

**МІНІСТЕРСТВО ОСВІТИ І НАУКИ, МОЛОДІ ТА СПОРТУ КРАЇНИ
НАЦІОНАЛЬНА МЕТАЛУРГІЙНА АКАДЕМІЯ УКРАЇНИ**

**РОБОЧА ПРОГРАМА,
методичні вказівки та індивідуальні завдання
до вивчення дисципліни «Ділова кореспонденція»
для студентів спеціальності
8.02010501 – документознавство та інформаційна
діяльність**

**Затверджено
на засіданні Вченої ради
академії
Протокол №1 від 30.01.2016**

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Робоча програма, методичні вказівки та індивідуальні завдання до вивчення дисципліни «Ділова кореспонденція» для студентів спеціальності 8.02010501 – документознавство та інформаційна діяльність / Укл.: І.П.Нікітіна, Т.Б.Антонова, Г.М.Каплуненко. - Дніпропетровськ: НМетАУ, 2016. – 29 с.

Містить лексичний матеріал, іншомовну бізнес-термінологію, міжнародні стандарти написання ділових листів і документів з урахуванням особливостей перекладу і діловодства. Завдання мають комунікативну направленість. Призначені для студентів спеціальності 8.02010501–документознавство та інформаційна діяльність заочної форми навчання.

Укладачі: І.П Нікітіна, ст. викладач
Т.Б.Антонова, ст. викладач
Г.М.Каплуненко, викладач

Відповідальна за випуск О.П.Громова, ст. викладач.

Рецензенти Н.А. Литовченко, канд.філол. наук, викл. (ДНУ)

ВСТУП

Робоча програма, методичні вказівки та індивідуальні завдання до вивчення дисципліни “Ділова кореспонденція” складена з метою оволодіння бізнес – лексикою та технікою написання ділових листів, діловодства, формування у студентів бізнес – орієнтованих мовленнєвих компетенцій для забезпечення ефективного листування у діловій сфері.

Дана програма являє собою навчальний матеріал для самостійної роботи студентів заочної форми навчання, які навчаються для отримання кваліфікаційно-освітнього рівня “Магістр”.

Структура побудови контрольних завдань є такою:

1. Граматичний коментар;
2. Завдання для самоконтролю;
3. Тексти з післятекстовими контрольними-тренувальними вправами.

Відповідно до Програми навчальної дисципліни

а) граматичний коментар включає наступні теми:

1. Step1. Conditionals. Умовні речення
2. Step2. Sequences of Tenses. Узгодження часів.

в) тематичний матеріал включає наступні теми:

1. Step 1 Writing Business Letters. Business Card. Contracts and their Features
2. Minutes. Memorandums.

Студентам - заочникам рекомендується послідовна робота над кожною граматичною темою та тематичним матеріалом, тобто ознайомлення з граматичним коментарем і наданими текстами та виконанням завдань для самоконтролю. Далі студент може переходити до наступної теми чи тексту. Успішне виконання всіх завдань для самоконтролю (як граматичних, так і тематичних) гарантує задовільний аудиторний захист контрольної роботи.

Step 1

Conditionals. Умовні речення

В англійській мові існує три типи умовних речень (conditional sentences).

1. Перший тип умовних речень в англійській мові відповідає за «реальну» умову дії, представленої в реченні. Події цього умовного речення відносяться до майбутнього часу. У всіх умовних реченнях обов'язково будуть присутні такі союзи, як «якщо» – if, «коли» – when, «як тільки» – as soon as, «до того як» – before, «до» – till, untill, «після» – after або інші. Особливістю цього типу умовних речень є той факт, що простий майбутній час (Future Indefinite) вживається лише в головному реченні. У підрядному реченні після зазначених союзів ми використовуємо тільки простий теперішній час (Present Indefinite). Перекладати його ми все одно будемо майбутнім часом.

If you hear her singing, you will be impressed by her voice. – Якщо ви почуєте, як вона співає, нас вас велике враження справить її голос.

When this museum is open, we will go for an excursion there. – Коли музей відкриється, ми підемо туди на екскурсію.

Деякі автори окремим пунктом виділяють нульовий тип умовних речень. Цей тип описує універсальні ситуації, в яких виконання умови з підрядного речення неминуче спричинить результат, зазначений у головному реченні. Найпростіший приклад цього типу умовних речень – явища природи або закони фізики. Від першого типу він відрізняється тим, що в обох частинах речення використовується теперішній простий час (Present Simple).

If you heat ice, it melts. – Якщо нагрівати лід, він тане.

When it rains, the streets are wet. – Якщо йде дощ, вулиці мокрі.

The dog is happy when it sees its master. – Собака радіє, коли бачить господаря.

2. Другий тип умовних речень в англійській мові висловлює малоімовірну умову, яка може відноситися як до теперішнього, так і до майбутнього часу. Для того щоб утворити такий тип умовного речення, необхідно в підрядному реченні вжити дієслово у формі простого або тривалого минулого часу (Past Indefinite / Past Continuous), а в головному реченні створити складну форму умовного способу з дієслів should / would (У сучасному англійському мовленні замість would перевага надається should для всіх осіб однини і множини) і простого інфінітива дієслова без to . Якщо ж у підрядному реченні ми маємо дієслово to be, то його формою умовного способу буде were для всіх осіб. Крім дієслів should / would, можна вживати модальні дієслова could / might. Приклади:

If I were you, I would discuss this question with your boss. – Якщо б я був на твоєму місці, я б обговорив це питання з твоїм начальником.

She would be happy, if she were invited at the party. – Вона була б щаслива, якби її запросили на вечірку.

