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**Методические рекомендации по выполнению внеаудиторных  
самостоятельных работ для студентов, обучающихся  
по специальности 43.02.11 Гостиничный сервис**



**Москва**

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**Методические рекомендации по выполнению внеаудиторных  
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**43.02.11 Гостиничный сервис**

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В сборнике представлены внеаудиторные самостоятельные работы по иностранному языку (английский), работа с которыми направлена для дальнейшего развития иноязычной коммуникативной компетенции студентов обучающихся по специальности 43.02.11 Гостиничный сервис

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### **Пояснительная записка**

Самостоятельная работа студентов является одной из важнейших составляющих образовательного процесса. Независимо от полученной профессии и характера работы любой начинающий специалист должен обладать фундаментальными знаниями, профессиональными умениями и навыками деятельности своего профиля. Все эти составляющие образования формируются именно в процессе самостоятельной работы студентов, так как она предполагает максимальную индивидуализацию деятельности каждого студента и может рассматриваться одновременно и как средство совершенствования творческой индивидуальности.

Основным принципом организации самостоятельной работы студентов является комплексный подход, направленный на формирование навыков репродуктивной и творческой деятельности студента в аудитории, при внеаудиторных контактах с преподавателем на консультациях и домашней подготовке.

Среди основных видов самостоятельной работы студентов традиционно выделяют:

- подготовка к зачетам и экзаменам
- презентациям и докладам;
- написание рефератов
- написание эссе;
- решение кейсов и ситуационных задач;
- проведение деловых игр;
- участие в научной работе.

В учебном процессе выделяют два вида самостоятельной работы:

- аудиторная – самостоятельная работа выполняется на учебных занятиях под непосредственным руководством преподавателя и по его заданию;
- внеаудиторная – самостоятельная работа выполняется студентом по заданию преподавателя, но без его непосредственного участия.

Содержание аудиторной и внеаудиторной самостоятельной работы студентов определяется в соответствии с рекомендуемыми видами учебных заданий, представленными в рабочей программе учебной дисциплины.

Самостоятельная работа помогает студентам:

**1) овладеть знаниями:** - чтение текста (учебника, первоисточника, дополнительной литературы и т.д.); - составление плана текста, графическое изображение структуры текста, конспектирование текста, выписки из текста

и т.д.; - работа со справочниками и др. справочной литературой; - ознакомление с нормативными и правовыми документами; - учебно-методическая и научно-исследовательская работа; - использование компьютерной техники и Интернета и др.;

**2) закреплять и систематизировать знания:** - обработка текста, повторная работа над учебным материалом учебника, первоисточника, дополнительной литературы, аудио и видеозаписей; - подготовка плана; - составление таблиц для систематизации учебного материала; - подготовка ответов на контрольные вопросы; - заполнение рабочей тетради; - аналитическая обработка текста; - подготовка мультимедиа презентации и докладов к выступлению на семинаре (конференции, круглом столе и т.п.); - подготовка реферата; - составление библиографии использованных литературных источников; - разработка тематических кроссвордов и ребусов; - тестирование и др.;

**3) формировать умения:** - решение ситуационных задач и упражнений по образцу; - выполнение расчетов (графические и расчетные работы); - решение профессиональных кейсов и вариативных задач; - подготовка к контрольным работам; - подготовка к тестированию; - подготовка к деловым играм; - проектирование и моделирование разных видов и компонентов профессиональной деятельности; - опытно-экспериментальная работа; - анализ профессиональных умений с использованием аудио- и видеотехники и др.

Самостоятельная работа может осуществляться индивидуально или группами студентов в зависимости от цели, объема, конкретной тематики самостоятельной работы, уровня сложности и уровня умений студентов. Контроль результатов самостоятельной работы студентов должен осуществляться в пределах времени, отведенного на обязательные учебные занятия и внеаудиторную самостоятельную работу студентов по дисциплине, может проходить в письменной, устной или смешанной форме.

## **1. Подготовка презентации**

Презентация, согласно толковому словарю русского языка Д.Н. Ушакова: «... способ подачи информации, в котором присутствуют рисунки, фотографии, анимация и звук». Для подготовки презентации рекомендуется использовать: PowerPoint, MS Word, Acrobat Reader, LaTeX-овский пакет beamer. Самая простая программа для создания презентаций – Microsoft PowerPoint. Для подготовки презентации необходимо собрать и обработать начальную информацию. Последовательность подготовки презентации:

1. Четко сформулировать цель презентации: вы хотите свою аудиторию мотивировать, убедить, заразить какой-то идеей или просто формально отчитаться.

2. Определить каков будет формат презентации: живое выступление (тогда, сколько будет его продолжительность) или электронная рассылка (каков будет контекст презентации).

3. Отобрать всю содержательную часть для презентации и выстроить логическую цепочку представления.

4. Определить ключевые моменты в содержании текста и выделить их.

5. Определить виды визуализации (картинки) для отображения их на слайдах в соответствии с логикой, целью и спецификой материала.

6. Подобрать дизайн и форматировать слайды (количество картинок и текста, их расположение, цвет и размер).

7. Проверить визуальное восприятие презентации.

К видам визуализации относятся иллюстрации, образы, диаграммы, таблицы.

**Иллюстрация** – представление реально существующего зрительного ряда. Образы – в отличие от иллюстраций – метафора. Их назначение – вызвать эмоцию и создать отношение к ней, воздействовать на аудиторию. С помощью хорошо продуманных и представляемых образов, информация может надолго остаться в памяти человека.

**Диаграмма** – визуализация количественных и качественных связей. Их используют для убедительной демонстрации данных, для пространственного мышления в дополнение к логическому.

**Таблица** – конкретный, наглядный и точный показ данных. Ее основное назначение – структурировать информацию, что порой облегчает восприятие данных аудиторией. Практические советы по подготовке презентации готовьте отдельно: печатный текст + слайды + раздаточный материал; слайды – визуальная подача информации, которая должна содержать минимум текста, максимум изображений, несущих смысловую нагрузку, выглядеть наглядно и просто; — текстовое содержание презентации – устная речь или чтение, которая должна включать аргументы, факты, доказательства и эмоции; рекомендуемое число слайдов 17-22; обязательная информация для презентации: тема, фамилия и инициалы выступающего; план сообщения; краткие выводы из всего сказанного; список использованных источников; раздаточный материал – должен обеспечивать ту же глубину и охват, что и живое выступление: люди больше доверяют тому, что они могут унести с собой, чем исчезающим изображениям, слова и слайды забываются, а раздаточный материал остается постоянным

осязаемым напоминанием; раздаточный материал важно раздавать в конце презентации; раздаточный материалы должны отличаться от слайдов, должны быть более информативными.

## **2. Подготовка к зачету и экзамену**

Каждый учебный семестр заканчивается зачетно-экзаменационной сессией. Подготовка к зачетно-экзаменационной сессии, сдача зачетов и экзаменов является также самостоятельной работой студента. Основное в подготовке к сессии – повторение всего учебного материала дисциплины, по которому необходимо сдавать зачет или экзамен. Только тот студент успевает, кто хорошо усвоил учебный материал.

## **3. Требования к студентам при подготовке письменных работ**

### **Подготовка эссе**

Эссе – вид самостоятельной исследовательской работы студентов, с целью углубления и закрепления теоретических знаний и освоения практических навыков. Цель эссе состоит в развитии самостоятельного творческого мышления и письменного изложения собственных мыслей.

В зависимости от темы формы эссе могут быть различными. Это может быть анализ имеющихся статистических данных по изучаемой проблеме, анализ материалов из средств массовой информации и подробный разбор проблемной ситуации с развернутыми мнениями, подбором и детальным анализом примеров, иллюстрирующих проблему и т.п. В процессе выполнения эссе студенту предстоит выполнить следующие виды работ:

- составить план эссе;
- отобрать источники,
- собрать и проанализировать информацию по проблеме;
- систематизировать и проанализировать собранную информацию по проблеме;
- представить проведенный анализ с собственными выводами и

### **Структура эссе**

1. Титульный лист.
2. План.
3. Введение с обоснованием выбора темы.
4. Текстовое изложение материала (основная часть).
5. Заключение с выводами по всей работе.
6. Список использованной литературы.

