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РОССИЙСКОЙ ФЕДЕРАЦИИ  
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ОБРАЗОВАТЕЛЬНОЕ  
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Кафедра: *«Педагогика, философия и история»*

**О.С. Толстова**

**«ОБРАЗОВАНИЕ И БИЗНЕС»  
НА АНГЛИЙСКОМ ЯЗЫКЕ**

Методические указания

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Составитель: к.п.н., доцент **Толстова О.С.**

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Методические указания «Образование и бизнес» на английском языке включают в себя требования для освоения студентами дисциплины, содержат тексты на английском языке об образовании за рубежом и задания к ним, контрольные вопросы, а также диалоги, отражающие современные речевые ситуации деловой сферы общения

Методические указания предназначены для студентов по направлению:  
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## CONTENTS

Предисловие.....	4
Образование	
Education.....	6
Школы	
Neighbourhood Schools.....	7
Частные школы	
Private Schools.....	8
Тесты, оценки и табели успеваемости	
Tests, Marks and Report Cards.....	10
Выбор вуза	
Choosing a College.....	12
Поступление в ВУЗ	
Going to College.....	14
Положения о въезде в страну и выезде за рубеж	
Regulations for Entering a Country and Leaving for Abroad.....	18...
Дорожное право	
Traffic Law.....	19
Документы для водителей автомобиля	
Driver's papers.....	21
Телефонные разговоры между деловыми партнерами.....	22
О конституции Великобритании	
Conversation about the UK Constitution.....	24
О конституции США	
Conversation about the US Constitution.....	27
Деньги/валюта/валютный курс	
Money/Currency.....	29
Чек/платежное поручение	
Cheque/Check.....	30
Фондовая биржа	
Stock.....	31
Обмен	
Exchange.....	
Купля-продажа/сбыт/торговля/маркетинг	
Purchase/Sales/Marketing.....	32
Страхование	
Insurance.....	33
Налоговое право	
Tax Law.....	34
Полиция	
Police.....	35
Литература.....	

## Предисловие

Целью освоения дисциплины «Образование и бизнес» на английском языке является формирование у студентов системы компетенций, способствующих повышению общей культуры студентов, знакомству студентов с образованием за рубежом, речевыми ситуациями юридической и коммерческой сфер общения, образцами телефонных разговоров между деловыми партнерами. Сформированные у студентов компетенции в процессе изучения дисциплины «Образование и бизнес» на английском языке, когда широко практикуется межвузовский обмен студентами и стажировки за рубежом, позволят им включиться в мировое культурно-образовательное пространство.

Процесс изучения дисциплины направлен на формирование следующих **общекультурных компетенций** (в соответствии с ФГОС ВО и требованиями к результатам освоения ОПОП): способность к коммуникации в устной и письменной формах на русском и иностранном языках для решения задач межличностного и межкультурного взаимодействия (ОК-5); способность работать в коллективе, толерантно воспринимая социальные, этнические, конфессиональные и культурные различия (ОК-6).

В результате изучения дисциплины студент должен: **знать** основные нормы грамматики и лексики русского и иностранного языков для решения задач межличностного и межкультурного взаимодействия; принципы функционирования коллектива, социальные, этнические, конфессиональные и культурные особенности представителей тех или иных социальных общностей; **уметь** использовать русский и иностранный языки для выражения мнения и мыслей в межличностном и межкультурном взаимодействии; работать в коллективе, учитывая социальные, этнические, конфессиональные, культурные особенности представителей различных социальных общностей в процессе профессионального взаимодействия в коллективе, толерантно воспринимать эти различия; **владеть** навыками

создания на русском и иностранном языках письменных и устных текстов учебной и научной тематики для обеспечения профессиональной деятельности; приемами взаимодействия с сотрудниками, выполняющими различные профессиональные задачи и обязанности, учитывая социальные, этнические, конфессиональные и культурные различия.

## **Education**

Education is one of the biggest and most important jobs of government in the United States. However, it is a task that is carried out by local governments rather than the federal government. Help from Washington usually comes in the form of money. There are no national educational standards or regulations, as there are in many other countries. Local areas—states or cities or counties—have kept control over their own school systems. In spite of local control, school systems throughout the country are very similar. A child can transfer from a school in one state to a school in another without encountering any serious difficulty. Different books may be required or different courses may be offered, but the same basic subjects are taught throughout the country.

1. By what governments is education carried out in the United States? 2. Who controls local school systems? 3. Are school systems very different throughout the country? 4. What may be different in schools around the country? 5. What is the same throughout the country?

### **More About Schools**

The normal school system in the United States consists of six years of elementary school and six years of high school. In many areas high school is divided into three years of junior high school and three years of senior high school. Each school year is called a grade—the ninth grade, for example, is the last year of junior high school in most areas. In addition, many school systems have a year of kindergarten for children too young for the first grade. Because so many women work nowadays, a lot of communities have also set up day care centers for prekindergarten children. Education is compulsory—that is, it is required by law—everywhere in the country.

1. What does the normal school system in the United States consist of? 2. How is high school divided in many areas? 3. What is each school year called? 4. What is compulsory education?

