
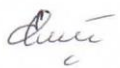
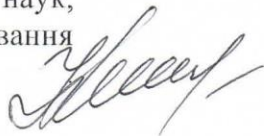


Затверджено
на засіданні групи забезпечення
спеціальності 073 «Менеджмент»
від *14.06* 2021р.
протокол № *6*

Голова групи Павленко О.П. 

Затверджено
на засіданні групи забезпечення
спеціальності 281 «Публічне
управління та адміністрування»
від *14.06* 2021р.
протокол № *6*

Голова групи Смірнова К.В. 

Узгоджено
Декан факультету комп'ютерних наук,
управління та адміністрування
Кузніченко С.Д. 

СИЛЛАБУС

навчальної дисципліни

Іноземна мова

(назва навчальної дисципліни)

Менеджмент 073

Публічне управління та адміністрування 281

(шифр та назва спеціальності)

Менеджмент

Публічне управління та адміністрування

(назва освітньої програми)

Бакалавр

(рівень вищої освіти)

Денна
(форма навчання)

III
(рік навчання)

V, VI
(семестр навчання)

4/120
(кількість кредитів ЄКТС/години)

V сем.-залік, VI сем.-залік
(форма контролю)

кафедра іноземних мов

Одеса, 2021 р.

Автори:

викладач Янко І. Б.
(прізвище, ініціали, посада, науковий ступінь, вчена звання)

Поточна редакція розглянута на засіданні кафедри іноземних мов від 18.02
2021 року, протокол № 7

Викладачі: практичні, Янко І.Б.

(вид навчального заняття: прізвище, ініціали, посада, науковий ступінь, вчена звання)

(вид навчального заняття: прізвище, ініціали, посада, науковий ступінь, вчена звання)

Перелік попередніх редакцій

Прізвища та ініціали авторів	Дата, № протоколу набуття чинності	Дата
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1. Опис навчальної дисципліни

Мета	Практичне володіння іноземною мовою
Компетентність	ЗК07 (073 «менеджмент») Здатність спілкуватися іноземною мовою. ЗК11 (281 «ПУА») Здатність спілкуватися іноземною мовою.
Результат навчання	Р13 (для спец. 073 «менеджмент») Спілкуватися в усній та письмовій формі державною та іноземною мовами; РО3 (для спец. 281 «ПУА») Уміти усно та письмово спілкуватися іноземною мовою.
Базові знання	Теперішні часи (теперішній неозначений, теперішній тривалий, теперішній доконаний, теперішній доконано-тривалий), минулий неозначений час, минулий доконано-тривалий, майбутній доконано-тривалий, узгодження часів дійсного способу, непряма мова, умовні речення, пасивний стан
Базові вміння	1. Ведення бесіди, доповіді з використанням названих вище лексико-граматичних явищ; 2. Розуміння та вільне використання у письмовій формі та під час усного спілкування спеціальної лексики уроків 1,2 посібника.
Базові навички	1. Користування словниками та довідковою літературою; 2. Швидкий пошук у друкованих джерелах та мережі Internet інформації за спеціальністю та країнознавчого характеру.
Пов'язані ссиллабуси	Іноземна мова (I-IV семестри, VII-VIII семестри)
Попередня дисципліна	-
Наступна	-
Кількість годин	Практичні заняття : V сем.-30; VI сем. -30 Самостійна робота студентів: V сем.-30; VI сем. - 30

2.1 Програма навчальної дисципліни (VII семестр)

Код Модуля	Назва модуля та теми	Кількість аудиторних годин	Кількість годин СРС
ЗМ-П1	Grammar: Present Indefinite, Present Continuous tenses Text «What is management».-переклад	2	2
	Grammar: Present Perfect, Past Indefinite tenses Text «What is management»-переказ Text «Basic management functions»-переклад	2	2
	Grammar: usage of the Present Perfect Continuous tense Text «Basic management functions» - переказ Text «Organizing the enterprise» - переклад	2	2
	Домашнє читання	2	2

	Grammar: usage of the Present Perfect and the Present Perfect Continuous tenses Text «Kinds of managers»- переклад	2	2
	Grammar: usage of the Past Indefinite and the Present Perfect tenses Text «Kinds of managers»- переказ Text «Areas of management» переклад	2	2
	Grammar: revision Text «Areas of management»- переказ Text «Women at the top» - коротке резюме, обговорення Письмове тестування № 1	1 1	1 1
ЗМ-П2	Grammar: Sequence of tenses Text «What makes effective managers?».-переклад	2	2
	Grammar: Indirect Speech Text «What makes effective managers?».-переказ Text «Managerial roles».-переклад	2	2
	Grammar: Past Perfect Continuous tense Text «Managerial roles».- переказ	2	2
	Grammar: Future Perfect Continuous tense Домашнє читання	1 1	1 1
	Grammar: Perfect Continuous tenses - summary Text «Better leaders make a better company»- коротке резюме, обговорення	2	2
	Grammar: revision	2	2
	Письмове тестування № 2	1	1
	Семестрова залікова контрольна робота	1	1
	РАЗОМ	30	30

Консультації:

Викладач Янко Ілона Борисівна, п'ятниця, 9:00-12:20, ауд.615

2.2 Самостійна робота студента та контрольні заходи

Код Модуля	Завдання на СРС та контрольні заходи	Кількість Годин	№ тижня
ЗМ-П1	➤ Підготовка до усного опитування	13	1-7
	➤ Письмове тестування 1(обов'язкове)	1	5
	➤ Підготовка до перевірки домашнього читання	2	4
ЗМ-П2	➤ Підготовка до усного опитування	11	8-14
	➤ Письмове тестування 2(обов'язкове)	1	15
	➤ Підготовка до перевірки домашнього читання	1	12
Підготовка до залікової семестрової контрольної роботи		1	15

РАЗОМ

30

Оцінювання контрольних заходів для ЗМ-П1

- 1. а) усне опитування (переклад та переказ текстів) – 24 бали максимально;
 б) усне опитування (домашнє читання) –4 бали максимально;
 в) письмові вправи – 12 балів максимально;
 --2. Письмове тестування № 1 – 50 балів максимально (обов'язкове)

Оцінювання контрольних заходів для ЗМ-П2

- 1. а) усне опитування (переклад та переказ текстів) – 24 бали максимально;
 б) усне опитування (домашнє читання) –4 бали максимально;
 в) письмові вправи – 12 балів максимально;
 --2. Письмове тестування № 2 – 50 балів максимально (обов'язкове)

Семестрова залікова контрольна робота – 100 балів максимально (обов'язкова)

Сума балів, які отримав студент за двома змістовними модулями V семестру, формують кількісну оцінку (бал успішності). Результати поточного контролю заносяться до інтегральної відомості.

Студент вважається допущеним до підсумкового семестрового контролю, якщо він набрав за модульною системою суму балів не менше 50 балів за практичну частину.

