1. You'll learn this poem. — You'll learn this poem, won't you?

2. You won't translate this article. — You won't translate this article, will you?

1. You'll wait for me in the waiting room.

2. Your friend won't miss the train.

3. Jack will get tickets to the Opera house.

4. He'll phone you tomorrow.

5. I'll carry your case for you.

6. She won't pass the exam.

7. My sister won't fall ill.

8. Her father will arrive by the 5 o'clock train.

9. This doctor will treat you.

10. It will improve the state of affairs.

Answer the questions using the phrases in brackets

What will you do when you have spare time? (To go to the cinema). — When I have spare time, I shall / will go to the cinema.

1. What will you do if you get a new flat? (To buy a set of furniture).

2. What will she do when she graduates from the Institute? (To work at a school).

3. Where will they live when they get married? (In Kyiv).

4. What will you do after you pass the exams? (To go to the cinema).

5. What will you do if your TV set is out of order? (To buy a new one).

6. What will she do if she doesn't find them at home? (To ring them up later on).

Join the following sentences according to the pattern

He will live in the center of the city. He will get a new flat. (When). — He will live in the center of the city when he gets a new flat.

1. He will come. He will return from the country. (When).
2. They will tell you everything. They will come to see you. (When).
3. These students will work in various fields of our economy. They will graduate from the Institute. (After).
4. I shall show you the photo of my family. I shall leave. (Before).
5. She will not come. They will invite her. (Until).
6. She will look quite beautiful. She will cut her hair short. (After).

Present Continuous Tense

Change the sentences using the Present Continuous Tense

Tom plays tennis every Saturday. (Now). — Tom is playing tennis now.

1. She often sits here. (Now).
2. My father works here every morning. (Still).
3. My mother cooks dinner every day. (Now).
4. It often rains here in autumn. (Now).
5. The teacher answers his students' questions at each lesson. (At this moment).
6. He always waits for his friend. (At present).
7. She thinks about her friend a lot. (At the moment).

Change the sentences to questions

He is getting ready for school. — Is he getting ready for school?

1. You are staying at that hotel.
2. She is looking at the picture.
3. My father is reading a newspaper.
4. They are reviewing their homework.
5. The boys are playing football.
6. The teacher is explaining the Passive Voice.
7. We are listening to your words.

Answer the questions according to the pattern

Is your sister playing computer games? — Yes, she is. Yes, she is playing computer games.

1. Are your brothers playing chess?
2. Is it raining?
3. Is George speaking to the dean?
4. Are they having a rest?
5. Is Mary packing her things?
6. Is the doctor examining a patient?
7. Are people walking in the street?

Give negative answers to the questions

Are you staying at the Hilton Hotel? — No, I am not. I am not staying at the Hilton Hotel.

1. Is the sun shining?
2. Are you laughing?
3. Is she learning French at night school?
4. Are you working hard these days?
5. Is your friend helping you?
6. Is your father teaching you?
7. Are you listening to what I am saying?

Translate into English to complete the sentences. Use the Present Continuous Tense

He never speaks, коли він працює. — He never speaks while he is working.

1. My younger brother always moves his lips, коли читає.
2. We always consult a dictionary, коли перекладаємо з англійської.
3. My sister always smiles, коли танцює.
4. He is always silent, коли він обідає.
5. The students always listen, коли я пояснюю новий матеріал.
6. Never interrupt other people, коли вони розмовляють.
7. My mother never disturbs me, коли я працюю.
8. My younger sister listens attentively, коли я читаю їй.

Fill in the blanks with the articles where necessary

1. Miss Green is going to have ... lunch with ... friends at ... canteen.
2. What are you reading? — I'm reading ... very interesting book.
3. Do you usually have ... dinner at ... home or at ... canteen?
4. If ... weather 70 is fine, they go to ... park and spend ... day in ... open air.
5. What is ... highest mountain in ... world?
6. As a rule I cook ... breakfast every ... morning except ... Sunday.
7. He gives ... lectures twice ... week: on Monday and Friday.
8. There are ... lot of ... advantages of living outside ... city.
9. There is not so much ... noise and hurry.
10. He has ... nice garden in ... front of... his house.