## **Neighbourhood Schools**

There is no great difference between city, suburban, and country schools in the United States. Public schools teach the same subjects in the same grades across the land. Most school buildings look the same and have the same types of rooms inside. There is always a gym, a large room for basketball and other sports. There is a lunchroom, a school library and an auditorium, a very large room where all the students and teachers can meet. Most schools also have rooms for the school band to practice in. They have rooms for students to type and use computers. There are usually rooms for students to work with paint, wood, metal and other materials. These are all part of most American public schools, no matter where they are.

Each school serves a neighbourhood, and neighbourhoods are different. In some the parents take an interest in what their children are doing at school. They give their time, their ideas, and they may give gifts to their schools.

That's what makes a good school in America. Generally it doesn't matter whether the neighbourhood is rich or poor, or whether it is in the city, the suburbs or the country. What matters is the interest the neighbourhood takes in its school.

Schools try to interest students in their neighbourhood, too. Trips to the firehouse, police headquarters, newspaper offices and other places are very popular with young children. Some school have newspapers written by students for their neighbours. Older students may clean up the neighbourhood together. They may earn money by washing cars, and use the money to help sick or elderly people in the neighbourhood. These are ways students learn about the American way of life. They start with their neighbourhood.

Exercises.

I. How much did you understand? 1.

Are these statements true or false?

- a) There are differences between city, suburban and country schools in the USA.
- b) Public schools teach the same subjects in the same grades across the land.
- c) Schools try to interest students in their neighbourhood.

d) Students learn about the American way of life starting with their neighbourhood.

2. Can you answer these questions?

a) What do most of American school buildings look like?

b) What types of rooms do they have inside?

c) What does each school serve?

d) What are the differences among neighbourhoods?

e) What makes a good school in America?

f) In what ways do schools try to interest students in their neighbourhood?

g) I I Speak on...

— American school buildings;

— what makes a good school in America;

— the way students learn about the American way of life;

— typical Russian school buildings.

### **Private Schools**

Private does not mean better. But it does mean expensive. Public schools in the U.S. are paid for by money from everyone; private schools are not. Parents who send their children to private schools must pay to do so.

Parents may have enough money to pay for private school. But these schools do not have to accept their children. Most private schools accept only children who are already doing well in school and are able to work quietly. Some take only boys or only girls. Classes are often quieter and less crowded than classes in public schools. This gives children a chance to learn more of what their teachers are trying to teach them.

Public schools do not teach religion. So some parents choose private religious schools for their children. These schools each belong to a church. They give lessons about that religion. They give lessons in all the usual school subjects as well.



Children at many private schools wear special school uniforms, all exactly the same. At public schools students wear what they want. They often dress in bright colours and tennis shoes. They sometimes invent new and interesting fashions.

Only about 17 percent of American children are sent to private schools. Most Americans really believe in public education. They want their children to go to schools that are free and are open to all. They want their children to make friends with everyone — children of all races, from all kinds of families, with different talents and different interests.

Exercises.

1. How much did you understand?

1. Are these statements true or false?

- a) Private means better and expensive.
- b) Classes are often quieter and less crowded in public schools.
- c) Public school teach religion.
- d) Most Americans really believe in public education.

2. Can you answer these questions?

- a) How are public and private schools financed?
- b) What children do most private schools accept?
  - c) What gives children in private schools a chance to learn more of what their teachers are trying to teach them?
- d) Do children of private schools wear school uniforms?
- e) How many children are sent to private schools in America?
- f) Why do most parents send their children to public schools?

3. Put ticks in the correct boxes.<sup>1</sup>

- a) Schools are paid for by money from everyone.
- b) Schools are paid for by money from parents who send their children to these schools.
  - c) Schools accept only children who are already doing well in school and are able to work quietly.
- d) Classes are less crowded.

e) Religion is not taught there.

f) They give lessons about that religion and the usual school subjects as well.

g) Children wear special school uniforms.

h) Students wear what they

want.

i) II. Speak on...

- private schools in the USA;

- differences between public and private schools in the USA.

III. You are a member of a teacher exchange trip to the USA. Make up a small report on Russian private schools.

### **Tests, Marks and Report Cards**

Did you think that tests are only for students? You're wrong. The tests that students take also test their teachers and schools.

In the United States students take many tests each year. Teachers use tests to see how well pupils are learning at school. If students pass these tests, they go on to the next grade where the work is harder. In this way it is the students who are tested.

But these tests also show if teachers are doing their job. They have to give their pupils a lot of information in each grade. If they don't, their students may not learn enough. So the tests are also for teachers.

There is another special test that pupils take each year in all the schools across the country. It is a different test for each grade, but the same for all students in the same grade. It shows what they have learned that year. It shows which schools are teaching well. So tests are also for testing schools.

Most American schools give the following marks: A=91-100 percent, B=81-90 percent, C=71—80 percent, D=65—70 percent, E=50—64 percent and F= below 50 percent. In high school it is possible to take some classes without marks. Then the student gets a "P" for "pass" and an "F" for "fail."

Teachers keep lists of students' test and homework marks. They give students marks for how well they work. Then they list the students' marks on their report

card. Students get report cards four times a year. One copy is sent to the parents and the school keeps a copy.

Seventy-one percent of American students graduate from high school. A few graduate at the top of their class, as Jodie did when she graduated last year. She won a prize for her excellent high school work. The prize was money for college. She was among the 40 percent of high school students who go on to college.

Exercises.

I. How much did you understand?

1. Are these statements true or false?

- a) In the United States students take many tests each year.
- b) Tests are also for teachers and for testing schools.
- c) All American students graduate from high school.
- d) 50 percent of high school students go on to college.