Підсумковим контролем знань студентів є **залік**.

Студент отримує залік, коли він має на останній день семестру інтегральну суму балів поточного контролю, достатню для отримання позитивної оцінки (60 балів).

В якості форми поточного контролю практичних модулів – усне опитування, письмові вправи, письмові тестування 1,2 (обов'язкові). В якості форми підсумкового контролю семестрова залікова робота (обов'язкова).

Якщо сума балів, яку набрав студент за результатами тестувань 1, 2, менша 50 балів, студент має право підвищити суму балів за рахунок необов'язкових видів роботи, які оцінюються наступним чином:

- 1) Робота з текстами
 - усний переклад тексту -1 бал;
 - переказ тексту – 1 бал;
 - список незнайомих слів та виразів з перекладом українською мовою – 1 бал
 - письмове резюме тексту – 1 балУсього за один текст максимально 4 бали.
ЗМ- П1 містить 6 текстів:, тобто максимальна оцінка за тексти – 24 бали.
ЗМ – П2 містить 6 текстів, тобто максимальна оцінка за тексти – 24 бали.
Усього за семестр – 48 балів.
- 2) Письмове виконання граматичних вправ – 1 бал за кожну вправу.
Для ЗМ – П1 – 12 балів; для ЗМ – П2 - 12 балів.
Усього за семестр максимально 20 балів.
- 3) Завдання з домашнього читання оцінюється наступним чином:
 - 1 бал – переклад з англійської мови українською;
 - 1 бал – наявність списку незнайомих слів та виразів у кількості не менше 100;

1 бал – коротке усне резюме змісту тексту англійською мовою обсягом 7-8 речень;

1 бал – письмове резюме англійською мовою.

Максимальна оцінка - 4 бали для ЗМ – П1 та 4 бали для ЗМ – П2, тобто 8 балів за семестр.

Обсяг статті (або декількох) – 15 тис. др. зн. за V семестр.

Інтегральна оцінка (В) по дисципліні розраховується за формулою

$$B = 0,75 \times OЗ + 0,25 \times OЗКР,$$

де ОЗ – кількісна оцінка (у відсотках від максимально можливої) за змістовними модулями;

ОЗКР – кількісна оцінка (у відсотках від максимально можливої) залікової контрольної роботи.

Оцінка за ЗКР має складати не менше 50%, тобто не менше 50 балів від максимально можливої оцінки (100 балів).

Питання до заходів поточного та підсумкового семестрового контролю

Письмові тести до ЗМ-П1 – ЗМ-П2 складаються з 30 питань кожний.

Кожна правильна відповідь оцінюється у 1,7 бала для письмового тестування №1 та у 1,7 бала для письмового тестування №2.

Максимальна оцінка – 50 балів за кожну тестову роботу.

Семестрова залікова контрольна робота складається з 25 питань.

Кожна правильна відповідь оцінюється у 4 бали.

2.3 Програма навчальної дисципліни (VIII семестр)

Код Модуля	Назва модуля та теми	Кількість аудитор-них годин	Кількість годин СРС
ЗМ- ПЗ	Grammar: Past Indefinite, Past Continuous tenses Text «Managerial decision making».-переклад	2	2
	Grammar: Past Perfect tense Text «Managerial decision making»-переказ	2	2

	Text «Managing total quality»-переклад		
	Grammar: Past Perfect Continuous tense Text «Managing total quality» - переказ	2	2
	Text «What it takes to become a successful manager today» - переклад		
	Домашнє читання	2	2
	Grammar: Future Indefinite, Future Continuous tenses Text «What it takes to become a successful manager today»- переказ	2	2
	Grammar: Future Perfect, Future Perfect Continuous tenses Text «What is an organization»-переклад, переказ	2	2
	Grammar: Conditionals Text «Job design»- переклад, коротке резюме, обговорення	1	1
	Письмове тестування № 3	1	1
ЗМ-П4	Grammar: the Passive Voice Text «Departmentalization».-переклад, переказ	2	2
	Grammar: the Infinitive Text «Delegation, decentralization, centralization».- переклад, переказ	2	2
	Grammar: the Gerund Text «The span of management».- переклад, переказ	2	2
	Grammar: the Participle	1	1
	Домашнє читання	1	1
	Grammar: non-finite forms of the verb - summary Text «Line and staff management» - переклад, коротке резюме, обговорення	2	2
	Grammar: revision	2	2
	Письмове тестування № 4	1	1
	Семестрова залікова контрольна робота	1	1
	РАЗОМ	30	30

Консультації:

2.4 Самостійна робота студента та контрольні заходи

Код Модуля	Завдання на СРС та контрольні заходи	Кількість Годин	№ тижня
ЗМ-ПЗ	➤ Підготовка до усного опитування	13	1-7
	➤ Письмове тестування 1(обов'язкове)	1	5
	➤ Підготовка до перевірки домашнього читання	2	4
ЗМ-П4	➤ Підготовка до усного опитування	11	8-14
	➤ Письмове тестування 2(обов'язкове)	1	15
	➤ Підготовка до перевірки домашнього читання	1	12
Підготовка до залікової семестрової контрольної роботи		1	15

РАЗОМ

30

Оцінювання контрольних заходів для ЗМ-ПЗ

- 1. а) усне опитування (переклад та переказ текстів) – 24 бали максимально;
б) усне опитування (домашнє читання) –4 бали максимально;
в) письмові вправи – 12 балів максимально;
--2. Письмове тестування № 3 – 50 балів максимально (обов'язкове)

Оцінювання контрольних заходів для ЗМ-П4

- 1. а) усне опитування (переклад та переказ текстів) – 24 бали максимально;
б) усне опитування (домашнє читання) –4 бали максимально;
в) письмові вправи – 12 балів максимально;
--2. Письмове тестування № 4 – 50 балів максимально (обов'язкове)

Семестрова залікова контрольна робота – 100 балів максимально (обов'язкова)

Сума балів, які отримав студент за двома змістовними модулями VI семестру, формують кількісну оцінку (бал успішності). Результати поточного контролю заносяться до інтегральної відомості.

Студент вважається допущеним до підсумкового семестрового контролю, якщо він набрав за модульною системою не менше 50 балів за практичну частину.

Підсумковим контролем знань студентів є **залік**.

Студент отримує залік, коли він має на останній день семестру інтегральну суму балів поточного контролю, достатню для отримання позитивної оцінки (60 балів).

В якості форми поточного контролю практичних модулів – усне опитування, письмові вправи, письмові тестування 3,4 (обов'язкові). В якості форми підсумкового контролю семестрова залікова робота (обов'язкова).

Якщо сума балів, яку набрав студент за результатами тестувань 3, 4, менша 50 балів, студент має право підвищити суму балів за рахунок необов'язкових видів роботи, які оцінюються наступним чином:

4) Робота з текстами

- усний переклад тексту -1 бал;

- переказ тексту – 1 бал;

- список незнайомих слів та виразів з перекладом українською мовою – 1 бал

- письмове резюме тексту – 1 бал

Усього за один текст максимально 4 бали.