Титульный лист является первой страницей и заполняется по строго

определенным правилам.

Введение (вводная часть) – суть и обоснование выбора данной темы, состоит из ряда компонентов, связанных логически и стилистически. На этом этапе очень важно правильно сформулировать вопрос, на который Вы собираетесь найти ответ в ходе своего исследования. При работе над введением могут помочь ответы на следующие вопросы:

1. Надо ли давать определения терминам, прозвучавшим в теме эссе?
2. Почему тема, которую я раскрываю, является важной в настоящий момент?
3. Какие понятия будут вовлечены в мои рассуждения по теме?
4. Могу ли я разделить тему на несколько составных частей?

Таким образом, в водной части автор определяет проблему и показывает умение выявлять причинно-следственные связи, отражая их в методологии решения поставленной проблемы через систему целей, задач и т.д.

Текстовое изложение материала (основная часть) – теоретические основы выбранной проблемы и изложение основного вопроса. Данная часть предполагает развитие аргументации и анализа, а также обоснование их, исходя из имеющихся данных, других аргументов и позиций по этому вопросу. В этом заключается основное содержание эссе и главную трудность при его написании. Поэтому большое значение имеют подзаголовки, на основе которых осуществляется выстраивание аргументации.

В процессе построения эссе надо помнить, что один параграф должен содержать только одно утверждение и соответствующее доказательство, подкрепленное графическим или иллюстративным материалом. Хорошо проверенный способ построения любого эссе – использование подзаголовков для обозначения ключевых моментов аргументированного изложения: это помогает посмотреть на то, что предполагается сделать и ответить на вопрос, хорош ли замысел. При этом последовательность свидетельствует также о наличии или отсутствии логики в освещении темы эссе.

Заключение (заключительная часть) – обобщения и аргументированные выводы по теме эссе с указанием области ее применения и т.д. Оно подытоживает эссе или еще раз вносит пояснения, подкрепляет смысл и значение изложенного в основной части. Методы, рекомендуемые для составления заключения: повторение, иллюстрация, цитата, утверждение. Заключение может содержать такой очень важный, дополняющий эссе элемент, как указание на применение исследования, не исключая взаимосвязи с другими проблемами.

Таким образом, в заключительной части эссе должны быть сформулированы выводы и определено их приложение к практической области деятельности.

Список использованной литературы составляет одну из частей работы, отражающей самостоятельную творческую работу автора и позволяющей судить о степени фундаментальности данной работы. При составлении списка литературы в перечень включаются только те источники, которые действительно были использованы при подготовке эссе. Список использованной литературы составляется строго в алфавитном порядке в следующей последовательности:

- законы РФ и другие официальные материалы (указы, постановления, решения министерств и ведомств);
- печатные работы (книги, монографии, сборники), периодика.

Интернет-сайты.

По возможности список должен содержать современную литературу по теме.

Приложения могут включать иллюстративный материал (схемы, диаграммы, рисунки, таблицы и др.). При этом приложения являются продолжением самой работы, т.е. на них продолжается сквозная нумерация, но в общем объеме эссе они не учитываются.

### **Требования к оформлению эссе**

Эссе выполняется на компьютере (гарнитура Times New Roman, шрифт 14) через 1,5 интервала с полями: верхнее, нижнее – 2; правое – 3; левое – 1,5. Отступ первой строки абзаца – 1,25. Сноски – постраничные. Таблицы и рисунки встраиваются в текст работы. При этом обязательный заголовок таблицы надо размещать над табличным полем, а рисунки сопровождать подрисуночными подписями. При включении в эссе нескольких таблиц и/или рисунков их нумерация обязательна. Обязательна и нумерация страниц. Их целесообразно проставлять внизу страницы – посередине или в правом углу. Номер страницы не ставится на титульном листе, но в общее число страниц он включается. Объем эссе, без учета приложений, не должен превышать 5 страниц.



**Самостоятельная работа №1. Текст 1-прочитать текст и ответить на вопросы.**

**Задание 1.** Прочитать текст № 1.

**The hotel dress code**

There are many different options from which the client chooses the hotel. These include: location, interior, price category. But, most often, in the customer reviews mentioned the staff, because the staff can make the customer's stay pleasant, or spoil the impression.

Uniforms for hotels, primarily starts with the doorman. His suit must have the proper form, less be influenced by time and fashion. Often, this suit historically.

The suit carrier is performed in the same style as that of the doorman, but he's not quite rigorous, wear-resistant and not easily soiled.

After visitors are greeted by the porter, who wears a classic suit, a valid custom ties, scarves, decorative buttons. Preferably in the form of to use a plain fabric, this blends in with the color scheme of the interior. Uniforms for hotels, with clear stylistic bias are an exception, and the suit can be picked up in a nautical theme, the theme of the 18th century and etc.

A very large variety in uniforms for hotels, you can notice maids, which was required by staff in these buildings. Most often the maid costume consists of 2 or 3 items (coat – apron, blouse – skirt, sundress), which must be clean and be made of non-marking fabric with contrasting bright trim.

But uniforms for hotels never end on the maids, because there is cleaner. Suit cleaners must be free, simple, no bright details and frills.

Mainly used for uniforms fabric made of wool mixture, with 100% polyester, as these fabrics do not crease, nice body, have high wear resistance, good hygienic properties and are well tolerated washing.

**Задание 2.** Ответить на вопросы.

- 1) From which options does client choose the hotel?
- 2) From what the employee of hotels do uniforms start?
- 3) What should be the suit of the doorman?
- 4) What should be the suit of the carrier?
- 5) Who has a large variety of uniforms in the hotel?
- 6) What does the maid costume consist of?

- 7) What should be the suit of the cleaners?
- 8) What kind of fabric used for uniforms?

**Самостоятельная работа № 2. Составить диалог «Знакомство».**

**Задание 1.** Прочитайте нижеприведенный диалог и переведите его.

— Hi! I'm George. And you are...?

— I'm Gina.

— How are you, Gina?

— Good, thanks.

— Where are you from?

— I'm from Britain. How about you? Where are you from?

— And I'm from Israel. Nice to meet you, Gina.

— Nice to meet you.

— Is this your first time here?

— No, it's my second time.

— Where are you staying here?

— I'm staying at a hotel.

**Задание 2.** Составить диалог на тему «Знакомство», на примере диалога, приведенного выше.

### **Самостоятельная работа №3. Составить рекламу услуг отеля.**

**Задание 1.** Прочитайте нижеприведенный текст и переведите его.

#### **The Hotel "Sinatra"**

Our hotel is one of the best hotels around the world. Our hotel is located right on the ocean coast. Here you will find the most comfortable and cozy rooms and bungalows, beautiful garden, stunning view from the window. In our hotel there are several restaurants where you can taste the most delicious dishes of different cuisines.

We also have 10 different size and shaped pools. You just have to choose where you want to go swimming. For fans of extreme sports on the territory of our hotel there is a big water Park. For children we have a Playground and a kids club with animators and teachers. Sport enthusiasts will not remain indifferent to our hotel; there is a tennis court, football field, volleyball field, basketball hall, gym and many, many things. In General, coming here, you definitely will not regret it. And you will remember your rest for a long time!

**Задание 2.** Составьте рекламу услуг отеля, на примере текста, приведенного выше.

#### **Самостоятельная работа №4. Составить диалог «Регистрация гостя».**

**Задание 1.** Прочитайте нижеприведенный диалог и переведите его.

-Good afternoon, sir! What can I do for you?

-Hello! I need a room in your hotel.

-Of course. What type of room are you interested in?

-I think a simple double room is suitable.

-And how many days do you want to stay?

-For 7 days.

-Then, sir, wait a minute, I'll check the availability of rooms.

-Of course!

-So, 1 double room for 7 days is free.

-Very good! How much is it?

-It will be cost 450 \$ per night.

-It totally fits me.