2. Can you answer these questions?

- a) Why do teachers use tests at school?
- b) Why do you think tests are also for teachers and schools?
- c) What shows which schools are teaching well?
- d) What are the marks most American schools give the students?
- e) Is it possible to take some classes without marks in high school?
- f) Where do teachers list students' marks?
- g) Now often do students get report cards?
- h) How many American students graduate from high school at the top of their class?
- i) What prize for excellent high school work do the top students get?

II. Speak on tests, marks and report cards in American schools.

III. Answer your American friend questions on tests, marks and report cards in your school.

- a) Do you take any tests each year?
- b) What kind of tests do you take?

- c) When did you find out how you did your test?
- d) What is the system of marks in your schools?
- e) Do you have report cards in your schools?
- f) How often a year do you receive your report card?
- g) Do your parents have to sign your report cards?
- h) Do you usually get a good report card?
- i) Do the best students who graduate from high school at the top of their class get any prizes? What are the prizes?

IV. You are a TV reporter in the USA. Make up a short report on tests, marks and report cards in Russian schools.

### **Choosing a College**

If you meet a group of twelfth grade students, they are all talking about one thing: what are they going to do next year. Some students don't want to continue their education. When they leave school they will look for a job. Other students are thinking about colleges. They are each writing letters to three or four different colleges and sending in forms.

Colleges accept only those students who have done well in high school. They want to meet these students before they decide to accept them. Colleges want to know why students have chosen them, and how they will pay for their college education.

Students choose from about 2,000 colleges in the U. S. Every school has its own special flavour. Top students may choose famous "Ivy League" schools like Princeton, Harvard or Yale. They are the oldest colleges in the country - excellent, but very expensive. Other students choose large universities because they teach lots of different subjects. Some choose small religious colleges.

There are differences between colleges and the type of study programs they have. For example, many four-year "Liberal Arts" colleges are small and teach only the most important subjects for a general education. State universities are large. They teach many subjects and have some programs that last longer than four years. State universities are paid for by money from the state. Students from that state pay less

to study there. Colleges are paid for privately, so students usually pay more to go there.

Whether a student chooses a small college or a large university, the cost of higher education in the United States is rising every year. Many parents find it too expensive.

Colleges and universities often have money for students who cannot pay, but it is not enough for everyone. Some have part-time jobs while they are at college. Studying and working at the same time can be very hard. But these students think it's worth all the hard work to get the college education they want.

Exercises.

I. How much did you understand? 1.

Are these statements true or false?

- a) If you meet a group of twelfth grade students, they are all talking about one thing: what are they going to do next year.
- b) All the students want to go on with their education.
- e) Colleges accept all the students who want to go on with their education.
- d) College education is free.
- e) There are no differences between colleges and the type of study programs they have.

2. Can you answer these questions?

- a) What students do colleges accept?
- b) What do colleges want to know before they decide to accept students?
- c) What are the oldest colleges in the country? What do you know about them?
- d) Do students pay to study at colleges and universities?

II. Do you know that...

— there are more than 2,600 universities in the USA and nearly all colleges have both men and women students?

— some colleges are small, with only a few hundred students, but some of the big state universities are huge, with up to 60,000 students?

— you can study many interesting subjects at college, on short or long courses, but if you want to get a degree, you have to study for at least four years?

III. Speak on...

— college education in the USA;

— the way colleges accept students.

IV. You are a student at a Russian university. Tell your American friend about your plans for the future and the system of higher education in Russia.

### **Going to College**

Going to college usually means leaving home for the first time. Most college students live on campus, which is the place where all the college buildings are. Some students have rooms in buildings called dormitories. Others may live in "fraternity" or "sorority" houses. These are clubs of men or women students. They choose their members carefully. Some students prefer to live off campus. They try to find rooms or apartments near the campus.

A college diploma is called a degree. There are three degrees that students can take. The first four years of college gives an undergraduate degree. Students in undergraduate school study lots of subjects. They do not choose their most important subject until the end of undergraduate school. They earn credits for the classes they complete. They must have a certain number of credits in their most important subject and some credits in other subjects, too. Then they get a Bachelor of Arts (BA) degree.

With a B A degree, college students can go on to graduate school. After two or three years, they can get a Master of Arts (MA) degree. They take only subjects that lead to the MA. These are subjects that will be important for their later work. Graduate school can prepare students to become teachers or lawyers, for example. With a Master of Science degree (MSc), they can become scientists. They can prepare for work in business with a Master of Business Administration degree (MBA). Students can go on in graduate school to get a Doctor of Philosophy degree (PhD). That is the highest degree university students can get. Most university teachers must have a PhD.

In the U. S. many students stay on at college to get a master's degree because a bachelor's degree is often not enough to get the job they want. It can take a long time and a lot of money. It takes at least ten years to become a doctor, seven years to become a lawyer, and five or six years to become a teacher. Many students are in their mid or late twenties when they finally start work.

Exercises.

I. How much did you understand?

1. Are these statements true or false?

- a) Going to college usually means leaving home for the first time.
- b) Most college students live on campus.
- c) There is only one degree that students can take.
- d) A bachelor's degree is enough to get a good job.
- e) Many students are in their early twenties when they finally start work.