ЗМ- ПЗ містить 6 текстів:, тобто максимальна оцінка за тексти – 24 бали.

ЗМ – П4 містить 6 текстів, тобто максимальна оцінка за тексти – 24 бали.

Усього за семестр – 48 балів.

5) Письмове виконання граматичних вправ – 1 бал за кожну вправу.

Для ЗМ – ПЗ – 12 балів; для ЗМ – П4 - 12 балів.

Усього за семестр максимально 20 балів.

6) Завдання з домашнього читання оцінюється наступним чином:

1 бал – переклад з англійської мови українською;

1 бал – наявність списку незнайомих слів та виразів у кількості не менше 100;

1 бал – коротке усне резюме змісту тексту англійською мовою обсягом 7-8 речень;

1 бал – письмове резюме англійською мовою.

Максимальна оцінка - 4 бали для ЗМ – ПЗ та 4 бали для ЗМ – П4, тобто 8 балів за семестр.

Обсяг статті (або декількох) – 15 тис. др. зн. за VI семестр.

Інтегральна оцінка (В) по дисципліні розраховується за формулою

$$B = 0,75 \times O3 + 0,25 \times O3KP,$$

де O3 – кількісна оцінка (у відсотках від максимально можливої) за змістовними модулями;

O3KP – кількісна оцінка (у відсотках від максимально можливої) залікової контрольної роботи.

Оцінка за ЗКР має бути не менше 50%, тобто 50 балів від максимально можливої (100 балів).

Питання до заходів поточного та підсумкового семестрового контролю

Письмові тести до ЗМ-П3 – ЗМ-П4 складаються з 30 питань кожний.

Кожна правильна відповідь оцінюється у 1,7 бала для письмового тестування №3 та у 1,7 бала для письмового тестування №4. Максимальна оцінка – 50 балів за кожну тестову роботу.

Семестрова залікова контрольна робота складається з 25 питань.

Кожна правильна відповідь оцінюється у 4 бали.

3.Рекомендації до самостійної роботи студентів

ЗМ-П1

Під час вивчення тем цього практичного модуля слід звернути особливу увагу на різницю у вживанні минулого неозначеного та теперішнього доконаного часів та сферу вживання теперішнього доконано-тривалого часу.

Література:

1 -- ст. 4- 27

Питання для самоперевірки

1. We ... to London tomorrow.

A. fly B. are flying C. have been flying

2. She ... brilliantly in this play.

A. acts B. is acted C. has acted

3... you about my suggestion ?.

A. Do you think B. What are you thinking C. Are you thinking

4. It is not as quite a place as it ... to be.

A. uses B. used C. has used

5. I have studied at the university ... two years already.

A. for B. since C. during

6. She ... all day long.

A. cooked B. has been cooked C. has cooked

Правильні відповіді

1-B; 2-A; 3-C; 4-B; 5-A; 6-B

ЗМ-П2

Під час вивчення тем цього практичного модуля необхідно запам'ятати особливості вживання обставин часу та місця у непрякій мові у порівнянні з прямою, а також те, що у непрякій мові прислівники “yes”, “no” передаються за допомогою дієслів або виразів “in the negative\ affirmative”.

Література:

1 – ст. 27-42

Питання для самоперевірки

1. I thought that you ... school.

A. would go B. will go C. are going

2. She was telling that she ... a good ear for music.

A. has B. was having C. had

3. He said that he had been at the theatre ...

A. yesterday B. the night before C. last night

4. Our guide said that we would go on an excursion ...

A. tomorrow B. the following day C. this day

5. I thought he ... there for three years.

- A. was working B. has been working C. had been working
6. By this time next week, I ... here for two years.
A. will have been working B. will work C. will be working

Правильні відповіді

1-A; 2-C; 3-B; 4-B; 5-C; 6-A

Вказівки з підготовки письмового перекладу

Текст суспільно-політичного змісту може стосуватися будь-якої теми (політика, економіка, культура, мистецтво, країнознавство та ін.). Він має налічувати приблизно **15 тис. др.зн.** з та бути представлений у вигляді ксерокопії або роздруківки з Інтернет-видання. До перекладу українською мовою слід додати список незнайомих слів та словосполучень з їхнім перекладом у кількості не менше **100** лексичних одиниць, та коротке резюме англійською мовою.

ЗМ-ПЗ

Під час вивчення тем цього практичного модуля слід звернути особливу увагу на те, що у реченнях реальної умови після “if”, “even (only) if”, “on condition”, “provided that”, “unless” і т. ін. дієслово стоїть у теперішньому часі, а у підрядних умовних реченнях, якщо умова нереальна, відбувається переміщення часів (shifting of tenses).

Література:

1 – ст. 43-70

Питання для самоперевірки

1. I shouldn't drink this wine if I ...you.
A. was B. were C. am
2. If he had asked you, you ... ?
A. would you have accepted B. would you accept C. did you accept
3. If you come late they ... in.
A. don't let you B. didn't let you C. will not let you

4. If I ... his address I'd give it to you.
 A. had known B. knew C. would know
5. I ... TV when my friend came to visit me.
 A. was watching B. watched C. had been watching
6. I ... English tomorrow in this time.
 A. will study B. will be studying C. will have been studying

Правильні відповіді

1-B; 2-A; 3-C; 4-B; 5-A; 6-B

ЗМ-П4

Під час вивчення тем цього практичного модуля необхідно пам'ятати, що в англійській мові пасивні конструкції значно поширеніші, ніж в українській, та звертати увагу на особливості їх перекладу; також слід звернути увагу на різне значення омонімічних форм герундія та дієприкметника.

Література:

1 -- ст. 71- 108

Питання для самоперевірки

1. Mr Watson will ... tonight.
 A. be called B. call C. be calling
2. The exercises ... by the pupils.
 A. has been finished B. were finished C. have been finished
3. The article ... is here.
 A. to translate B. to be translated C. to have translated
4. He can run for hours without ... tired.
 A. get B. having got C. getting
5. I have no reason for ... so late.
 A. come B. have come C. coming
6. ... the story, I suggested to discuss it.
 A. Having read B. Having been read C. Being read

Правильні відповіді

1-A; 2-C; 3-B; 4-C; 5-C; 6-A

Вказівки з підготовки письмового перекладу

Текст суспільно-політичного змісту може стосуватися будь-якої теми (політика, економіка, культура, мистецтво, країнознавство та ін.). Він має налічувати приблизно **15 тис. др.зн.** та бути представлений у вигляді ксерокопії або роздруківки з Інтернет-видання. До перекладу українською мовою слід додати список незнайомих слів та словосполучень з їхнім перекладом у кількості не менше **100** лексичних одиниць, та коротке резюме англійською мовою.