-Than, you must fill in this form.

-Okay, I got it.

-I also need any identification document.

-Driving license?

-Yes, driving license will do!

-Here, hold.

-Thank you, sir. When do you plan to pay for the services of?

-And when it can be done?

-You can pay now or when you check out from the hotel.

-Then let me pay now.

-Well. How are you going to pay?

-And how is it possible?

-We accept cash, traveler's checks and credit cards. How are you comfortable?

- I think I'm going to pay by a credit card.
- Then please enter your pin cod.
- Here you are.
- It's ready. So, your room number is 337. If you have any questions, please contact the reception or the Concierge.
- Where is the Concierge?
- Concierge Desk located on the ground floor, to the right of the reception.
- Oh, I see, thank you!
- The porter will help you with your Luggage. Have a nice holiday!
- Thank you!

**Задание 2.** Составить диалог на тему «Регистрация гостя», на примере диалога, приведенного выше.

**Самостоятельная работа № 5. Текст 2 Прочитать текст, составить 5 вопросов.**

**Задание 1.** Прочитать текст № 2.

### **Apologies**

Dear friend, I really sorry that I did not come to you. Sorry, that I left you alone in the cafe. Next time you can do the same thing with me or you can hit me or tickle me, haha. But now, I can explain why I did not come. In the morning, when I was ready to leave home I was sleepy and I took with me my mother's keys. And we haven't got 'spare' keys. So my mom called me and after school I run home. So I really sorry. Please, can you accept my apology?

Hope to see you soon,

Your friend, Sergei.

**Задание 2.** Составить 5 вопросов по прочитанному тексту.

**Самостоятельная работа № 6. Текст 3 Прочитать текст, найти английские эквиваленты указанных русских слов.**

**Задание 1.** Прочитать текст № 3.

### **Пабы в Британии**

Пабы **можно найти** в любом городе или деревне. **Общественная жизнь** для многих людей **сконцентрирована** на пабе в течение многих лет. Часы открытия и закрытия их определяются **законом**.

Пабы в Англии и Уэльсе закрываются в 11 часов вечера. И за десять минут до закрытия бармен кричит: "**Последние заказы**". Когда вы приходите в паб, вы должны пойти в бар, **заплатить за напиток** и **отнести его к вашему месту**.

Одна из главных **привлекательных черт** паба для **постоянных посетителей** — хорошая компания в **дружеской обстановке**. Куда еще вы можете прийти как **незнакомец** и сразу же оказаться втянутым в **разговор** с группой людей?

Перед тем как идти в другое место, люди **часто встречаются в пабе**. Некоторые люди ходят во все пабы и в каждом из них пьют. Обычно в компании по очереди покупают напитки для всех, и это называется "**круг**".

**Есть в пабах** стало очень популярным за последние десять лет, и обычно еда здесь **дешевая** и **качественная**. Пабы с садами или стульями и столиками вне помещения часто переполнены летом. В пабах также

**предлагают следующие развлечения:** живую музыку, пение, видео и караоке.

Пабы до сих пор остаются **немаловажной частью английской культуры**. Хороший разговор и **хорошее пиво** — два главных пункта, **предлагаемых ими**. Пить пиво в пабе **не обязательно**. Но говорят, что пиво — отличный напиток для паба, оно там расходуется **в больших количествах**, и поэтому один стакан **обеспечивает** много времени для разговора!

**Задание 2.** Найти английские эквиваленты указанных в тексте русских слов и выражений.

**Самостоятельная работа № 7 Текст 4 Прочитать текст и расположить абзацы в правильном порядке.**

**Задание 1.** Прочитать текст № 4.

### **Sports and a healthy way of life**

It includes such kinds of sports as running, jumping and others. Everybody may choose the sport he (or she) is interested in. There are summer and winter sports.

Sport is very important in our life. It is popular among young and old people. Many people do morning exercises, jog in the morning, train themselves in clubs, in different sections and take part in sport competitions. Other people like sports too, but they only watch sports games, listen to sports news. They prefer reading interesting stories about sportsmen.

A lot of different competitions are held at schools, a great number of pupils take part in them. All participants try to get good results and become winners. Sport helps people to keep in good health. If you go in for sports, you have good health and don't catch cold. Children and grown-ups must take care of their health and do morning exercises regularly. There are some popular kinds of sports in our country: football, volley-ball, hockey, gymnastics, skiing, skating. Athletics is one of the most popular kinds of sports.

My favorite sport is swimming. I go to the swimming-pool twice a week. But I prefer to rest by the lake or the river and swim there. My friend Kostya goes in for boxing. He is a good boxer and he is a brave and courageous boy. His hobby helps him in his everyday life.

But they don't go in for sports. Physical training is an important subject at school. Pupils have got physical training lessons twice a week. Boys and girls play volley-ball and basket-ball at the lessons. There is a sports ground near our school and school-children go in for sports in the open air.

**Задание 2.** Расположить абзацы текста в правильном порядке.

**Самостоятельная работа № 8. Текст 5 Прочитать текст и пересказать.**

**Задание 1.** Прочитать текст № 5.

When we cook, we boil, roast, fry or stew our food. We boil eggs, meat, chicken, fish, milk, water and vegetables. We fry eggs, fish and vegetables. We stew fish, meat, vegetables or fruit. We roast meat or chicken. We put salt, sugar, pepper, vinegar and mustard into our food to make it salted, sweet, sour or simply tasty. Our food may taste good or bad or it may be tasteless.

The usual meals in England are breakfast, lunch, tea and dinner or, in simpler houses, breakfast, dinner, tea and supper.

For breakfast English people mostly have porridge or corn-flakes with milk or cream and sugar, bacon and eggs, marmalade with buttered toast and tea or coffee. For a change they can have a boiled egg, cold ham, or fish.

English people generally have lunch about one o'clock. At lunch time in a London restaurant one usually finds a mutton chop, or steak and chips, or cold meat or fish with potatoes and salad, then a pudding or fruit to follow.

Afternoon tea can hardly be called a meal. It is a substantial meal only in well-to-do families. It is between five and six o'clock. It is rather a sociable sort of thing, as friends often come in then for a chat while they have their cup of tea, cake or biscuit.

In some houses dinner is the biggest meal of the day. But in great many English homes, the midday meal is the chief one of the day, and in the evening there is usually a much simpler supper - an omelet, or sausages, sometimes bacon and eggs and sometimes just bread and cheese, a cup of coffee or cocoa and fruit.

**Задание 2.** Пересказать прочитанный текст.

**Самостоятельная работа № 9. Текст 6. Прочитать текст и передать его содержание, используя вопросы как план.**

**Задание 1.** Прочитать текст № 6.

**Telephone etiquette**

The ability to conduct a conversation is very important. The interlocutor cannot see you, so you need to be very convincing that he did not want to hang up even before the moment of your submission to him. What are the rules of communication on the phone?

How many cases can "fall" from one wrong "Ale" on the phone? To avoid this, you should know telephone etiquette.



The phone rang. And you picked up the phone. You can professionally sound, and can sound very personally. Or you can sound like sleepy chicken, if this is your first call to this day. The way you answer the phone creates the first impression about the company and about you personally. Imagine you are trying to call the company to make an order and give this company your money. The first phone is busy. Then they did not respond. Finally, picked up the phone and you hear the languid, sleepy voice, pulling the "Yeah-Ah-Ah-Ah?". No doubt, at this point you want quickly and clearly say "No". And buy what you were going somewhere in other place. By the way, any sale, immediately, now or in the future, begins with the first contact. And if you are on duty you have to communicate with clients, even if it's just switching the call to the desired number, then you are just as responsible for the financial performance and success of your company and other employees. You create the first impression, as is well known, in order to correct a bad first impression; it takes up to twenty additional positive contacts.

How to politely refuse a telephone conversation?

If you need to deny someone, you should apologize, explain the reason for the refusal, without entering into lengthy negotiations and discussion, and very well offer a compromise or an adequate replacement.

Telephone etiquette is the ability to talk on the phone, not wasting time and deciding all questions.