2. Can you answer these questions?

- a) Where do most college students live?
- b) What clubs of men and women students do you know?
- c) What is a college diploma called?
- d) How many degrees can American students take? What are they?
  - e) When do students get a Bachelor of Arts (BA), a Master of Arts (MA), a Master of Science (MSc), a Master of Business Administration (MBA) degree?
- f) What is the highest degree university students can get?

II. Do you know that...

— there are people in the U. S. who go to school their whole lives?

— adults go to school? Some take classes after work. Others go back to school after they have raised a family. Some change jobs late in life. This is happening more and more every year. These adults go to college classes with the younger students and take degrees there;

— certain colleges have night classes for adults who want to learn something new?

— some people can take "correspondence" classes? The college sends them homework and tests through the mail. They can do the homework and take the tests at home. Then they send these papers back to the college. They can earn credits, complete the classes and get a degree by mail;

— in the United States about two million adults are taking some sort of classes?

III. Speak on...

— American college student accommodation;

— the degrees that American college students can take;

— education of adults in the U. S. A.

IV. Prepare and draw up a report on ways of getting a higher education diploma in Russia at a sitting of the International Friendship Club for your American guests.

They will have many questions. Be ready to answer them. V. American Schools

### **Quiz**

1. When do American children go to school?
2. 2. What are the school years in American schools called?
3. How long do American children go to elementary school?
4. How long do American children go to high school?
5. Who is the first teacher high school students see in the morning?
6. What are compulsory subjects called in America?
7. How are subjects chosen by students according to their ability and inclinations called?
8. Who helps high school students to choose subjects and also with other problems?
9. What is one of big social events that takes place in high school?
10. Who leads everyone in shouts and cheers when their team is playing?
11. How do students from elementary to high school start each day?
12. What do they say while saluting the flag?
13. What is the U. S.'s flag called?
14. What are the ceremonies for students who have done good work school or who are excellent at sports?



15. What is the prize each student gets when he (she) graduates from school?
16. What kind of schools are there in the USA?
17. Do American students of all schools wear school uniform?
18. What is the marking system used at American schools?
19. What colleges are the oldest in the country?
20. Do students pay to study at colleges and universities?
21. How many universities are there in the USA?
22. What degrees can students take?

**Keys:**

1) Six; 2) grades; 3) six; 4) six; 5) homeroom teacher; 6) core courses; 7) electives; 8) guidance counsellor; 9) "prom"; 10) cheerleaders; 11) by standing up and saluting the flag; 12) "Pledge of Allegiance"; 13) "Stars and Stripes" and "Star-Spangled Banner"; 14) awards; 15) a high school diploma; 16) public and private; 17) students of private schools; 18) A=91-100 percent; B=81-90 percent; C=71—80 percent; D=65—70 percent, E=50-64 percent; F=below 50 percent; 19) Princeton, Harvard or Yale (so called Ivy League" schools); 20) Yes, they do; 21) 2,600; 22) a Bachelor of Art (BA), a Master of Arts (MA), a Master of Science (MSc), a Master of Business Administration (MBA), a Doctor of Philosophy (PhD).

## **ПОЛОЖЕНИЯ О ВЪЕЗДЕ В СТРАНУ И ВЫЕЗДЕ ЗА РУБЕЖ**

## **REGULATIONS FOR ENTERING A COUNTRY AND LEAVING FOR ABROAD**

### **Dialogue 1**

А: Я хотел бы посетить США. Какие документы необходимы для въезда в вашу страну?

I'd like to visit the US. What papers are needed to enter your country?

В: Вам нужно ознакомиться с положением о въезде и выезде из страны.

You should first read the regulations on entry and exit of the country,

А: Где я могу получить это положение?

And where can I get them?

В: В консульстве, посольстве или представительстве США в СНГ. Там Вы можете получить любую справку о въезде и выезде из США.

At the Consulate, Embassy or mission of the US in the Commonwealth of Independent States. You can find there any information about how to enter or leave the US

### **Dialogue 2**

А: Я — гражданин России и хотел бы посетить вашу страну.

I am a citizen of Russia and I'd like to visit your country. Do I need a visa?

Нужна ли мне для этого виза?

В: Да, граждане СНГ должны сначала получить визу. Кроме того, они должны иметь при себе заграничный паспорт.

Yes, citizens of the Commonwealth of Independent States must first receive a visa. Besides, they must have an international passport.

А: Английские визы действительны со дня их выдачи?

Are British visas valid since the date of

issue?

В: Нет, они действительны со дня,  
который указан в визе.

No, they become valid since the date  
fixed in the visa.

А: Где я могу получить более  
подробную информацию об этом?

And where could I get more detailed  
information about it?

В: Подобного рода информацию  
можно получить в любом  
представительстве Великобритании за  
границей.

Such information is available in any  
mission of the UK abroad,

## **ДОРОЖНОЕ ПРАВО**

## **TRAFFIC LAW**

### **Dialoguel**

А: Почему Вы меня остановили?

Why did you stop me?

В: Вы нарушили правила дорожного  
движения. Здесь движение  
автомашин запрещено.

You have violated the traffic rules,  
Traffic is closed here to all vehicles,

А: Извините, я не обратил внимания  
на дорожные знаки.

Excuse me, I took no notice of  
the road signs.

В: За это Вы должны заплатить  
штраф в размере 150 долларов.

You must be fined 150\$ for it.

### **Dialogue 2**

А: Извините, но здесь стоянка  
запрещена.

Excuse me, but parking here is  
prohibited.