Past Continuous Tenses

Change the sentences to the Past Indefinite and the Past Continuous Tenses using corresponding time phrases

I go to the cinema. — I went to the cinema yesterday. — I was going to the cinema when I met you.

1. It often snows in winter.
2. George sometimes cooks himself.
3. It gets dark early now.
4. On Sundays we often go to the forest.
5. I play the piano.
6. Tom often skates not far from his house.
7. The children drink milk in the evening.
8. We usually swim in the river and bathe in the sun in summer.
9. We usually have dinner in the evening

Translate into English using either the Past Indefinite or the Past Continuous Tense

1. О чверть на сьому вони вивчали англійську мову.
2. Учора з четвертої до п'ятої години ранку йшов дощ.
3. Він читав книгу, коли я прийшов.
4. Я читав цю книгу минулого року.
5. Я дзвонила йому учора, але його не було вдома.
6. Він дивився телевізор, коли задзвонив телефон.
7. Коли Мері грала з дітьми, її брат поливав квіти.
8. Коли не було дощу, ми ходили до лісу.
9. Коли настала зима, декілька тижнів ішов сніг.
10. Люди діставалися до місця роботи з великими труднощами.
11. Діти каталися на ковзанах недалеко від нашого дому.
12. Мені дуже сподобалося літо.
13. Ми часто ходили купатися і загоряти на річку.
14. Що ви вчора робили? Ми встали о дев'ятій годині, оскільки була неділя, поснідали і пішли гуляти. Після обіду ми слухали музику, а увечері пішли в кіно.
15. Минулого тижня я придбав дві англійські книги. Одну з них я дав почитати своїй сестрі, другу я читав сам три дні.

Future Continuous Tense

Write sentences using the Future Continuous Tense

... to leave next week — I'll be leaving next week.

1. ... to watch TV when you come.
2. ... to play the piano at this time tomorrow.
3. ... to translate the story in the afternoon.
4. ... to take an exam in English in the morning.
5. ... to have a dancing class at 2 p.m. tomorrow.
6. ... to work in the garden

Change to a) negative sentences, b) questions He'll be dancing at 7 p.m. tomorrow. a) He won't be dancing at 7 o'clock. b) Will he be dancing at 7 p.m. tomorrow?

1. I'll be working at my French at 12 o'clock tomorrow.
2. She'll be making a report at this time tomorrow.
3. We'll be watching TV tonight.
4. You'll be waiting for me at 3 p.m. tomorrow.
5. My sister will be explaining this rule to me when you come.
6. She'll be playing the piano at 9 p.m. tomorrow.
7. He'll be working in the lab at the usual time tomorrow.
8. She'll be leaving for Kyiv at this time in two days.

Use the Future Continuous or Future Indefinite Tense of the verbs in brackets

1. This time next month I (sit) on a beach.
2. I'll come at three o'clock. — Good, I (wait) for you.
3. The garden (look) its best next month.
4. Don't ring her up at 9 o'clock, she (put) the children to bed. Ring her later.
5. When I get home my dog (sit) at the door waiting for me.
6. When we reach England it (rain) probably.
7. When you next see me I (wear) my new dress.
8. If you come after eleven o'clock, I (sleep).
9. When I come back they (have) supper.
10. If I receive a letter from him, I (let) you know.

Change the sentences according to the time phrases in brackets

Ann often takes photographs. (At this time tomorrow). — Ann will be taking photographs at this time tomorrow.

1. I'll read this book tomorrow. (When you ring me up).
2. He played the guitar yesterday. (From 9 to 11 tomorrow).
3. He is learning English. (At this time tomorrow).
4. She'll have a French lesson tomorrow. (At 4 o'clock tomorrow).
5. Helen will work at the library tomorrow. (All day tomorrow).
6. The children will ski tomorrow. (At 4 o'clock).
7. The boy will play tennis tomorrow. (When you return).

Translate into English to complete the sentences. Use the Future Continuous Tense

Вони будуть вічерятися, when you come back. — They'll be having supper when you come back.

1. Ви будете розмовляти по телефону, when your mother comes.
2. Він буде слухати радіо at this time tomorrow.
3. Він буде працювати тут all day long.
4. Ми будемо обговорювати це питання at 3 p.m. tomorrow.
5. Діти будуть снідати, when you come back.