**Задание 2.** Передать содержание текста, используя вопросы в качестве плана.

- 1) What to do, so that the interlocutor didn't want to hang up even before the moment of your submission to him?
- 2) Why you should know telephone etiquette?
- 3) What creates the first impression about your company and about you?
- 4) From what the sales start?
- 5) What is needed to fix the first bad impression?
- 6) How to politely refuse a telephone conversation?
- 7) What is the telephone etiquette?

**Самостоятельная работа № 10. Составить диалог «Бронирование номера по телефону».**

**Задание 1.** Прочитайте нижеприведенный диалог и переведите его.

- Hello, is it the hotel "Viva"?
- Good evening. Yes it is the hotel "Viva". My name is Victoria. How can I help you?
- Victoria, I would like to book a room. Is it possible?
- It depends on what type of room would you like.
- Well, I'd like a large Suite for two people.
- When for?
- From 7 July to 17 July.
- Hold on, I'll check the availability.
- Of course, I'll wait.
- So, we have a few free suites.
- It's wonderful!
- Do you mind the view from the window?
- No, I would like a sea view.
- Then, it will be cost 1050 \$ per person per night.
- Ok. It fits me.
- Then, please tell me your name.
- My name is Mr. Smith.
- So, Mr. Smith. You booked a Suite with sea view from July 7 to 17 July. Is it right?
- You are absolutely right! But I have a problem.
- What is it?
- I'm afraid my wife and I will a bit late.
- It is not a problem, Mr. Smith. We will hold the room until midnight.
- Perfectly. Thank you very much!
- Then, we are waiting for you.
- See you soon!

**Задание 2.** Составить диалог на тему «Бронирование номера по телефону», на примере диалога, приведенного выше.

**Самостоятельная работа № 11. Составить маршрут экскурсии.**

**Задание 1.** Внимательно прочитайте и изучите нижеприведенный маршрут экскурсии. Переведите его на русский язык.

**The walking tour "Moscow is a city of contrasts"**

1. You will take a walking tour of the historic city center – Red square, Manezh square, Alexander garden, Iversky gate, Kazan Church.

2. Then you will visit the Kremlin territory and 1 Cathedral, Ivan the Great Bell tower, Tsar-bell, Tsar-cannon. Cathedral Square - the Assumption, Annunciation, Archangel Cathedral;

3. After you will have free time for about 45 minutes;

4. after free time you will take part in excursions in Moscow-city

- Then you will walk around entertainment center "Afimol":

- Then follows a review of the towers of the business center Moscow-city "Empire", "City of Capitals", "On the waterfront", "Federation":

- You will climb up to high-speed elevators with a speed of 7 m/sec.

Above you can see the layout of the complex, and the guide will tell you about new engineering and architectural solutions and future innovative buildings in Moscow;

- And the last stage of this walking tour will visit the observation deck - a review of the Moscow River, the third transport ring, «Ostankino tower», «Evolution», «mercury», Afimol.

**Organizational information:**

- The group gathers in the center of the metro station "Revolution Square" at 10 o'clock in the morning.
- Please bring an umbrella or raincoat in case of rain.
- Also, you need to have 1500 rubles: for travel on the metro, lunch in the cafe and Souvenirs.

### **Information for smokers:**

- You can smoke only in designated areas. Not respecting this law entails the consequence in a fine.

**Задание 2.** Составить маршрут экскурсии, на примере маршрута, приведенного выше.

**Самостоятельная работа №12. Текст 7 Прочитать текст и составить диалог, используя вопросы.**

**Задание 1.** Прочитать текст № 7.

### **How to ask for directions?**

Hello ladies and gentlemen! It so happens that even after buying a few cards, including Navigator, detail and asking friends how to get there we need space, we understand that lost and don't know where we were. In this case, you must learn to ask the way in English among the local population. The residents of the city can tell you the road to a nice restaurant, Museum or stadium.

There are a number of expressions that will help you to ask or to explain the road. For example:

- Excuse me!
- Can you help me?
- Is there a good restaurant around here?
- Take a left at the corner
- Then go straight for a while
- Then go right for a hundred meters
- You can also take the bus
- You can also follow me with your car
- Excuse me, how do I get to the airport?
- It is best if you take the underground
- Simply get out at the last stop

Don't hesitate to ask for directions, even if you are not fluent in the language. The locals are used to foreigners, and no one will blame you for incorrectly written sentence. And you note that in various embodiments English sometimes words differ radically from each other. For example, "underground" and "subway" are completely different lexical composition, but represent the same thing.

**Задание 2.** Составить диалог, используя вопросы.

- 1) When do we need to learn how to ask directions from the local population?
- 2) Who can tell you the road to a nice restaurant, Museum or stadium?

- 3) What kinds of expressions to ask or explain the way exist?
- 4) Why you shouldn't hesitate to ask directions?

**Самостоятельная работа № 13. Текст 8** Прочитать текст, разделить на смысловые части и озаглавить каждую часть.

**Задание 1.** Прочитать текст № 8.

### **International travel**

Going abroad nowadays is a usual thing for many families. Some people, however, stay unsatisfied with the time they have spent in a foreign country. What are the advantaged and disadvantages of travelling abroad or is it worth staying at home? One of the main advantages is the experience you get from being in a foreign country. While being abroad you have the opportunity to practice the language and socialize with citizens of the country you visit. This is especially beneficial if your occupation is connected with a foreign language. Furthermore, you get acquainted with a new place and that makes you relaxant forget about your routine life. On the other hand, pretravelling process might be very depressing because of all the documents you should collect in order to enter the chosen country. What is more, you can get into trouble if you are not acquainted with the laws of the country you want to visit. What you are used to doing at home is not always normal for foreigners. Or you can also stay unsatisfied if the country you have chosen does not fit your expectations. To sum up, it seems that international tourism is a good way of having a rest, but do not be upset if there are some problems with getting a visa. However, it must be remembered that if you think positively your holidays are going to be terrific!

**Задание 2.** Разделить текст на смысловые части и озаглавить каждую часть.

**Самостоятельная работа № 14. Текст 9. Прочитать текст прочитав текст и ответить на вопросы.**

**Задание 1. Прочитать текст № 9.**

Golden autumn came at last. It was the middle of the term, it was time to study hard but we made up our mind to have a little rest and go somewhere together. We have chosen a wonderful place, which is often called "Switzerland on the Volga-river". It is a famous national park in Khvalynsk. I got a very positive impression from this trip.

We went on an exciting journey early in the morning, we thought of interesting adventures. During our trip we sang songs, played games and just had a very good time. The first inhabitants we met were animals. Curious camels, graceful deer and strong wild bears looked at us with interest and wanted to get a present. Having admired animals and having ridden the horses we went to the forest. It was very beautiful, trees stood dressed in their red- orange leaves. We made a multi- colored salute of the fallen leaves. Easily and cheerfully we got on the top of the mountain from which a nice sight opened. On our way we saw a very large ant-hill but we didn't find ants. They got ready for winter and were in their house. It's interesting to know what size they are!?

We managed to climb the mountain but it was very difficult to climb down. Going down was extreme but we did it with squeals and a laughter helping each other. Our trip finished and we were tired but very glad when we came back home. The only negative impression was that it was very cold at the end of the trip. But I was lucky and I never got sick!

**Задание 2. Ответить на вопросы по тексту.**

- 1) When the author decided to make a little trip?
- 2) Where the author and his friends went?
- 3) What did friends during their trip?
- 4) Who were the first inhabitants who met travelers?
- 5) What travelers saw and did in the forest?
- 6) As the guys climb down from the mountain?
- 7) How guys feel when they came back home?
- 8) What was the only negative impression of the author?

**Самостоятельная работа № 15. Создать презентацию на тему «Красная площадь – неизвестное об известном».**

**Задание 1.** Прочитайте нижеприведенный текст и переведите его.

**St. Basil's Cathedral on the Red square**

In 1554, near the protective moat, on the site of an earlier wooden Trinity Church, was buried Basil the Blessed. He is the most revered whacky in Russia. And here began the construction of a stone Church. Legend of the Red square talks that Basil independently collecting funds for the construction of the temple. He's in the square threw coins, and even the thieves did not dare to take them.