4. Питання до заходів поточного, підсумкового та семестрового контролю

У дужках – посилання на джерела, де можна знайти інформацію, та відповідні сторінки. (Див. розділ 5).

4.1 Тестові завдання до тестування у модулі ЗМ-П1

1. Put the verbs in the brackets into the correct tenses (the Present Simple, the Present Continuous, the Present Perfect, the Present Perfect Continuous) [2, с.125-126, с.128, с.129-131; 5, с. 2-6, с.12]:

1. You (to complain) constantly about my handwriting!
2. You seldom (to visit) your parents.
3. The Smiths (to celebrate) their wedding anniversary next Sunday.
4. The train (to arrive) at nine o'clock in the morning.
5. It (to get) colder.
6. She (to have) a large flat.
7. He (to have) a bath.
8. We (to think) about your suggestion.
9. We (to be) friends since we were ten years old.
10. She (to finish) already her report.
11. The minute I (to get) the news about Anna I telephoned her parents.
12. I will contact you the minute I (to get) my exam results.

13. You (to meet) them last week?
14. She (to put) on her raincoat and (to leave) the house.
15. This is the first time I (to see) you look embarrassed.
16. John (to clean) his room on Friday.
17. The train (to leave) already.
18. I just (to see) your sister in the street.
19. The Smiths (to be) our neighbours for two years.
20. How long you (to read) this book?
21. I really don't know what you (do) there all this time.
22. I (not/hear) about him since yesterday.
23. He (not/say) a single word to me yet and he (get) that letter on Sunday.
24. When I (get) home that evening, my little son (eat) dinner himself for the first time.
25. She (sit) at the table only five minutes when a car (come).

II. Insert the Present Perfect or the Past Indefinite

1. You ___ never ___ me why you're called Tony when your name is James, (to tell) (*Galsworthy*)
2. I ___ her name in the papers rather often of late, (to see) (*Maugham*)
3. " ___ you ___ all the necessary preparations incident to Miss Sedley's departure, Miss Jemima?" asked Miss Pinkerton. (to complete) (*Thackeray*)
4. His father ___ just a week ago to-day, (to die) (*Galsworthy*)
5. I know where you the morning, (to spend) (*Austen*)
6. Gh! You ___. someone with you. Introduce me. (to bring) (*Shaw*)
7. Barbara! You ___ the education of a lady. Please, let your father see that and don't talk like a street girl, (to have) (*Shaw*)
8. "Let's go," said Abra- niovici; "I ___ my appetite." (to lose) (*Heym*)
9. "Oh — oh —you are Mary Gerrard?... You ___ I — I wouldn't have recognized you." (to change) (*Christie*)
10. "Where's the paper?" asked Edward. «I ___ the leading article yet." (to read — negative) (*Maugham*)
11. Montanelli ___ awake the whole night through, (to lie) (*Voynich*)
12. Mr. Worthing, I suppose, ___ from London yet? (to return — negative) (*Wilde*)
13. It's the most tasteless, repulsive idea I ___ ever ___ of (to hear). (*Murdoch and Priestley*)
14. Mother, I ___ just ___ to him. (to write) (*Wilde*)
15. My hands are all wet with these roses. Aren't they lovely? They ___ up from Selley this morning. (to come) (*Wilde*)

16. Young Mako __ a match, __ his pipe, and __ them slowly, (to strike, to light, to approach) (*Abrahams*)
17. In fact I __ just __ a telegram to say that my poor friend Bunbury is very ill again, (to have) (*Wild*)
18. You __ even __ at that book I got you on the war in the Pacific, (to look — negative). (*Murdoch*)
19. When __ you first __ the co-respondent...? (to see) (*Galsworthy*)
20. We __ in silence for a few minutes. He __ at last, (to sit, to speak) (*Dickens*)
21. "I __ so little experience yet," she said. "I only __ school yesterday, you see." (to have, to leave) (*Beresford*)
22. "I __ surely __ very long," returned Florence. "When __ I __ here? Yesterday?" (to sleep, to come) (*Dickens*)
23. I __ Ann at her father's house twenty odd years ago and __ her ever since, (to meet, to know) (*Stone*)

III. Insert the Present Perfect or the Present Perfect Continuous [2, c.129-131; 5, c.12]:

1. I __ him since he came back from the East, (to see — negative) (*Greene*)
2. "Ever since I was a young girl," said Miss Ley, "I __ not to take things seriously..." (to try) (*Maugham*)
3. I will be your friend: I __ always __ you. (to like) (*Ch. Bronte*)
4. Your wife flies into a temper and stabs a man you __ with for over a year, (to work) (*Hilton*)
5. I __ for a long time to make you a little present, Bertha, (to want) (*Maugham*)
6. Lord Caversham __ some time in the library for Sir Robert, (to wait) (*Wilde*)
7. I __ to England for sixteen years, (to be — negative) (*Maugham*)
8. I suppose you know, Peggy dear, I __ awfully fond of you for quite a long time, (to be) (*W. Locke*)
9. It is highly probable you __ with him for the last three weeks... (to correspond) (*James*)
10. They __ the news in the streets since two o'clock, (to yell) (*Conrad*)
11. "How about playing a little something for me?" he said. "Oh, Lonnie! I __ for ages. And I'll wake the children." (to play — negative) (*Benson*)
12. The house __ in my charge for more than a year, (to be) (*Du Maurier*)
13. "I can't remember my aunt's address. We __ from her for years, (to hear — negative) (*Christie*)

IV. Insert the Present Continuous or the Present Perfect Continuous [2, c.128, 131; 5, c. 2, 4]:

1. "Oh, Mr. Craddock, let me come near you," cried Mrs. Branderton, "I ___ to get at you for twenty minutes." (to try) (*Maugham*)
2. I ___ here all the morning to see either her or Robert. (to wait) (*tilde*)
3. "What's the matter?" "The matter? The girl's ill. She ___ " (to die) (*Christie*)
4. . My dear girl, what ___ you ___ about now? (to think) (*Beresford*)
5. I ___ so much about it since I received your letter, (to think) (*Marryat*)
6. I ___ the streets of the city for you for two years and this is the first time I've admitted it even to myself, (to search) (*/ . Shaw*)
7. I hear you ___ for a new house, (to look) (*Lindsay*)
8. Of course, we have problems, but we ___ to handle them, and I must say, quite successfully, (to learn) (*Gow and D'Usseau*)
9. When her voice ceased, he moved uneasily and said, "I ___ well for the last ten days." (to feel — negative) (*Conrad*)
10. She ___ extraordinary well to-night (to feel) (*Wells*)
 What else have I to live for but my children? It's you and the rest of them that I ___ and ___ for all these years, (to work, to plan) (*Dreiser*)

V. Fill in the blanks with the appropriate words:

Inventory control is the process of managing 1) _____ in such a way as to minimize inventory 2) _____, including both holding costs and potential stock-out costs. Today, computer systems are being used both to control inventory levels and to 3) _____ costs. Small firms use microcomputer-based systems to keep track of inventories, provide periodic inventory reports, and 4) _____ managers to impending stock-outs. In larger Firms, more complex computer-based systems 5) _____ inventories of thousands of individual items, perform routine purchasing chores in accordance with a purchasing plan, and 6) _____ the production of finished goods.