В: Прошу прощения. Я поставил  
а здесь свою машину всего лишь на  
несколько минут.

Sorry, I'm going to park here only for  
few minutes.

А: Это неважно. За нарушение правил парковки Вы должны уплатить штраф в размере 50 долларов.

## **(НЕСЧАСТНЫЙ) СЛУЧАЙ**

А: Что случилось?

В: Произошел несчастный случай.

А: Есть пострадавшие?

В: К счастью, погибших нет.

Пострадало два человека: водитель и один пассажир.

А: Вы уже вызвали скорую помощь?

В: Да, все пострадавшие уже доставлены в больницу.

А: Как все это произошло?

В: Согласно показаниям свидетелей, водитель автомашины не обратил внимания на знаки дорожного движения!

А: Почему?

В: Говорят, он находился под воздействием алкоголя, и это явилось причиной дорожно-транспортного происшествия.

It doesn't matter. You will be fined and have to pay 50\$.

## **ACCIDENT**

What's happened?

There's been an accident.

Are there any injured and victims?

Luckily, nobody's been killed. Two persons are injured: a driver and a passenger.

Have you called for an ambulance?

Yes, all persons injured have been taken to a hospital.

How did it happen?

According to the witnesses' statements the driver overlooked the traffic signs.

Why?

They say he was driving in a state of alcohol intoxication and that was the cause of the traffic accident.

А: Вы уже допросили всех свидетелей?

В: Да, протокол допроса свидетелей уже составлен.

## **ДОКУМЕНТЫ ДЛЯ ВОДИТЕЛЕЙ АВТОМОБИЛЯ**

### **Dialogue**

А: Я хотел бы поехать в Великобританию на своем автомобиле. Какие документы я должен иметь при себе?

В: Все иностранные водители при въезде в Великобританию должны иметь при себе международный допуск автомобиля к эксплуатации, международные права, зеленую международную страховую карточку.

А: Должен ли автомобиль иметь знак государственной принадлежности?

В: Да, на задней части автомобиля.

Have you interviewed all eye-witnesses?

Yes, we have already made the record of the interview.

## **DRIVER'S PAPERS**

I'd like to enter Great Britain by car. What papers must I have?

On entering Great Britain all foreign drivers must have an international vehicle certificate, an international driver's licence, an international green insurance card.

Must there be a nationality sign?

Yes, at the back of your car.

## Телефонные разговоры между деловыми партнерами

### Dialogue 1

А: Абонент телефона № 2780053                      2780053.

слушает Вас.

В: Алло! Это Герхард Фишер?

А: Минуточку, я посмотрю, на месте ли он / в офисе ли он. Кто его спрашивает? / Кто звонит?

В: Вебер, Зигфрид Вебер.

А: Не вешайте / кладите трубку, пожалуйста...

Боюсь, что он сейчас на совещании с директором-распорядителем. Могу я Вам чем-нибудь помочь? / быть полезен?

В: Видите ли, я познакомился с господином Фишером, когда мы оба были на торговой ярмарке в Ф. Он попросил меня позвонить ему, когда я вернусь в Европу. Когда я могу застать его?

А: Полагаю / Думаю, что совещание не долго продлится. Мне сказать ему, чтобы он позвонил Вам, когда он освободится?

Hello, is Gerhard Fischer there? I'll see if he's in the office. Who's calling?

Weber,              Siegfried  
Weber.

Hold the line, please...

He's in a meeting with the Managing / Director at the moment, I'm afraid.  
Can I help you?

Well, I met Mr. Fischer when we were both at the F. trade fair. He suggested I should call him when I got back to Europe. When could I reach him?

I don't think the meeting will go on much longer. Shall I ask him to call you when he's free?

В: Да, это наиболее удобно.

А: Не могли бы Вы назвать Вашу фамилию еще раз?

В: Да, конечно. Герхард Фишер.  
F-I-S-C-H-E-R.

А: А номер телефона?

В: Я из Гамбурга. Из Англии Вы можете позвонить по номеру телефона: 004940803453.

А: Хорошо, господин Фишер позвонит Вам попозже утром. До свидания.

В: Спасибо вам за помощь. До свидания.

Yes, that would be easiest

Could I have your name again, please?

Ah yes, it's Gerhard Fischer. F-I -S-C-H-E-R.

And the number?

I'm in Hamburg. From England it's 004940803453.

Right, you'll be hearing from Mr. Fisher later in the morning then. Goodbye.

Thank you for help. Bye bye.

## Dialogue 2

А: Род Ревел слушает Вас / у телефона.

В: Привет, Род. С тобой говорит Джон Лич. Как твои дела? / Как ты (поживаешь)?

А: А, Джон, привет. У меня все хорошо. Ну вот только в настоящее время очень занят (очень много дел)...

В: Извини, что беспокою тебя. Я буду краток. Не мог бы ты дать мне

Rod Revell.

Hello, Rod. John Leech here. How are you?

Oh, hello John. I'm fine. Er... rather busy at the moment..

Sorry to disturb you. I'll keep it short. Could you give me the address of that person you mentioned last week?

адрес женщины, которую ты упоминал на прошлой неделе? Я имею ввиду женщину, которая имеет отдел (офис) импорта и экспорта в N.