St. Basil's Cathedral was erected by decree of Ivan the terrible to commemorate the capture of Kazan khanate. The temple was built by Russian architects. And there is an ancient legend that, after seeing this temple, Ivan the terrible found it so beautiful that he commanded to blind masters, that they no longer were able to build such a miracle. At first, the Cathedral was called the Church of the Intercession of the Mother of God, but then the greatest Church of St. Basil the blessed, built later on the Saint's tomb in Moscow, gave the temple the name of St. Basil's Cathedral.

**Place of skull on the Red square**

To the left of the Cathedral is the place of the skull. This is a high court, paved with white stone, which is located behind a wrought iron fence. In Orthodox Moscow this elevation symbolized Jerusalem Golgotha, where they crucified Jesus Christ. It appeared in the early XVI century and served as a platform on which resounded Royal decrees, and announced the sentences to the attackers.

On Calvary was also exhibited relics for the national honor, exaltation turned to his people Ivan the terrible, here's Boris Godunov was proclaimed king. According to custom, less than 14 years of age of heirs to the throne carried to the place of the skull on the hands, so the people actually saw a future king and did not allow imposters to take the Russian throne. Contrary to the opinion about the conduct of the executions, the history of the Red square confirm that they were on Calvary was not made. The scaffold was raised most often – on Vasilevsky descent.

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

- 1) In which year Basil the Blessed was buried?
- 2) What the legend talks about Basil the Blessed?
- 3) In honor of what event was St. Basil's Cathedral built?

- 4) What the ancient legend connected with St. Basil's Cathedral?
- 5) What is the place of the skull? And where it is located?
- 6) When and for what purposes appeared a place of skull?
- 7) What events happened on Calvary?
- 8) What is confirmed by the history of the Red square?
- 9) Where the scaffold was raised most often?

**Задание 3. Создать презентацию на тему «Красная площадь – неизвестное об известном».**



**Самостоятельная работа № 16. Текст 10. Прочитать текст, составить 5 вопросов.**

**Задание 1.** Прочитать текст № 10.

**Local history**

Local history is the study of history in a geographically local context and it often concentrates on the local community. It incorporates cultural and social aspects of history. Historic plaques are one form of documentation of significant occurrences in the past and oral histories are another. Local history is often documented by local historical societies or groups that form to preserve a local historic building or other historic site. Many works of local history are compiled by amateur historians working independently or archivists employed by various organizations. An important aspect of local history is the publication and cataloguing of documents preserved in local or national records which relate to particular areas.

**Geographical contexts**

Local history tends to be less documented than other types, with fewer books and artifacts than that of a country or continent. Many local histories are recorded as oral tales or stories and so are more vulnerable than more well known issues. Artifacts of local history are often collected in local history museums, which may be housed in a historic house or other building. Individual historic sites are inherently local, although they may have national or world history importance as well. Many however have little overall historical impact but add depth to the local area.

**Russia, Ukraine and the former Soviet Union**

In the USSR, Russia and Russian-speaking post-Soviet states local history is known as krayevedenie and taught in primary schools. There are also local history museums known as krayevedcheskie muzei.

**Задание 2.** Составить 5 вопросов по прочитанному тексту.

## **Самостоятельная работа № 17 . Составить экскурсию по городу.**

**Задание 1.** Внимательно прочитайте и изучите нижеприведенную экскурсию по Москве. Переведите текст на русский язык.

### **Tour "Great Moscow"**

Meeting at 10.00 a.m. in the hotel lobby

Bus tour "Great Moscow", including:

- Sightseeing tour around Moscow "Honey Capital". You will pass through the streets, boulevards and squares of the Capital, Your eyes will come alive the history of Moscow – the capital of the Russian state. You will visit Sparrow hills, will see Moscow University, the Cathedral of Christ the Savior, and visit the memorial on Poklonnaya hill – a tribute to the defenders of the Fatherland.
- Free time
- Tour of "Underground palaces of Moscow". The Moscow metro. It is rightly recognized as one of the most beautiful in the world. You will learn interesting facts about its construction, will hear the interesting story of the guide and you will see the most famous stations that are majestic “underground palaces” of Moscow.
- The end of the tour in the city center, the duration of the tour day 6 hours.

**Задание 2.** Составить экскурсию по городу, на примере экскурсии, приведенной выше.

**Самостоятельная работа № 18. Текст 11** Прочитать текст, найти английские эквиваленты указанных русских слов.

**Задание 1.** Прочитать текст № 11.

### **Досуг**

Невзирая на то, что в Англии **культурная жизнь насыщена**, наиболее **характерными для англичан** можно назвать более популярные **виды отдыха**.

**Проблема досуга** постепенно становится **заботой коммерческих организаций: отдых в палатках, туристические поездки за границу, разнообразные азартные игры** от бинго к скачкам, и украшение интерьера традиционных английских пабов ультрамодным декором.

Английский уик-энд — возможность выехать за город или **организовать отдых на природе: от рыбалки до занятий альпинизмом**.

Англия дала миру крикет, футбол и регби, но **командные виды спорта** и массовые спортивные зрелища уступают дорогу более индивидуальным видам **активного отдыха**.

Вопреки настойчивым предложениям коммерческих организаций заняться чем-то другим, **англичане продолжают сидеть дома**.

**Домашний комфорт**, воплощенный в **волшебном уюте** загородных домиков с садами и в распространенном ритуале чаепития, как и прежде, заметно отражается **на характере английской жизни**.

**Задание 2.** Найти английские эквиваленты указанных русских слов.

**Самостоятельная работа № 19. Текст 12. Прочитать текст и расположить абзацы в правильном порядке.**

**Задание 1.** Прочитать текст № 12.

**Mass Media**

The advantage of all the newspapers is that they usually provide us with extra detail, comment and background information. But it is bad that very often newspapers are full of dramatic events about natural disasters, plane crashes, murders and robberies. Having read such articles, you feel depressed and it seems that the world is being ruined. One more disadvantage is that newspapers are full of gossip about different celebrities and their private lives. There are also a lot of photos of them in their most intimate moments.

The main source of news for millions of people is television. With its help we can see everything with our own eyes. It is the window on the world which gives us an opportunity to "travel" all over the world. TV gives us thought, introduces us to new ideas and activities. It has the power to educate and broaden our minds. It helps us to relax after a hard day's work and to escape from reality.

Newspapers are especially important nowadays and we can't imagine our life without them. There are dozens of them on every news-stand. There are newspapers for professionals, for businessmen, for children and teenagers, for men and women, for sports fans, for those who are interested in gardening, fishing, and hunting, for those who keep pets and so on.

Many people prefer the radio. It is good to listen to it in the car, or in the open air, or when you do something about the house.

Some newspapers publish serious articles on politics, economy and finance, some aim to entertain their readers. Many newspapers express certain political opinion and people choose them according to their own political beliefs. In short, you can always find a paper which suits your interests.

Some people become TV addicts and they won't give up TV for anything in the world. Nowadays some children are so addicted to TV that they are not interested in anything else: they don't read books, communicate with adults and other children, they move less, speak less and they even think less. Though there are a lot of excellent educational programmes for children and programmes designed for schools. They help children to extend their knowledge and to develop their imagination.

The Internet has recently become another important source of information. It is regarded as the latest addiction to trap thousands of people which has been blamed for broken relationships, job losses, financial ruin and even suicide.

There is always a great variety of programmes on TV: news and sport programmes, talk shows and TV games, documentaries and feature films, concerts and theatre performances. But nowadays there is a lot of violence on TV. It dulls our sensitivity and when we learn about one tragedy or catastrophe, we perceive it as something quite natural, just like an everyday affair.

Psychologists now recognize Internet Addiction Syndrome (IAS) as a new illness that could cause serious problems and ruin many lives. Many users spend up to 40 hours a week on the Internet. Some of the addicts are teenagers who are already hooked on computer games.