One of the most 7) _____ methods of inventory control used today is materials requirements planning. **Materials requirements planning (MRP)** is a 8) _____ system that integrates production planning and inventory control.

- A. costs B. maintain C. sophisticated D. inventories
 E. record F. computerized G. alert H. schedule

4.2 Тестові завдання до тестування у модулі ЗМ-П2

1. Put the verbs in the brackets into correct tenses following the rules of Sequence of Tenses [2, с. 149-151; 4, с. 92-98]:

1. The pupil explained to the teacher that he couldn't come to school that day because he (to be) ill.
2. She asked me about my schedule for the next week and I answered that I (to know) it yet.
3. Did you say you (to have to) get up very early the following morning?
4. Ann begged me not to tell her father what (to happen) earlier that day.
5. Cecily answered she (to write) stories and poems all her life since as long as she could remember.
6. The woman standing near the box-office inquired if I knew how much the tickets (to be).
7. Seeing that I was nervous, Sue advised me (to wait) for the answer till the following day.
8. I thought you said Jack you (to phone) when he got back from his trip to the mountains.
9. They explained to us that the Local History museum, which was usually open every Sunday, that day (to close).
10. Wanda complained to me that the children (to be) very naughty that evening.

II. Put the sentences into the Indirect Speech [2, с. 154-155; 4, с. 99-108; 5, с. 64-76]:

1. He said, "I like this song."
He said _____
2. "Where is your sister?" she asked me.
She asked me _____
3. "I don't speak Italian," she said.
She said _____
4. "Say hello to Jim," they said.
They asked me _____

5. "The film began at seven o'clock," he said.
He said _____
6. "Don't play on the grass, boys," she said.
She told the boys _____
7. "Where have you spent your money?" she asked him.
She asked him _____
8. "I never make mistakes," he said.
He said _____
9. "Does she know Robert?" he wanted to know.
He wanted to know _____
10. "Don't try this at home," the stuntman told the audience.
The stuntman advised the audience _____
11. Christine asked if I (to post) her letter.
12. She asked me when I (to have) to go to work.
13. She said it was a stupid idea and it (not to work).
14. He told me he never (to be) to France.
15. He said that he (to go) to Oxford University in the 90 s.
16. She said she (can) help me because she had too much to do.
17. I thought the play (to be) interesting and decided to go to the theatre.

18. Katarina said she (to go) to Brussels soon.
19. He said that he (to go) to the theatre the day before.
20. They told me that she (to be) there in ten minutes.

III. Put the following sentences into indirect speech [2, c. 154-155; 4, c. 99-108; 5, c. 64-76]:

1. Tim said, 'I'm sorry to disturb you, Betty.'
2. He said, 'Where is Jane going?'
3. Polly said, 'I would like to buy it.'
4. 'If I had any instructions, I would know what to do', said Margaret.
5. Robert asked, 'Tom, do you know the Old Barn Hotel? It's on the Carl Road.'
6. 'Will you be free tomorrow?' Peter asked Dick.
7. 'Don't open the door or answer the phone,' said her parents.

8. The last two weeks she had been saying to everyone who phoned her that she (to be) unwell and (not to leave) home.
9. When I knew him better he admitted that he (to feel) lonely in London.
10. She wanted Wilfred to forbid my walking in the park alone. She said it (to be) dangerous.
11. "Don't shoot except in self- defense," said the police sergeant.
12. "Sit down and tell me what is worrying you," he said to her.
13. "If you have to use the river water," said the guide to us, "boil it first. Don't drink it unboiled."
14. "Will the passengers with nothing to declare go through the green door?" said a customs official.
15. "How did you get up that tree?" Mary asked. "I used a ladder, but someone went off with it when I was sawing." said Jimmy. "Go and get another one and don't just stand there and ask silly questions.

IV. Put the verbs in the brackets into correct tenses [4, c. 92-98]:

1. She ended by saying that she (to think) she (to make) a mistake.
2. She knew what (to go) on in their minds.
3. So I went into the living room, where my aunt already (to wait) for me.
4. She telephoned her husband to the office to say that her brother (to return) from abroad.
5. An old friend rang up to ask how Elizabeth (to feel), and whether she (can) go with his wife to the concert on Sunday morning.
6. Most of the trees already (to put) out their leaves and there were buds everywhere.
7. He remembered that he (not to see) Lily for three weeks.
8. She hadn't yet figured out what she (to be) going to do and she (to hope) to be able to wait a little.

9. It was possible that Jack (to hang) around.
10. Everybody thought they (to live) in happiness for nearly thirty years.
11. She didn't know why she (to invent) suddenly the story.
12. Delany (to sit) up in bed and (to eat) his dinner when Jack (to come) into the room. His complexion (to be) ruddy. Obviously he (to be) shaved. He (to have) a glass of red wine with his meal. He (to wave) his fork as he (to see) Jack.
13. He (to remain) in his seat, as though studying his programme, till the three (to pass) out into the foyer.
14. Darkness (to fall) when he finally (to return) to the hotel. He (to say) nothing to Pat except that he (to turn) down the job. He (cannot) give her any explanation until he completely (to understand) the meaning of what (to happen).
15. As we (to drive), her eyes (to stare) rigidly out of the car window.

V. Open the brackets using Future Simple, Future Continuous, Future Perfect, Future Perfect Continuous [2, c. 127, 129-131; 5, c. 18, 22, 26]:

1. He will be hungry because he (not to eat).
2. We (to go) by train for two days by the time we get there.
3. She will be tonight as she (to work) all day.
4. Brian (to have) dinner when mother comes.
5. They (to meet) us by the time they have to leave Ukraine.
6. She (to work) at school for twenty years by 2001.
7. My sister (to study) for five years when she gets her degree.
8. Don't be late! They (to wait) for you in the cold.

VI. Open the brackets using Present Perfect, Past Simple, Past Continuous, Past Perfect, Past Perfect Continuous [2,, c.126, 128, 130]:

1. I just (to meet) him.
2. Look! Sam (to bring) some cheese biscuits.
3. They (to dance) from six till ten o'clock.
4. We (not to see) each other before we (to come) to the place.

5. The meeting (to begin) before he (to come) to the place.
6. Yesterday we (to return) home late.
7. We (to understand) that she (not to see) us before.
8. At seven o'clock yesterday Cathy (to sleep) as she (to be) tired.
9. She (to cook) all day long for the party that evening and by 8 o'clock she still wasn't ready.
10. He (to read) for a while when his attention was attracted by a loud noise at the front door.