Translate into English using the Present, Past or Future Continuous Tense

1. Що ти робив о другій годині? — Слухав музику.

2. Я поспішав на роботу, коли зустрів свого давнього друга.
3. Я буду грати на піаніно весь вечір.
4. Чи вона буде займатися англійською з дев'ятої до одинадцятої? — Так.
5. Ми прийдемо о п'ятій годині. — Добре, я буду чекати на вас.
6. Я гадаю, ми зустрінемося зі своїми друзями 74 через декілька днів.
7. Ми подорожували, коли отримали листа від батьків.
8. Ви перекладали статтю чи готовувалися до контрольної о другій годині? — Я готовувався до контрольної.
9. Я пишу листа своєму другу зараз.
10. Якою мовою вони розмовляють зараз з вашим другом? — Вони розмовляють англійською, але мій друг також знає німецьку.
11. Поїзд відіде за п'ять хвилин.
12. Завтра у цей час ми будемо проводжати його на вокзал.
13. Ми не виходили тому, що йшов дощ.
14. Що ти робив о цій порі учора?
15. Він обпік руку, коли готовував обід.

The Present Perfect Tense

Use the right verb form

1. I've (speak) English all my life.
2. He's (know) me for over ten years.
3. She has (work) hard for ten years.
4. How long have you (be) here?
5. Has she (have) breakfast already?
6. They've (go) to bed late every night for two weeks.
7. You haven't (speak) German all your life, have you?
8. I've (get) dressed quickly this morning.
9. He has (do) his work.

Change the sentences to the Present Perfect Tense

I wrote the letter yesterday. — I have written the letter this morning.

1. He saw this film yesterday.
2. She wrote a new book last year.
3. He gave me the answer to my question at the last lesson.
4. Mr. Smith spoke to me about you on Monday.
5. I heard about the play yesterday.
6. Bill studied very hard last year.
7. They went to the theatre together yesterday evening.
8. We read a play by Shakespeare last summer.
9. You left your book at home yesterday morning.
10. John gave us the tickets two days ago

Change the following sentences to questions

Jane has (never) seen this film. — Has Jane (ever) seen this film?

1. Mother has told me to answer the letter.
2. He has enjoyed the performance.
3. This painter has lived in Paris for a long time.
4. Granny has prepared the dinner.
5. He has written a letter to his parents.
6. They have seen this play.
7. I have never smoked.
8. It hasn't rained for ages.
9. I have seen George recently.
10. He has phoned Mary this evening.

Answer the questions according to the pattern. Translate the answers

Has he bought a car? — Yes, he has. He has just bought a car. Так. Він щойно купив машину. — No, he hasn't. He has not bought a car yet. Він ще не купив машину.

1. Have you written the exercise?
2. Has she finished her work?
3. Has the steamer arrived?
4. Has the manager signed the letter?
5. Have you seen the film «Gone with the wind?»
6. Have you rung her up today?
7. Have we received any letters from him this week?

Change the sentences to the Present Perfect Tense using the adverb «already». Translate the sentences

My brother is going to do the shopping. Мій брат збирається зробити покупки. — My brother has already done the shopping. Мій брат вже зробив покупки.

1. They are going to have dinner soon.
2. What are you going to do?
3. I'm going to buy some food-stuffs.
4. His family is going to listen to the seven o'clock news.
5. I am going to clean the flat. 6. John is going to shave.
7. They are going to have a rest in the country.
8. Ann is going to switch on the light.
9. Who is going to have lunch?
10. They are going to have a cup of tea.

Use the given words to make sentences and put the verb into the Present Perfect Tense

Phil /find/ a new job. — Phil has found a new job. You ever /be/ to Rome? — Have you ever been to Rome?

1. Charles /go/ to Brazil.
2. Jack and Jill /decide/ to get married.
3. Tom /give up/ smoking.
4. Ann /pass/ her driving test.
5. Bill /break/ his leg.
6. Mary /lose/ weight.
7. Jill /wash/ her hair.
8. I /pay/ the waiter.
9. Chris /forget/ to phone Tome.
10. We /see/ John.
11. You /read/ any English books?
12. You /live/ in this town all your life?
13. You ever /eat/ caviar?
14. You ever /have/ a car?