**Задание 2.** Расположить абзацы в правильном порядке.

**Самостоятельная работа № 20 Текст 13 Прочитать текст и составить диалог.**

**Задание 1.** Прочитать текст № 13.

**TV in our lives**

I think it's impossible to imagine our life without TV. It's widely used in today's world because it's the quickest means of spreading news and information. It also plays a significant role in reflecting the life of our society.

TV is indeed a great force. It enriches our intellect, gives us opportunities to see the best actors and performances, to hear the latest news, to listen to political discussions. TV gives wonderful possibilities for education and helps us to relax after a day's work. There is a considerable variety of programs, so we can choose what we want to see. TV brings the world into our living room. We can learn more about other countries, customs, occupations, opinions and problems. Every person chooses a program which appeals to him most: current events, documentaries, sport and educational programs, films, plays, the arts, news, variety shows and many others. You always decide which program is the most exciting, valuable, informative or amusing and is worth seeing.

As for me, my favorite TV channels are ORT, NTV and Discovery Channel because they satisfy my interests in the best way.

However, some people believe that watching TV is a waste of time. Besides, it leads to poor health through rushed meals, lack of sleep and eyestrain. They think it's not right to sit glued to the TV screen instead of visiting their friends and relatives. They feel especially sorry for those children who forget to read books making TV their main leisure activity.

I can't say I share this opinion but I agree on the point that we should use TV reasonably.

**Задание 2.** Составить диалог по прочитанному тексту.

**Самостоятельная работа № 21. Составить диалог «Заказ конференц-зала по телефону».**

**Задание 1.** Прочитайте нижеприведенный диалог и переведите его.

-Hello.

-Good afternoon, the «Grant» hotel. How can I help?

-My name is Andrew. I am a Director of the company «Master and Co». I would like to book a conference room at your hotel. Is it possible?

-It depends on when you want to arrive.

-On May 15.

-So, what type of conference room do you need?

-And, what type of conference room do you have?

-We have 3 different conference rooms, equipped with everything necessary for business meetings. All these rooms have different sizes: small, medium and large.

-I think we need a conference room of medium size.

-Are you sure?

-Actually no. Tell me please, can I look through these halls and choose one of them for conferences?

-Of course, you can choose the conference room that suits you. Anything else?

-Yes, I would like to know, can you provide Secretary for us?

-Secretarial services are included in the cost of the conference hall.

-Great. And one more question.

-I listen to you.

- Will you be able to bring drinks and snacks during the conference?

-Yes, of course. You can choose menu when you arrive at the hotel. Question about service time table in the conference room we will decide with you before your business meeting.

-It is very good.

-Don't worry Andrew, we will provide all the services ordered in the best possible way.

-That's great!

- So, Andrew, you've booked the conference room of average size on May 15. Is it right?

-Yes, it's right.

-We will be waiting for you and your colleagues on May 15.

-See you soon!

**Задание 2.** Составить диалог на тему «Заказ конференц-зала по телефону», на примере диалога, приведенного выше.



**Самостоятельная работа № 22. Текст 14** Прочитать текст и расположить абзацы в правильном порядке.

**Задание 1.** Прочитать текст № 14.

**The Achievement of Science, Technical Revolution and Our Day-to-day Life**

As for me it became a usual thing to be connected to Internet. It attracts me by a wide variety of different kinds of information which is necessary to people. Of course I use a lot of other things of technology at home. And I think that the main point of such inventions as vacuum cleaners, which we use at home, radio, TV set, mixers, refrigerators, one of the most important thing in every flat all these were invented only after the invention of electricity. So I find the question about technical progress very wide and it's impossible to say about all inventions. And in conclusion I want to say that the technical progress won't stop and the machines will substitute everything except one the human.

During the centuries people have been invented the things to make our life easier. A great invention such as transport plays one of the most important roles in our life. We live in flats, can appear in different point of earth within a day, can say hello to people who live in another point of the world. All those things are a product of technical progress and it doesn't stop to grow and develop. Nowadays we live surrounded by machines and other inventions. And with new inventions we become happier because nearly everything is making by machine not by ourselves.

As the years go forward our life becomes faster, a lot of new things appear, our mind develops and it cannot stop. It's like a strong river which never ends to run and it is rapidly spreading all over the earth.

Our century is a century of developing informational connection. Faxes, TV, Internet, and Telephone became the most popular way of getting and sending information. One of the greatest inventions of the century, in my opinion is computer. It's the coup in the technology. When Charles Babbage (1792-1871), a professor of mathematics at Cambridge University invented the first calculating machine in 1812 he could hardly have imagined the situation we find ourselves today. Computer becomes like a brain of human but the only thing it cannot do is to feel. The other things are easy to it. As everything computers also develop. The possibilities of it are so wide. It can do more than 500000 sums in a fraction of a second. Programming became one of the most useful and popular profession.

Nowadays computers can pay wages, reserve seats on planes, control sputniks, compose music.

Also everybody knows the words CD Rom, a means of storing information on a disk to be read by a computer, e-mail, which becomes one of the ways to exchange information, the Internet - a network that is a way to get information, to communicate with people, to find everything you need. More and more people become Internet users because we can do so many things there and also cannot say all of them. You can chat there, find job, pay bills, get music, buy something, find referents, and know the latest news exchange information with other people in each point of earth by e-mail and a lot of other functions.

Many centuries ago people even couldn't imagine that we will be able to exchange information using telephone, fax, Internet as long as they couldn't think that there are a lot of planets except our earth and that people can fly there. If we think how everything had developed, how many new things had appeared and how had the minds of people become so wide we even won't be able to understand it because nowadays we cannot imagine our life without such inventions like lamps, ovens, central heating and others.

And from day to day appear more and more new things. And we don't think about how the first inventions were created. The only thing we know that we never will return to the life which people lived a lot of centuries ago because there is no way back. Everything is handy. We use at home vacuum cleaners to clean the flat, ovens to cook, lifts to walk down in our houses, lamps to make our flats light.... There are a lot of such things like this, and we even don't think about when and where and who invented it. And it's so simple to us. And it's so dear to us that we cannot even live without it.

**Задание 2.** Расположить абзацы в правильном порядке.

**Самостоятельная работа № 23 Текст 15 Прочитать текст и ответить на вопросы.**

**Задание 1.** Прочитать текст № 15.

**Studying Abroad**

Education is an important part of our life. Many young people tend to get education abroad nowadays and this rush is gaining popularity at an amazing rate. Parents eagerly send their children to western countries in pursuit of overseas diploma. The majority of students want to study in English-speaking countries and it is easy to understand why. Firstly, they can improve their foreign language skills. Secondly, knowing English at a good level gives plenty of job opportunities. Thirdly, such countries as England, the United States and Canada are full of places of interest. There are, of course, certain drawbacks. For example, high prices of foreign education. Parents need to spare at least 10 or 15 thousand US dollars each year for tuition fees. This amount is often out of average families' budget. Nevertheless, most parents try their best to give their children prestigious education. And it's usually worth it. Studying abroad guarantees respect of others, stable career, bright future, lifelong friends from all over the world, and lots of useful skills. Besides, living abroad, students experience a totally different life. They contact people from other cultural backgrounds, which is rather interesting. It is important to remember, that studying abroad is never easy. It requires hard work and a lot of effort. However the reward is the future of excellent opportunities.

**Задание 2.** Ответить на вопросы по прочитанному тексту.

- 1) Why education abroad is gaining popularity in our time?
- 2) Why do parents send their children to Western countries?
- 3) Why students want to study in English-speaking countries?
- 4) What are certain drawbacks of English-speaking countries?
- 5) What education abroad guarantees?
- 6) What it's important to remember about studying abroad?

**Самостоятельная работа № 24. Текст 16. Прочитать текст и составить план пересказа.**

**Задание 1.** Прочитать текст № 16.

**Choosing an Occupation**

One of the most difficult problems a young person faces is deciding what to do about a career. There are individuals, of course, who from the time they are six years old "know" that they want to be doctors or pilots or fire fighters, but the majority of us do not get around to making a decision about an occupation or career until somebody or something forces us to face the problem.