VII. Fill in the blanks with the appropriate words:

THE CONVERSION PROCESS

To have something to sell, a business must 1) _____ resources into goods and services. The resources are materials, finances, people, and information. The goods and services are varied and diverse, ranging from heavy manufacturing 2) _____ to fast food. The purpose of this conversion of resources into goods and services is to provide utility to 3) customers. **Utility** is the ability of a good or service to 4) satisfy a human need. Although there are four types of utility-form, place, time, and possession operations management focuses primarily on 5) form utility. **Form utility** is created by converting raw materials, labor, and other resources into finished products. But how does the conversion take place? How does Ford convert steel and glass, money from previous auto sales and 6) stockholder's investments, production workers and managers, and economic and marketing forecasts into automobiles? How does Aetna Life and Casualty convert office buildings, insurance premiums, actuaries, and mortality tables into life 7) insurance policies? They do so through the use of a conversion process. As indicated by our Aetna Life and Casualty example, the conversion process is not 8) limited to manufacturing products. The conversion process can also be used to produce services.

- A. satisfy B. limited C. convert D. stockholder`s E. equipment
 F. customers G. form H. insurance

4.3 Тестові завдання до семестрової залікової роботи (V семестр):

I. Put the verbs in the brackets into correct tenses [4, с.61-81, с.92-98]:

1. When I travel to England next year I (to study) English for over four years, so I think I'll be ready.
2. I'm sure when you call him, he (to watch) TV. He's always in front of the TV!
3. We are visiting a new city every week. By the end of the summer, we (to visit) all the most important cities in Europe.
4. In less than 2 years, my grandparents (to be) married for 50 years. We are going to celebrate it.
5. In less than 2 years, my grandparents (to be) for 50 years. We are going to celebrate it.
6. I'm cleaning the kitchen. By the time you arrive, it (to be) spotless.
7. We were shocked to see her. We (to be) expecting her.
8. Ben (to do) his homework all this time. He (to play) computer games.
9. It has (to snow) a lot this week.
10. When Bob arrived at the station, his friends (to wait) already for him for half an hour.
11. How long you (to live) in Poltava before you moved to Odesa?
12. Mr. Clemence said that because of the fire part of the building had gone completely, and the rest of it (to fall) down.
13. The librarian didn't think the students (to take) their books to the library by the following week yet.
14. The doctor told me to stay in bed for a few days otherwise complications (could, might, have to) set in.
15. Jerry said that by the end of the year he (to live) in his new house for four years.
16. I told Sarah that Anne worked in a shoe shop, and she (to complain) that she didn't get enough money for her job.

17. Simon was wrong when he said that Andrew (to move) to his new apartment the next day.

18. She asked me if the flight (to cancel).

19. Nobody knew what (to happen) next.

20. He was not happy about our choice and asked who (interview) the applicants for the new position.

21. I knew that she (be unhappy) about the situation, but I also (realize) that if she (meet) Keith face to face her attitude (change).

22. It wasn't surprising that she (*start*) getting toothache. She (*not go*) to the dentist for two years.

23. She didn't know that water (freeze) at 32° Fahrenheit.

24. They promised that they (bring) us all the necessary books.

II. Put the following sentences into indirect speech [4, c.99-108];

1. "My young brother wants to be a tax inspector," said Mary. "I can't think why. None of my family has ever been a tax inspector".

2. The doctor said: "Please take a deep breath, Ann."

3. The teacher told the students: "Don't talk during the test."

4. "Have you ever been to China, Sam?" I asked.

5. "The birds build their nests among the trees," the teacher said.

6. "I can't read these books. I don't like them," Petra said.

7. "Will you have something to eat?" she asked.

8. "Don't stay outside after the bell comes." the teacher said.

9. "Buy bread, milk and sugar." asked our neighbour.

10. "I'm building myself a house," said Charles. "I won't show it to you just yet but when the roof is on you can come and see it."

11. His uncle told “They lived in a camp when they were on holiday.”
12. She asked, “Have you been working hard on this problem?”
13. “Shall I have to do the whole exam again if I fail in one paper?” said the student to the teacher.
14. “I have almost done it,” said Peter. “Wait for a minute please.”
15. “It doesn't look as if I'll be arriving until after eight, I'm afraid.” Jane said
16. “The parcel ought to be here by the end of next week.” Brian said.

I. Open the brackets putting the verbs into the right forms [4, c. 61-81, c. 92-98]:

1. I was surprised you (to know) my name.
2. He told his father that now he (to make) ten dollars a week.
3. When I went into the office next morning I already (to formulate) my plan.
4. Well, I don't think I ever (to see) you before.
5. “Why are you looking so depressed, Jack?” I said. “Because I have just asked Ann to marry me and she has refused,” he said sadly.
6. “Tell me now why you will have done this work by Friday? I want to go with you to the cinema tomorrow,” said Mary to Jack.
7. “We are waiting for the school bus,” said the children. “It's late again.”

II. Put the following into direct speech [2, c. 154-155]:

1. She asked if he would like to go to the concert and I said that I was sure he would.

2. She told me to look where I was going as the road was full of holes and badly lit.
3. They said that while they had been bathing they had seen someone had been examining their clothes.
4. She said that she was surprised to see that the grandfather's clock had stopped.
5. He wanted to know if I was going to the dance and said that we could go together.
6. He asked the crowd if they thought that he was a liar and the crowd shouted that they did.
7. I stopped a man in the street and asked him if he would help me with my car.
8. He said that if war broke out he would have to leave the country at once.
9. He said that if I found the front door locked I was to go round to the back.
10. He asked what the weather had been like during my holiday and I said that it had been awful.

4.4 Тестові завдання до тестування у модулі ЗМ-ПЗ

I. Put the verbs in the brackets into the right form [4, с. 123-127]:

1. If you (to hurry) yesterday, we would have managed to do all the arrangements.
2. They would have done the task if they (to lose) their best soldier.
3. If you (to do) nothing, you will stay without this job.
4. If we (to wait) for him that night, we would have never learnt the truth.
5. I will show you the place, if you (to give) me the ride.
6. If the weather were fine, they (to go) out of town.
7. If Tom had enough money, he (to go) to the USA long ago.
8. If I (to know) their language, I could understand what they were saying.
9. We (to win) the cup If we keep playing well.