Translate into English to complete the sentences

A Вона знаходитьться тут since two o'clock. — She has been here since two o'clock. («Since» is a preposition).

Я його не бачила since. — I haven't seen him since. («Since» is an adverb). Я його не бачила since he graduated from the Institute. — I haven't seen him since he graduated from the Institute. («Since» is a conjunction).

1. Вона живе у Києві since 1955.
2. Я одержала від нього тільки два листа since I graduated from the Institute.
3. Він поїхав на північ, і я не бачила його since.
4. Я знаю його since childhood.
5. Ви зустрічали своїх шкільних друзів since you finished school?
6. Дівчина не спала since the day before yesterday.

B Я знаю його for two years. — I have known him for two years.

- Я не одержу від нього листів for many years.
- Мої батьки живуть у Києві for ten years.
- Він знає мене for several years.
- Ваш знайомий був тут for half an hour.
- Я не бачила його for ages.
- Вона вже хворіє for a fortnight.
- Вони одружені for twenty years.

Translate into English using the Present Perfect Tense

- Ви написали листа своєму другу?
- Чи відпочивали ви колинебудь навесні?
- Ми ще не бачили картин цього художника.
- Щось трапилось з цим хлопцем.
- Я вже бачила цей фільм.
- Ви приготували обід на сьогодні?
- Ви вже відповіли на це запитання?
- Вони вирішили багато важливих проблем.
- Він був у Франції три роки.
- Вона живе у Києві з жовтня.

PAST PERFECT TENSE

Напишіть речення, ставлячи дієслова у правильну форму:

- I lost the key that he (give) to me.
- She told me that she (see) the film .
- I went outside as I (hear) a noise.
- She picked out the red dress, which she (not / wear) for ages.
- Mike (not / swim) in the beach before that day.
- His father was angry because he (not / help) him.
- (you / have) dinner before you left the house?
- (he / manage) to find a place to stay when he went to Paris?
- Where (she / stay) before she moved to live with her boyfriend?

Поставте дієслова у правильну форму, використовуючи Past Simple чи Past Perfect:

- The storm (destroy) the house that they had built .
- When she went out to play, she (do / already) her homework.
- The children (clean) the blackboard they had used to do the mathematics exercise.
- He took off the jacket he (put on) before.
- They (eat) all of the food that she had made .

Вставте дієслова в Past Perfect

I ... (to have) before breakfast I went to school.
 He went to meet his friends after he ... (to do) his homework.
 By 8 o'clock the rain ... (to stop).

Alice was late because she ... (to miss) the bus.
She went to the post-office after she ... (to write) the letter.
He ... (to work) at the factory before he entered the college.
He got a bad mark for his test because he ... (to make) a lot of mistakes in it.
I went to bed after I ... (to finish) reading the book.
The child ... (to fall) asleep before the parents came home.
Вони ... (to marry) before they bought this house.

Використайте Past Perfect запропонованих дієслів, щоб доповнити речення.

to leave, to go, to die, to see, to live, to fly
I didn't read the text in class because I ... my book at home.
The children didn't want to go to the cinema because they ... already ... the film.
Kate wasn't at home last week because she ... to visit her uncle.
Linda never knew her father because he ... before she was born.
I was excited when the plane took off because I... never ... before.
My grandfather was always afraid of animals because he ... never in the country.

Вставте дієслова в Past Perfect.

1. Jill was afraid she _____ (forget) her key at home, but she found it in her handbag.
2. Dad wasn't at home when I came back. He _____ (go) out twenty minutes before.
3. I wasn't hungry because I _____ (just/have) breakfast.
4. Peter saw an urgent message on his table. Somebody _____ (leave) it the day before.
5. I apologized _____ (not/phone) her.
6. He told me that he _____ (come back) a fortnight before.
7. I knew him at once though I _____ (meet) him many years before.
8. We spent the night in Klin, a town we _____ (often/hear of) but _____ (never/see).
9. They couldn't believe he _____ (give up) his job in the bank. He _____ (make) a good living there.
10. Mr. Jackson said that he _____ (already/buy) everything for lunch.
11. Alice asked her brother, where he _____ (arrange) to meet his friends.
12. We had no car at that time because we _____ (sell) our old one.
13. They _____ (finish) painting the ceiling by two o'clock.