Choosing an occupation takes time, and there are a lot of things you have to think about as you try to decide what you would like to do. You may find that you will have to take special courses to qualify for a particular kind of work, or may find out that you will need to get some actual work experience to gain enough knowledge to qualify for a particular job.

Fortunately, there are a lot of people you can turn to for advice and help in making your decision. At most schools, there are teachers who are professionally qualified to counsel you and to give detailed information about job qualifications. And you can talk over your ideas with family members and friends who are always ready to listen and to offer suggestions.

But even if you get other people involved in helping you make a decision, self evaluation is an important part of the decision-making process.

**Задание 2.** Составить план пересказа прочитанного текста.

**Самостоятельная работа № 25. Текст 17. Прочитать текст, составить 5 вопросов.**

**Задание 1.** Прочитать текст № 17.

**The Career Ladder**

**Getting a job**

When Paul left school he applied for a job in the accounts department of a local engineering company.

They gave him a job as a trainee. He didn't earn very much but they gave him a lot of training, and sent him on training courses.

**Moving up**

Paul worked hard at the company and his prospects looked good. After his first year he got a good pay rise, and after two years he was promoted.

After six years he was in charge of the accounts department with five other employees under him.

**Leaving the company**

By the time Paul was 30, however, he decided he wanted a fresh challenge. He was keen to work abroad, so he resigned from his company and started looking for a new job with a bigger company.

After a couple of months he managed to find a job with an international company which involved a lot of foreign travel. He was very excited about the new job and at first he really enjoyed the travelling, but...

**Hard times**

After about six months, Paul started to dislike the constant moving around, and after a year he hated it; he hated living in hotels, and he never really made any friends in the new company. Unfortunately his work was not satisfactory either and finally he was sacked a year later.

After that, Paul found things much more difficult. He was unemployed for over a year. He had to sell his car and move out of his new house. Things were looking bad and in the end Paul had to accept a part-time job on a fruit and vegetable stall in a market.

**Happier times**

To his surprise, Paul loved the market. He made lots of friends and enjoyed working out in the open air. After two years, he took over the stall. Two years later he opened a second stall, and after ten years he had fifteen stalls. Last year Paul retired at the age of 55, a very rich man.

**Задание 2.** Составить 5 вопросов по прочитанному тексту.

**Самостоятельная работа № 26. Составить диалог «Жалоба гостя».**

**Задание 1.** Прочитать нижеприведенный диалог и перевести его.

Hello, reception?

-Hello. This is reception.

-My name is Trevor. I from room number 317.

-I listen to you, Trevor.

-I want to change my number.

-What seems to be the problem?

-The air-conditioner in my room is not working.

-I will send the maintenance to repair it. I apologize for the inconvenience.

-It's not everything! Wi-Fi is also not working in my room.

-You can use Wi-Fi in the lobby. It will be completely free for you. Are you satisfied?

-Yes, quite satisfied.

- Once again, sorry for the inconvenience!

-Not at all.

**Задание 2.** Составить диалог на тему «Жалоба гостя», на примере диалога, приведенного выше.

## **Самостоятельная работа № 27. Составить диалог «Собеседование».**

**Задание 1.** Прочитайте нижеприведенный текст и переведите его.

### **How to pass interview in English**

Managers of different companies approach the interview differently, so don't be surprised if in organizations similar to the profile you are talking about completely different things. However, it is possible to identify certain common features. So, first stage interviews in English when applying for a job usually begins with the establishment of contact and is called "breaking the ice". Most likely, you will be asked the simplest questions. For example:

-How are you?

-What do you think, how's the weather today?

During answering, remember that business English always implies brevity and capacity, so do not lengthy to answer such questions. After the standard: "I'm fine", be sure to add: "thank you".

On subsequent questions about education and work experience in the specialty can be answered by focusing on the relevant points of your CV in English. For example: "I graduated from Moscow State University in 2006. If during your employment you are a student of any educational institution, express it in this form: "I am attending Moscow State University".

Also, be prepared to answer the following questions:

-Why are you interested in working with us?

-What are your professional objectives (goals)?

-What are your most important professional accomplishments?

-Why did you quit your previous job?

-What are your standards of success?

Often managers and leaders encourage response questions. It is useful to ask about your future responsibilities and clientele:

-What kind of responsibilities will I have?

-Who will supervise me?

-Who are your clients?

**Задание 2.** Прочитайте нижеприведенный диалог и переведите его.

-How are you today? Did you have any trouble finding us?

-I'm fine! Thank you, and you?

-How would you describe yourself as a person?

- I'm a perfectionist. I pay attention to all the details, and like to be sure that everything is just right.

- What type of position are you looking for?
- I'm looking for a position in which I can use my experience.
- Are you interested in a full-time or part-time position?
- I am more interested in a full-time position. However, I would also consider a part-time position.
- Can you tell me about your responsibilities at your last job?
- I advised customers on financial matters. After I consulted the customer, I completed a customer inquiry form and catalogued the information in our database. I then collaborated with colleagues to prepare the best possible package for the client. The clients were then presented with a summarized report on their financial activities that I formulated on a quarterly basis.
- What is your greatest strength?
- I am an excellent communicator. People trust me and come to me for advice. One afternoon, my colleague was involved with a troublesome (difficult) customer who felt he was not being served well. I made the customer a cup of coffee and invited both my colleague and the client to my desk where we solved the problem together.
- What is your greatest weakness?
- I tend to spend too much time making sure the customer is satisfied. However, I began setting time-limits for myself if I noticed this happening.
- Why do you want to work for us?
- After following your firm's progress for the last 3 years, I am convinced that you are becoming one of the market leaders and I would like to be part of the team.
- Why should we hire you?
- Three reasons: I meet deadlines, I deliver on what I promised, and as a result I always make my managers to be proud of me.
- What can you contribute to the company?
- I have the experience, contacts, and knowledge to contribute to the rapid growth of this business.
- Why did you leave your previous job?



- This position seemed like an excellent match for my skills and experience and I am not able to fully utilize them in my present job.
- What motivates you most at work?
- I want to excel and to be successful in my job, both for my own personal satisfaction and for my employer.
- Do you prefer to work independently or on a team?
- I would like to work in an environment where there is a blend of both. Its great working in teams while sharing and learning ideas with each other, but it's also great to sit at my own desk and work hard productively.
- Well, I guess you get this position. You're the right fit. I think you'll be a good member of our friendly team.
- Thank you for providing your trust. I promise I will not fail your company. When can I start work?
- We will be glad to see you on Monday. And now, I'll show you your new job place and introduce you to colleagues.

**Задание 3.** Составить диалог на тему «Собеседование», на примере диалога, приведенного выше.

**Самостоятельная работа № 28. Текст 18 . Прочитать текст и расположить абзацы в правильном порядке.**

**Задание 1.** Прочитать текст № 18.

### **Man and nature**

The most important problem of the 21st century is environmental pollution. Development of technologies to improve our quality of life has its downside: there is a pollution of the environment, harms not only by humans but also animals and plants, which eventually leads to the impoverishment of fauna and flora diversity, and even the complete disappearance of many species.

Nature IS NOT an object, existing separately from people; nature is us; we are an integral part of and should take care of it the best way. This is the solution of problems of environmental contamination.

The increasing globalization leads to the fact that many of the processes occurring in the nature, and its problems caused by both human activities and natural events, from the local become international. Fewer still on the Earth groups, which do not affect the dramatic environmental changes.

Everything on our planet is interconnected. Nature provides us with lots of products, which are indispensable to human existence and of our relationship to natural resources depends the future of all life on Earth.

Environmental pollution does not respect borders: it is impossible to build a stone wall, or put a customs posts along the entire state border protection streams contaminated air and water masses, and other carriers of dangerous pollutants.