10. If you touch a socket with wet hands, you (to get) an electric shock.
11. If I (to have) noticed Nick, I would have stopped him.
12. "Listen to me, Mary! The officer says I cannot go abroad now! I wish I (to pay) the parking fine! I'm so sorry!"
13. If I (to be) you, I would apologize to her.
14. If you live in Australia, January (to be) in the middle of summer.
15. If Jane (to take) this medicine yesterday, she would feel better now.
16. If you hadn't helped me, I (to be) in real trouble.
17. He would have died if they (to take) him to hospital in time.
18. He would have helped you if you (to request) more politely.
19. If we (can) afford it, we'll buy a new car.
20. If he (to eat) all that he'll be ill.
21. The place was very dull. Even if it (not to be raining) the whole week, we (not enjoy) our holiday.
22. If you (not to interfere), they (to forget) all about it in an hour.
23. If you (to trust) me, I (can lead) you safely through.
24. The dinner (not to be spoiled) if you (not forget) the dish in the oven.
25. She (to know) how to behave if she (to be) a born lady.
26. He (not to take) this case even if he (to be asked).
27. The accident (not to happen) if you (to be) more attentive.
28. She (to go) there even if she (to have) to walk all the way.
29. None (to mind) if he (be dismissed).
30. Someone (may notice) if she (open) the letter.
31. "Are you still thinking of going on that cruise?" - "It (may be) enjoyable," he said, "if one (to have) just the right person to go with."
32. It (to be) fun if Roberta (to write) a book.
33. I never tried to understand my brother. If I (to try) I (may stop) him from going away.
34. If I (to be) you, Meg, I (not to let) myself believe this hateful gossip.
35. I (to hate) myself if I (to deceive) him.
36. He said he had no pain, and if it (not to be) for the doctor, he (to get up) and (to go) home.
37. She (can go) to Cambridge if she (to want). She had been offered a scholarship.
38. You (to be) horrified if I (to tell) you what I have had to go through.
39. I'm glad I wasn't at home. He (not to get) much help if he (to ask) me.
40. The house looked awful. If I (to be) given to crying I (may cry).
41. "No, I won't tell you," she said. "It (not to be) fair to them if it just (to turn) out to be gossip."
42. It (may be) fatal if she (to learn) the truth.
43. "May I read this?" - "I (not to bother) if I (to be) you."
44. If I (to keep) to my original plan I (to miss) the whole affair.
45. Alice thought it (may be) nice if you (can join) us.

46. It (to look) silly if I (to tell) them the truth.
47. If I (to be) you, I (to try) to rise above it.
48. If I (to be) there, of course, I (to do) something.
49. If it (not to be) for the children I (to leave) you tomorrow.

50. If I (to be) a director, I (to choose) an entirely different scenery.
51. If I (to realize) it was to be like this, I (not to come).
52. If he (not to tell) us that himself I never (to believe) that.
53. He (to agree) never with you, even if he (be) wrong.
54. I (to be) grateful if you (to keep) the news to yourself.
55. If anyone (to ask) me what his specific gift was, I (not to know) how to answer.
56. She said she (to be) pleased if my mother (to allow) me to spend a month with them.
57. Mary is staying with them. I think it (to be) a good thing if you (to come) and (to see) her.
58. If we ever (to happen) to meet again I (to act) as if this letter never (to write).
59. If it (to be) all the same to me, I (not to come) and (to talk) with you.
60. If there (to be) some more of us, it (to take) only a few days to get through with it.

II. Open the brackets using Present, Past, Future Simple; Present, Past, Future Continuous; Present, Past, Future Perfect [2, c. 125-130]:

1. She (to go) to school every day.
2. Beth (to go) to school at the moment.
3. The lesson already (to begin).
4. He (to go) to school tomorrow?
5. Tomorrow at this time I (to be) at school.
6. What they (to do) at seven o'clock yesterday?
7. Next Sunday he (to play) tennis from ten till twelve.
8. Where he (to be) now? — He just (to go) to the library!
9. I (write) the letter before you come.
10. I (finish) to translate the article by 10 p.m. tomorrow.

III. Fill in the blanks with the appropriate words

Abraham Maslow, an American psychologist 1) _____ best-known works were published in the 1960s and 1970s, developed a theory of motivation based on a hierarchy of needs. A 2) _____ is a personal requirement. Maslow assumed that 3) _____ are "wanting" beings who seek to fulfill a variety of

needs. He observed that these needs can be arranged according to the importance in a 4) _____ now known as Maslow's hierarchy of needs.

At the most basic level are **physiological needs**, the things we require to survive. They include food and water, clothing, shelter, and sleep. In the employment context, these needs are usually satisfied through adequate 5)_____.

At the next 6) _____ are **safety needs, social needs, esteem needs**.

At the top of the hierarchy are our **self-actualization needs**, the needs to grow and develop and to become all that we are 7) _____ of being. These are the most difficult needs to satisfy, and the means of satisfying them tend to vary with the individual. For some people, learning a new skill, starting a new career after 8) _____, or becoming "the best there is" at some endeavor may be the way to realize self-actualization.

- A. sequence B. whose C. capable D. need E. retirement
F. levels G. humans H. wages

4.5.Тестові завдання до тестування у модулі ЗМ-П4

I. Rewrite these sentences in the passive [2, c. 159-160; 3, c. 598-602]:

- 1.They have sold their car to pay their debts.
- 2.You can buy videos like this one anywhere.
3. An ambulance took the sick man to hospital.
4. A Japanese firm makes these television sets.
5. We have warned you.
6. The examiner will read the text two times

II. Rewrite these sentences in the active [2, c. 159-160; 3, c. 598-602]:

- 1.The city is being defended by the soldiers.
2. Everything that was needed has been done by Alec.
3. This evening dress will be worn by Helen.
4. This news was told us by our teacher.
5. The French is spoken in France.
6. The road was illuminated by the moon.

III. Choose the correct forms of the Infinitive, the Gerund and the Participle [2, c. 182-187; 4, c. 273-345]:

1. He is great, he managed (to find) a solution.

2. His language skills seem (to improve).
3. She hates (to get up) early in the morning and do it five times a week.
4. They agreed (to meet) his friends at the café tomorrow evening.
5. I can't stand (to live) in the countryside but I would like to do it best of all.
6. What are you going to do after (to finish) the university?
7. Mike warned his sister not (to come) back late.
8. We usually learn (to read) at school.
9. Ann didn't know what (to answer).
10. George practices (to swim) twice a week.
11. (To hear) the sounds of music, they stopped talking.
12. This is a church (to build) many years ago.
13. While (to examine), the boy could not help crying
14. Where is the boy (to throw) the stone?
15. (To prescribe) the medicine, the doctor went away.
16. (To show) the wrong direction, the travelers soon lost their way.
17. Time (to permit), we will go for a walk.
18. The treaty (to sign), trade was at once resumed.
19. The day (to be) finer and a little warmer than the previous one, he went out again.
20. (Not to understand) the rule, he made many mistakes.
21. I hope (to see) you soon.
22. We expect (to be) back in two days.
23. He expected (to help) by his friends.
24. I am glad (to do) all the homework yesterday.
25. I am sorry (to break) my pen.
26. I hate (to bother) you, but the students are still waiting (to give) books for their work.
27. He seized every opportunity (to appear) in public: he was so anxious (to talk) about...
28. Is there anything else (to tell) her? I believe she deserves (to know) the state of her sick brother.
29. He began writing books not because he wanted (to earn) a living.
30. The woman pretended (to read) and (not to hear) the bell.
31. Perhaps it would upset her (to tell) the truth of the matter.
32. The only sound (to hear) was the snoring of grandfather in the bedroom.
33. He made me (to do) it all over again.
34. He made her (to repeat) the message.
35. Would you like my (to go) now?
36. They won't let us (to leave) the Customs till our luggage has been examined.
37. He wouldn't let my baby (to play) with his gold watch.
38. Please let me (to know) your decision as soon as possible.
39. He made us (to wait) for hours.