A: А да, ты имеешь ввиду, Габриэлу Стейн. Одну минуточку... Я не помню ее адреса / Я не могу сказать тебе сразу же ее адрес, но я могу поискать его для тебя. О, Джон, у меня лучшая идея. Давай я перезвоню тебе примерно через час. Ты теперь на рабочем месте / в офисе?

B: Да, я буду на месте / здесь примерно до полшестого. Большое спасибо.

A: Не стоит. Я позвоню тебе. Пока, до свидания.

## **О КОНСТИТУЦИИ ВЕЛИКОБРИТАНИИ**

A: Интересно, есть ли в Великобритании Конституция?

B: Да, конечно, но несколько необычная.

You know, me woman who's got that import/export office in N.

Ah, you mean Gabriele Stein. Now let me see. Umm... I don't know her address offhand, but I can easily look it up for you. Or, John, I've got a better idea. Let me ring you back in about an hour. Are you at the office now?

Yes, I'll be here till about five thirty. Thanks a lot.

OK. You'll be hearing from me. So long. Bye now.

## **CONVERSATION ABOUT THE UK CONSTITUTION**

I wonder, is there any Constitution in Great Britain?

Yes, sure there is. But it is somehow unusual.



А: А что в ней такого необычного?

В: Дело в том, что Конституция Великобритании считается не-писаной.

А: А что это означает?

В: Это означает, что она не кодифицирована в целом в одном отдельном документе.

А: Что же она из себя представляет?

В: Конституционное право Великобритании включает многочисленные документы, как, например, Билль о правах, различные законы и судебные решения, называемые прецедентами.

А: А не могли бы Вы объяснить мне, что такое прецедентное право?

В: Охотно. В Англии права подданных в основном вытекают из фактических решений, которые и являются средством защиты в случае нарушения прав.

А: Может ли быть изменена английская Конституция?

В: Да, английская Конституция считается гибкой, так как парламент может составить или аннулировать

And what is so unusual about it?

As a matter of fact the British Constitution is regarded to be unwritten.

What does it mean?

It means that it is not codified as a whole in any single document.

And what does it look like?

The British Constitution includes numerous documents like the Bill of Rights, various statutes and judicial decisions called precedents.

Could you explain to me what the precedent law is?

Willingly. In Britain the rights of the subject are mostly deduced from actual decisions in which remedies have been afforded for their invasion.

And can the British Constitution be altered?

Yes, the British Constitution is considered to be flexible as Parliament can make or unmake any law

любой закон с одинаковой легкостью и путем одной и той же процедуры.

А: Есть ли еще какие-либо особенности у английской Конституции?

В: Особенность английской Конституции заключается в том, что теория и практика расходятся.

А: Не могли бы Вы привести примеры?

В: Ну, например, теоретически Суверен должен принимать активное участие в законотворчестве, но на практике он обладает лишь призрачным правом вето. Или же, теоретически законодательная и исполнительная власти разделены. На практике они смыкаются благодаря связующему звену — Кабинету министров.

А: Я Вам очень благодарен за объяснения.

В: Не стоит благодарности.

by the same procedure and with the same ease.

Are there any other specific features in the British Constitution?

The specific feature of the UK Constitution is that theory and practice are divergent.

Could you give me any illustrations?

Well, say, in theory the Sovereign is to be an active party to the making of law, but in practice he has a shadowy veto.

Or, in theory Legislature and Executive are divided. But in practice they are joined together by a connecting chain — the Cabinet of Ministers.

I'm very thankful to you for your explanation.

Don't mention it.

## О КОНСТИТУЦИИ США

## CONVERSATION ABOUT THE US CONSTITUTION

### Dialogue

А: Насколько я знаю, у Вас очень старая Конституция, не так ли?

В: Да, она была принята еще в 1787г.

А: Разве она не менялась с того времени?

В: Практически нет. Но к ней был принят ряд поправок.

А: Что включает в себя Конституция США?

В: По-моему, Конституция США состоит из преамбулы, семи статей и ряда поправок.

А: А что представляет собой Билль о правах?

В: Первые десять поправок к Конституции известны как Билль о правах. Он содержит основные свободы и права граждан.

As far as I know your Constitution is a very old one, isn't it?

Oh, yes, it was adopted as far back as in 1787.

Hasn't it been altered since then?

As a matter of fact, it hasn't. But a number of amendments to it have been made.

What does the US Constitution include?

To my mind, the US Constitution includes the Preamble, seven articles and a number of amendments.

And what is the Bill of Rights?

The first ten amendments to the Constitution are known as the Bill of Rights. It contains basic freedoms and individual rights.

A: А какие права и свободы гарантирует Конституция?

B: Первая поправка, например, гарантирует свободу слова, вероисповедания и печати.

Четырнадцатая поправка устанавливает, что о ни один индивидуум не может быть лишен жизни, свободы или собственности без должного применения законов и ни одному индивидууму не может быть отказано в равной защите закона.

A: О чем говорится в преамбуле?

B: В преамбуле говорится: «Мы, народ Соединенных Штатов, дабы образовать более совершенный Союз установить правосудие, гарантировать внутреннее спокойствие, обеспечить совместную оборону, содействовать всеобщему благоденствию и закрепить блага и свободы за нами и потомством нашим, торжественно провозглашаем и устанавливаем настоящую Конституцию для Соединенных Штатов Америки».

What freedoms and rights are guaranteed by the Constitution?