**Задание 2.** Расположить абзацы прочитанного текста в правильном порядке.

**Самостоятельная работа № 29. Текст 19. Прочитать текст и составить диалог.**

**Задание 1.** Прочитать текст № 19.

**Cultural Life of Youth**

How do young people spend their spare time? What leisure activities do they prefer? These and other questions were asked in a sociological survey. The results of the opinion poll conducted among young people living in big cities and in the country add up to the following hierarchy of pastimes: music in combination with such forms of group activities as discos, concerts, and cafe-cum-club come first, followed by the Internet, theatre and reading. Then come films, museums, amateur arts and engineering, and, finally, TV and classical music. The questionnaire, circulated among pupils of 9-11 forms, students and young workers, has shown that the arts are regarded second only to contacts with friends (or a girl/boy friend).

Most young people admit they do not know how to plan their leisure.

According to the poll, the actual priorities are as follows: TV comes first, followed by Internet, reading, films, listening to records, radio, going out to dances and discos; then come concerts, museums, amateur arts, and finally theatre.

Young people's recent growing cultural standards make themselves felt primarily in the choice of cultural values. Of course, they like to be entertained (by watching TV shows, reading detective stories, etc.). But they certainly know how to find their way amid the great variety of cultural values, and they know how to tell genuine art from imitation.

And a few more words about music, which plays a very important part in young people's lives. Rock is certainly more popular than classical music. Russian pop groups who play original music and meaningful texts have an especially large following. Russian girls and boys are getting increasingly interested in the leisure activities which encourage self-expression and growth of personality.

**Задание 2.** Составить диалог.

**Самостоятельная работа № 30 .Текст 20. Прочитать текст и ответить на вопросы.**

**Задание 1.** Прочитать текст № 20.

**Administration and State and Municipal Governments**

The governments of the 50 states have structures closely paralleling those of the federal government. Each state has a governor, a legislature and a judiciary. Each state has its own constitution.

All state legislatures but one has two houses, Nebraska's being unicameral. Traditionally, state legislatures have been dominated by rural representatives who may not always be sympathetic to the needs of growing urban areas. Most state judges are elected.

State governments have functions, encompassing agriculture and conservation, highway and motor vehicle supervision, public safety and corrections, licensing, business and industry, and certain aspects of education, public health and welfare. These activities require a large administrative organization, headed by the governor.

In most states there is also a lieutenant governor, not always of the same party as the governor, who serves as the presiding officer of the Senate. Other elected officials commonly include a secretary of state, state treasurer, state auditor and attorney general.

Municipal governments are more diverse in structure than state governments. There are three basic types: mayor-council governments, commission governments and council-manager governments.

In the first type, the mayor and the council are elected; although the council is nominally responsible for formulating city ordinances, which the mayor enforces, the mayor often controls the actions of the council. Boston, New York City, Philadelphia, Chicago, and Seattle, Wash., are among those cities having the mayor-council type of government.

In the commission type, voters elect a number of commissioners, each of whom serves as head of a city department; the presiding commissioner is generally the mayor. Tulsa, Okla., and Salt Lake City, Utah, are included among the cities with commission governments.

In the council-manager type, an elected council hires a city manager to administer the city departments. The mayor, elected by the council, simply chairs it and officiates at important functions. Des Moines, Iowa, and Cincinnati, Ohio, have council-manager governments.

**Задание 2.** Ответить на вопросы по прочитанному тексту.

- 1) What is there in each state?
- 2) How many houses must have every state of the USA?

- 3) What state is the exception?
- 4) Who traditionally dominated state legislatures?
- 5) What are the functions of the government of the United States?
- 6) Who heads a large administrative organization?
- 7) Tell about the lieutenant governor.
- 8) Tell about the Municipal governments.

**Самостоятельная работа № 31. Текст 21. Прочитать текст и передать его содержание, используя вопросы как план.**

**Задание 1.** Прочитать текст № 21.

### **Political System of Great Britain**

The United Kingdom of Great Britain and Northern Ireland is a constitutional monarchy. Britain does not have a written constitution. Parliament is the most important authority in Britain.

The monarch serves formally as head of state. The present sovereign is Queen Elizabeth II (the second).

The House of Commons consists of Members of Parliament. General elections are held every five years. All citizens aged 18 have the right to vote.

There are few political parties in Britain. The main ones are: the Conservative Party, the Labour Party.

Each political party puts up one candidate for each constituency. The one who wins the most votes is MP for that area.

The party which wins the most seats in Parliament forms the Government; its leader becomes the Prime Minister.

The functions of the House of Commons are legislation and scrutiny of government activities. The House of Commons is presided over by the Speaker.

The House of Lords is presided by the Lord Chancellor. The House of Lords has no real power.

It's in the House of Commons that new bills are introduced and debated.

Parliament is responsible for British national policy. Local governments are responsible for organizing of education, police and many others.

**Задание 2.** Передать содержание прочитанного текста, используя вопросы в качестве плана.

- 1) Which political system works in the United Kingdom of Great Britain and Northern Ireland?
- 2) What is the most important authority in Britain?
- 3) Who formally is the head of state?
- 4) Who is the present sovereign in Britain?
- 5) What does the House of Commons consist of?
- 6) How often do General elections held?
- 7) Which political party is in Britain?
- 8) What party forms the government?

- 9) Who becomes Prime Minister?
- 10) What are the functions of the House of Commons? And who is in charge?
- 11) Tell about the House of Lords.
- 12) For what Parliament is responsible?
- 13) For what Local governments are responsible?

**Самостоятельная работа № 32. Текст 22. Прочитать текст и составить план пересказа.**

**Задание 1.** Прочитать текст № 22.

**The Internet**

The Internet is a huge network of computers connected with each other serving millions of users all over the world. The origin of public Internet goes back to the late 70s and since that time the number of users has been increasing. The Internet is very helpful in our everyday life. It supports a variety of services. First of all one can easily find any sort of information and share it with others. It's also possible to create your own web sites and publish ideas and information for a large audience. It's very convenient to advertise goods on the Internet as well as to buy them. Secondly, the Internet serves for people's communication. You can make calls and take part in on-line tele- and video conferences. One of the most popular services is e-mail (electronic mail) which is much cheaper and quicker than the ordinary mail. You can exchange messages, photos, films and lots of other stuff using it. And finally, the Internet is used for transferring large amounts of data across it.

People exploit the Internet in order to access news, weather and sports reports or what is more to plan and book holidays. It also provides great opportunities for keeping in touch with friends and relatives or to find someone.

There are two basic ways of going on the Internet for searching information. If you know the internet address you just enter it and find what you need. If not, you should use a search program. The most popular ones are Google, Yandex, Rambler or Yahoo. In these programs we can just type the word or name of thing we would like to find and then press «enter». As soon as we get our results we simply choose whatever site best matches our query.

**Задание 2.** Составить план пересказа прочитанного текста.



**Самостоятельная работа № 33 . Текст 23. Прочитать текст и расположить абзацы в правильном порядке.**

**Задание 1.** Прочитать текст № 23.

### **Documents for work**

One page seems too superficial; a four-page (or longer) resume may irritate an impatient employment official. Some writers suggest that a chronological (the standard-type) resume be used; others argue for an accomplishment resume.

To attract attention, some job seekers print resumes on tinted paper, in a menu-like folder, or on unusual-sized paper. If done in a way to attract positive attention to you, these approaches have merit.

The purpose of a resume is to help you obtain a job interview, not a job. Very few people are hired without a personal interview.

Effective resumes are straightforward, factual presentations of a person's experience and accomplishments. They are neither over detailed nor too sketchy. A general rule is that two or three pages in length are best.

No matter what method of job hunting you use, inevitably somebody will ask you for a resume. Most companies require a resume before seriously considering a job candidate from the outside. Resumes are sometimes also required in order to receive a job transfer within a company.

A useful resume should include both your experiences and key accomplishments. When sent to a prospective employer, a resume should be professionally reproduced, with particular attention to misspellings, typographical errors, and careful spacing.

**Задание 2.** Расположить абзацы прочитанного текста в правильном порядке.

**Методические рекомендации по выполнению внеаудиторных  
самостоятельных работ для студентов,  
обучающихся по специальности  
43.02.11 Гостиничный сервис**

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