Визначте, яку дію сталося раніше. Об'єднайте два речення в одне, не змінюючи частині місцями.

Використовуйте BEFORE

Example/ Приклад

I sent a telegram. Then I met my friend.
— *I had sent a telegram before I met my friend.*

The rain stopped. I went for a walk.
I did my homework. My mother returned home.
We met in the street. We went to the park.
They packed their things. Then they started.
I had dinner. I switched on the TV set.
He returned home. The guests left.
We came to the cinema. The film began.
I read the book. I saw the play. .
They lived here. They moved to another place.
We played a game of tennis. We went to my place

Об'єднайте два речення в одне, використовуючи before, as soon as, after.

Example/Приклад

They had lived in the country. They moved to the city.

— They had lived in the country before they moved to the city.

He had finished school. He went to a camp.

She had phoned her friend. She went to meet her.

I read the book. I had seen the film.

I had cleaned my room. I invited my friends home.

He entered the university. He had finished school.

He told me about his impressions. He had returned from his journey.

He was unhappy. He had got bad news.

I had finished the text. I handed in my exercise book.

Доповніть речення, використовуючи Past Perfect.

I watched a new film after...

I went for a walk after...

I fell asleep after...

I began to read a book after...

I helped my mother about the house after...

Future Perfect Exercises.

Вставте дієслово в часі Future Perfect.

I _____ a Londoner for five and a half years by next September. (be)

By Tuesday Jill _____ these novels by o'henry. (finish)

Next year is and Fred Kate'10th s wedding anniversary. They _____ happily married for ten years. (be)

Molly thinks the film _____ by the time she gets to Fred's. (to start)

They _____ the plans by then. (to finish)

Before his holiday Tom _____ all his money. (to spend)

The train _____ by the time the couple get to the station. (to leave)

I _____ dinner by then. (cook)

I _____ my chemistry homework before Jillian comes home. (finish)

Fernando _____ his operation by August and should be much fitter. (have)

Before Lisa arrives, I _____ dinner. (finish)

Johnny _____ this document by 7pm o'clock this afternoon. (translate)

Helen _____ this awesome doll by her daughter's birthday. (make)

Steven _____ his lesson by tomorrow. (not/learn)

This test is so arduous, that I _____ it in a day's time. (not/complete)

You _____ over half a thousand words when you finish this English book (learn).

The commission _____ to a definite decision in a month. (come)

I won't see Molly on the 1st of August since I _____ to the South by that time. (go)

Дайте відповідь, використовуючи Future Perfect Tense та слова в дужках.

Example: Will Jill be busy at 6pm? (finish essay)

Oh, no, Jilly will have finished her essay by that time.

Will the couple be at their hotel on Monday? (move to the old beach house)

Will be the committee discussing the project at 2 o'clock? (make a decision)

Will the pupils be writing their test at ten? (finish)

Will mike's niece still be a pupil next autumn? (finish school)

Will Greg still remember Molly in ten years? (forget)

Will Greg be at home on Tuesday? (leave for China)

Складіть пропозиції в часі Future Perfect.

have / Jill / she / perfected / will / from / her / by the time / Japanese / comes / Tokyo.

promotion / Melody / have / By December / will / her / received.

gets home / Helen's / cleaned / By the time / relatives / she / will / the house / have.

to communicate / Steven / he / learned / Will / have / well / Chinese / before / enough / flies to Beijing?

finishes / have / By the time / twenty / taken / Jillian's father / that course / he / will / online tests.

Translate into English using Future Perfect.

Майкл закінчить цей звіт до завтра.

Студенти його доборлять до третьої години по полусліні.

До червня ми здамо сесію.

Будівельники побудують школу до початку вересня.

Я напишу заяву до того часу, як приїде секретар.

Поїзд піде, поки ми доберемося до станції.

Зоя переведе цю доповідь до понеділка.

До ночі Меган переведе цю довгу статтю.

Стівен вже поїде в Париж, коли Моллі повернеться з Конго.

Зора не дочитає цю ідіотську книжку до кінця року.

Відповіді до вправ на Future Perfect.

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