The first amendment, say, guarantees the freedom of speech, confession and of the press. The fourteenth amendment proclaims that not any person shall be deprived of life, liberty or property without due process of law, and not any person shall be denied the equal protection of the laws.

What does the Preamble say?

The Preamble says: «We, the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America».

А: Сколько, поправок уже принято?

В: Тысячи поправок предлагались, но было принято всего лишь 26.

А: Все это очень интересно. Большое Вам спасибо за беседу.

How many amendments have been already adopted?

Thousands of them were proposed but only 26 amendments altogether have been adopted.

It all sounds very fascinating. Thank you a lot for the talk.

## **ДЕНЬГИ /ВАЛЮТА/ ВАЛЮТНЫЙ КУРС**

## **MONEY / CURRENCY**

### **Dialogue**

А: Какими деньгами производят оплату в США?

What units do they have in the US?

В: В США оплата производится американскими долларами.

They have American dollars.

А: Сколько центов в одном долларе?

How many cents are there in a dollar? There are one hundred cents in a dollar.

В: Один доллар равняется 100 центам.

What bills and coins are used in the US?

А: Какие банкноты и монеты находятся в обращении в США?

В: В обращения находятся банкноты достоинством в 1,5,10 и более долларов; что касается монет, то есть монеты достоинством в 1,5, 10, 25 и 50 центов.

There are one-dollar bills, five-dollar bills, ten-dollar bills and bills of higher values; as for coins they are: a penny, a nickel, a dime, a quarter and a half dollar.

**ДЕНЬГИ/**

**БАНКНОТЫ/**

**MONEY/ BANK NOTES**

**БАНКОВСКИЕ БИЛЕТЫ**

**Dialogue**

: Я хотел бы открыть счет в вашем банке.

I'd like to open an account with your bank.

В: У Вас наличные деньги?

Have you got your money in cash?

А: Да. У меня 50 000 долларов наличными. Но сначала я хотел бы знать, какие проценты выплачивает ваш банк.

Yes, I have got 50 000 dollars in cash.

But I'd like first to find out what interest your bank pays.

В: Размер процента зависит от суммы и срока хранения вложенных Вами денег.

The interest rate depends on the amount of money deposited and on the length of time it will be kept in the bank.

А: Могу я потом снять свои деньги со счета в любое время, если открыт счет в вашем банке?

And shall I be able to draw my money from the account at any time if I open an account in your bank?

В: Это зависит от соглашения, которое Вы заключите с банком. В принципе, каждый вкладчик имеет такое право.

It depends on the contract you will have to conclude with the bank. In general, every depositor has the right to do so.

**ЧЕК / ПЛАТЕЖНОЕ**

**CHEQUE /CHECK (am.)**

**ПОРУЧЕНИЕ**

**Dialogue**

А: Извините, не могли бы Вы мне сказать, где производят оплату чека?

Excuse me, could you tell me where I can cash a cheque?

В: Вы можете получить деньги по

You can cash your cheque in our bank.

предъявленному чеку в нашем банке.

Кем и когда выписан ваш чек?

А: Этот чек был выписан владельцем одного банка 23 мая 1998г.

В: Это просроченный чек? А: Нет. Это непокрытый чек.

В: Это чек на предъявителя? А: Да.

В: Какова сумма чека?

А: 8000 долларов.

В: Покажите, пожалуйста, свой чек. Жаль, но на этот чек наложен арест. По этому чеку прекращена выплата. Ваш чекодатель больше некредитоспособен.

А: С какого времени запрещен платеж по чеку?

В: С августа этого года.

### **ФОНДОВАЯ БИРЖА**

#### **Dialogue**

А: Доброе утро. Я хотел бы поговорить с биржевым маклером.

В: Доброе утро. Разрешите представиться: маклер Дэвид Симпсон.

А: Я хотел бы воспользоваться вашими услугами.

В: Я всегда к вашим услугам. Вы

By whom and when was your cheque written?

The cheque was issued by a banker on May 23, 1998.

Is it a stale cheque?

No, it's a cheque without sufficient funds. Is it a cheque to bearer? Yes, it is.

What amount is your cheque to? 8000 dollars.

Show me your cheque, please. I'm sorry, but your cheque has been put under arrest. It's a stopped cheque. The drawer of the cheque has become insolvent

Since when has the cheque been stopped?

Since this August.

### **STOCK EXCHANGE**

Good morning. I'd like to speak to a stockbroker.

Good morning. Let me introduce myself: stockbroker David Simpson.

I need your services.

Always at your service, please. Do

хотите осуществить операции с ценными бумагами?

А: Да. На вашей бирже торгуют также акциями?

В: Конечно.

А: Каков биржевой курс ценных бумаг сегодня?

В: Официальный курс будет установлен лишь в 14 часов.

А: Каков размер вознаграждения маклера?

В: Это зависит от стоимости курса.

В настоящее время маклер получает 0,06% от стоимости курса.

### **КУПЛЯ-ПРОДАЖА/СБЫТ/ ТОРГОВЛЯ /МАРКЕТИНГ**

you want to enter a transaction with securities?

Yes. And do they trade stock at your Stock Exchange?

Certainly.

What is the securities rate today?

The official rate will be established only at 2 p.m.

And how high is stockbroker's remuneration?

It depends on the rate. At present it is about 0.06% of the rate.

### **PURCHASE/SALES MARKETING**

#### **Dialogue**

А: Я хотел бы заключить с Вами сделку купли.