40. I let him (to go) early as he wanted to meet his wife.
41. I'd like him (to go) to a university but I can't make him (to go).
42. He tried to make me (to believe) that he was my stepbrother.
43. Before he let us (to go) he made us (to promise) not to tell anybody what we had seen.
44. I advised him (to ask) the bus-conductor to tell him where to get off.
45. That is too heavy for one person (to carry); let me (to help) you.
46. The teacher advised us (to use) dictionaries.
47. Her father doesn't allow her (to go) to the cinema alone.
48. The old man doesn't like his grandchildren (to make) a lot of noise when they are playing.
49. The gardener won't let the children (to pick) the flowers.
50. The friends went out into the city (to leave) their cases at the left-luggage department.
51. (to leave) a note with the porter, he said he would be back in a half an hour.
52. (to write) in an archaic language, the book was difficult to read.
53. (to write) his first book, he used his own experiences.
54. (to be) away so long he was happy to be coming back.
55. On (to introduce) they easily fell to (to talk).
56. Why do you avoid (to see) me? He tried to avoid (to see).
57. We insist on (to send) him there at once. He insists on (to send) there instead of me.
57. Do you mind (to examine) the first?
58. He showed no sign of (to know) them. She showed no sign of (to impress).
59. I was annoyed at (to interrupt) every other moment.
60. The equipment must go through a number of tests before (to install).

IV. Fill in the blanks with the appropriate words:

Costs and supply

Companies have to spend money in order to make money. The money they spend to manufacture their goods or provide their services are called 1) _____. Costs are important. Any company that doesn't keep track of costs will soon be in 2) _____. And there are many different kinds of costs to keep track of such *us fixed costs* and *variable costs*.

Why are costs important? Well, for two reasons: Firstly, there is a 3) _____ between costs and *profit*. Profit is overall 4) _____ minus costs. Secondly, there

is a relationship between costs and *supply*. To understand this relationship, we need to look at some types of cost. One type is *fixed costs*. Fixed costs are costs that don't 5) _____. They are costs that the company has to 6) _____ each month, for example, or each year. The value of fixed costs will not rise or fall in the short 7) _____. Examples include the rent the company pays, the interest they have to pay each month on any loans and the salaries they have to pay for permanent 8) _____. Fixed costs don't change with increases in production. For example, imagine a company produces 1,000 pens in January and 2,000 pens in February. The rent for the factory remains the same for both months. *Variable costs*, however, change (vary) with the size of production. The more pens the company produces, the more these costs 9) _____. Examples of variable costs are the raw materials needed for production, the cost of electricity and the cost of 10) _____ machines that are working more. Also, the company may need to get more part-time employees. Their hourly pay is another variable cost.

A. relationship B. change C. costs D. employees E. term
 F. pay G. revenue H. trouble I. increase J. maintaining

4.6. Тестові завдання до залікової контрольної роботи (VI семестр):

V. Choose the right non-finite forms of the verbs in the brackets [2, с. 182-187; 4, с. 273-345]:

I.

1. You must (to do) it at once.
2. The man told me not (to walk) on the grass.
3. He is interested in (to collect) stamps.
4. Seeing is (to believe).
5. The vegetables (to buy) were fresh.
6. The girl (to sit) on the sofa is my sister.
7. You'd better (to follow) my advice.
8. The work (to do) is not difficult.
9. My hobby was (to swim) but nobody approved it.
10. The book (to read) by me was interesting.
11. I like (to invite) friends to my house.

12. The mother got angry (to see) such a great disorder.
13. I have no objections (to ask) about it.
14. (to travel) is a very pleasant thing.
15. I don't like the idea of (to walk) in the rain.
16. After (to leave) her umbrella in the hall, she entered the living-room.

17. What do you mean by (to come) to the lesson without (to read) the story?
18. On every floor of the hotel there are rooms for (to wash).
19. He felt better for (to write) the letter.
20. She enjoyed (to give) parties.
21. More participants (attend) these scientific lectures if they had longer notice of them.
22. If he (not know) the meaning of the words he may use a dictionary.
23. You can use my phone if yours (not work).
24. I wish I (can) give up smoking.
25. It's a pity he never patented his invention. If he (patent) it he (make) a lot of money.
26. If I (to stay) some more days in your town, I (to call) on you and we (to have) a good talk.
27. I wish I (not try) to repair my computer. I only made it worse.
28. He wishes he (know) something about this research.
29. If I (have) a university degree I now (sit) in a comfortable office instead of standing at a street comer selling newspaper.
30. I wish I (to consult) the teacher when I first felt that English was too difficult for me.
31. I wish you (to go) skiing with me yesterday: I had such a good time.
32. We (go) for a walk, if the weather (to be) good tomorrow.
33. (to write) the master work long ago if you (not to disturb) me.
34. Our guests wish they (to stay) at their place last summer.
35. If you (not to put) the cup on the edge of the table, it (not to brake).
36. What we (to do) if it (to rain) tonight?
37. If she (not to help) me, I (to be) in a very difficult situation.
38. If it (to be) very cold tonight, our car (not to start) in the morning.
39. The students (to understand) the task if they (not to miss) the professor's explanation.
40. I (to say) what I said if I had known earlier what her reaction was going to be.

II. Rewrite these sentences in the passive [2, c. 159-161; 3, c. 598-602]:

1. He can solve this problem.
2. The students must do this exercise.
3. We hold a meeting in this hall once a week.

4. She didn't introduce him to her parents.
5. They are watching my house.
6. We will have to take the car to the garage.

III. Rewrite these sentences in the active [2, с. 159-161; 3, с. 598-602]:

1. The dinner is being cooked by Ann.
2. That is forgotten by everybody.
3. The letters will be delivered on time by the postman.
4. The soup is eaten with a spoon.
5. The clouds are blown away by the wind.
6. English magazines have been given him by them.

5. ЛІТЕРАТУРА ДЛЯ ВИВЧЕННЯ ДИСЦИПЛІНИ

основна

1. Методичні вказівки для СРС та навчальний матеріал з англійської мови для студентів III курсу денної форми навчання. Спеціальність: «Менеджмент» і «Публічне управління та адміністрування». Укладач: Попович І.І. Одеса: ОДЕКУ, 2018 р., 110 с.
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