В: Вы хотели бы совершить покупку в кредит или в рассрочку?

А: Нет. Сначала я хотел бы совершить пробную покупку.

В: Кстати, какой предмет купли интересует вашу фирму?

I'd like to make a contract of purchase with you.

Do you want to purchase on credit or by installments?

No. I'd like to make a pilot purchase first.

By the way, what merchandise are you interested in?



А: Я слышал, что ваша торговая фирма может предложить богатый ассортимент товаров.

В: Да, это верно. Но в последнее время мы преимущественно продаем предметы домашнего обихода.

А: Как раз это нам и нужно, покупная цена уже установлена?

В: Да. Вы можете подписать договор купли уже сегодня во второй половине дня, если у Вас есть право купли.

А: Я хотел бы получить от Вас образец договора купли-продажи.

В: Пожалуйста. Вот письменный договор купли-продажи.

А: Большое спасибо. До свидания.

I heard your trading company can offer a rich assortment of goods.

That's right. But we have been selling mostly household articles recently.

That's what we need. And has the purchasing price already been ascertained?

Yes, you could sign a contract of purchase this afternoon provided you've got the right to purchase.

I'd like to obtain a copy of bargain and sale, please.

Here you are. This is a written text of bargain and sale.

Thank you very much. Good-bye.

## СТРАХОВАНИЕ

## INSURANCE

### Dialogue

А: Я хотел бы застраховаться в вашем страховом обществе.

В: Обратитесь к представителю нашего страхового общества. Наше страховое общество находится на улице...

I'd like to be insured at your company.

Apply to our insurance agent. Our company is located in Street...

А: Ваше общество страхует только людей?

В: Нет. Мы страхуем как людей, так и имущество.

А: Каков размер страхового взноса?

В: Размер взноса страхователя устанавливается в каждом конкретном случае. Наш страховой агент ознакомит Вас с положением о страховании.

А: Могу я заключить с вашим обществом страховой договор сегодня?

В: Конечно. Когда Вы и ваше имущество будете застрахованы, Вы получите страховое свидетельство (полис).

Does your company insure only people?

No, it doesn't. We insure both people and property.

How large is the premium?

The amount of premium is established in each particular case. Our insurance agent will inform you of the regulations on insurance.

Can I effect the insurance today?

Sure you can. When you and your property are insured, you will get an insurance certificate.

## НАЛОГОВОЕ ПРАВО

А: Вы получили оповещение о наложении штрафа за неуплату налога?

В: Да. Но мы собираемся подать апелляционную жалобу. А: На каком основании? У Вас ведь

## TAX LAW

Have you been notified that your company will be fined for not having paid the tax?

Yes, we have. But we're going to file an appeal.

But what are the grounds? Your

большая задолженность по уплате налогов. Мы это квалифицируем как уклонение от уплаты налогов.

В: Мы с этим не согласны. Наша фирма платит слишком большие налоги. Мы, консультировались со специалистом в области налогообложения, и он сказал, что это нарушение налогового законодательства. Мы действуем в соответствии с правилами.

## **ПОЛИЦИЯ**

А: Кому подчиняется полиция в Лондоне?

В: Лондонская полиция находится в подчинении Министра внутренних дел.

А: Какую форму носят полицейские в Лондоне.

В: Лондонские полицейские носят форму со специальным знаком и каску.

А: Как вызвать полицию?

В: Нужно набрать номер «999». Это для срочного вызова полиции.

company has heavy tax liabilities. We regard it is an attempt to dodge the tax.

We cannot agree with it. We're being overtaxed. We've consulted a specialist on taxation and he says it's a violation of the tax legislation. We're acting in accordance with the regulations.

## **POLICE**

### **Dialogue1**

Whose jurisdiction are police forces in London placed under?

The Metropolitan Police are placed under the jurisdiction of the Home Secretary.

What uniform do London policemen wear?

London policemen wear uniforms with special badges and helmets.

How can I call for police?

You should dial «999». This is an emergency police call number.

A: Какие функции, выполняет полиция?

B: Полиция несет ответственность за поддержание общественного порядка, охрану жизни и имущества граждан.

What are the functions of the police?

The police are responsible for the maintenance of public order, for the protection of citizens' lives and property.

## Dialoge 2

A: Извините, как лучше всего пройти к ближайшему полицейскому участку?

B: Идите прямо по улице до перекрестка и сверните направо. На левой стороне увидите большое темно-серое здание. Это и есть полицейский участок.

A: Я хотел бы заявить о краже.

B: Предъявите документы, удостоверяющие Вашу личность, пожалуйста. Что у Вас украли?

A: Пропал мой бумажник с деньгами.

B: Вы можете описать внешность вора?

A: К сожалению, нет.

B: Что было у Вас в бумажнике?

A: 500 фунтов, чековая книжка и

Excuse me, what is the best way to the nearest police station?

Go straight along the street and turn right at the crossroads. On the left-hand side of the street you will see a big dark-grey building. That will be a police station.

I'd like to report a theft.

Show your identity papers, please.

What has been stolen?

My wallet with money in it is gone.

Could you describe the thief's appearance?

Unfortunately, I can't.

What was there in your wallet?

500 pounds, my chequebook and

билет на самолет.

В: Мы постараемся найти вора,  
но будет трудно раскрыть эту  
кражу.

an air ticket.

We'll make every effort to find the  
thief, but the theft will be difficult  
solve.

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