3. Третій тип умовних речень в англійській мові характеризується своїм ставленням до нереальних дій. У цих реченнях нереальна умова відноситься до минулого часу, а значить, виконанню не підлягає жодним чином. При створенні таких речень нам знадобляться дієслова should / would (модальні could / might) з перфектним інфінітивом без to для головного речення і дієслова у формі минулого досконалого часу (Past Perfect) у підрядному реченні. Приклади:

If you had warned me about the danger, I would not have participated in this competition. – Якби ти попередив мене про небезпеку, я б не брав участь у цих змаганнях (а змагання вже пройшли, і нічого змінити не можна).

If I had known about your disease I would have visited you at the hospital. – Якби я знав про твою хворобу, я б відвідав тебе в лікарні (а я не знав, а ти вже одужав).

В окрему групу умовних речень в англійській мові виносять речення з дієсловом *to wish*, яке в даному випадку буде перекладатися як шкода.

Ось які форми використовуються в цих умовних реченнях:

а) Якщо дія в підрядному реченні відбувається одночасно з дією, що виражена в головному реченні, ми використовуємо в підрядному реченні форму дієслова простого минулого часу або *were* для всіх осіб:

I wish she were next to me. – Шкода, що вона зараз не зі мною.

I wish you I could call her. – Шкода, що я не можу їй зателефонувати.

б) Форма дієслів у *Past Perfect* для всіх осіб однини і множини означає нездійсненну дію, що виражає умову, побажання, порівняння, каяття стосовно минулого часу. Якщо дія в підрядному реченні відбувається одночасно з дією, що виражена в головному реченні, ми використовуємо в підрядному реченні форму дієслова простого минулого часу або *were* для всіх осіб:

I wish I had been more careful while writing my dictation yesterday. – Шкода, що я був неуважним вчора, коли писав диктант.

Завдання 1. Виберіть дієслово у потрібній формі. Conditional I

1. I can give Bob the message if I him.

a) will see b) see c) have seen d) saw

2. If I any news, you.

a) will hear, will phone b) will hear, phone c) hear, will phone d) hear, phone

3. Call for an ambulance if he worse.

a) will feel b) feel c) feels d) felt

4. When I in Manchester next week, I you.

a) will arrive, will phone b) will arrive, phone c) arrived, phoned d) arrive, will phone

5. Your parents, if you late in the evening.

a) will worry, will be b) are worry, will be c) will worry, are d) worry, are

6. Watch the football match on TV at 11p.m. if you at home tonight.

a) will stay b) stay c) would stay d) stays

7. Plants die if you ... them.

a) will not water b) don't water c) wouldn't water d) didn't water

Завдання 2. Виберіть дієслово у потрібній формі. Conditional I,II

1. If I had one million dollars, I a yacht.

a) would probably buy b) will probably buy c) probably bought d) shall probably buy

2. What a pity my husband is away. If he here he

a) were b) would be here c) is d) will help e) would help f) helps

3. If I her, I to her. But I didn't see her and speak to her.

a) saw b) had seen c) would have seen d) would have spoken e) spoke f) would speak

4. You look tired. If I you, I a holiday.

a) be b) were c) have been d) will take e) would take f) take

5. Would it be all right if I round at about six.

a) come b) came c) would come d) will come

6. If pigs wings, they

a) had b) have c) would have d) will fly e) fly f) would fly

7. If Columbus such a passion for traveling, America in 1492.

a) hadn't b) wouldn't have had c) hadn't had d) hadn't discovered e) didn't discover

f) wouldn't have discovered

Завдання 3 Виберіть дієслово у потрібній формі.

1. We wish our exams over.

- a) were b) are c) be d) will be
2. I wish I so much money. Now I have to borrow some from my parents.
a) hadn't spent b) didn't spend c) wouldn't spent d) spent
3. I'm hungry. I wish it time for lunch.
a) was/were b) are c) is d) will be
4. It's always difficult to get there by bus. I wish I a car.
a) have b) had c) shall have d) have had
5. Mag has lost her key. She wishes she so careless.
a) wasn't b) hadn't been c) isn't d) wouldn't be

Завдання 4. Виберіть дієслово у потрібній формі.

1. If I London by train, he will get there on Wednesday.
a) leaves for b) will leave for c) leave for d) left for
2. I wish I nearer my work because it takes me much time to get there.
a) live b) will live c) had lived d) lived
3. If you to see Judie, ask her to phone me.
a) would happen b) will happen c) happen d) happened
4. I miss you. I wish you with us.
a) stay b) staying c) to stay d) stayed
5. If Tom hard, he would have passed his exams.
a) would work b) had worked c) would have worked d) worked
6. I'm tired, but if you me strong coffee, I working.
a) will make, go on b) will make, will go on c) make, will go on d) make, go on
7. If you at a loose end last month, you pass exam. But you failed it.
a) hadn't been b) wouldn't have been c) were not d) would have passed e) would pass f) will pass
8. If Dad a new car, we to the seaside by car next summer.
a) buy, shall go b) buys, shall go c) will buy, shall go d) buys, go
9. Dad is angry with you. – I'm sorry. I wish I those offensive words.
a) wouldn't say b) hadn't said c) didn't say d) hasn't said

Текст №1.

Завдання1. Зробіть письмовий переклад наданого тексту та дайте письмові відповіді на запитання.

Writing Business Letters

Correspondence is an essential part of business. In fact most telephoned and telegraphed communications have to be confirmed in writing.

Every letter no matter what kind it is should be laconic, precise, to the point and positive.

Letters are written on various occasions and on various subject matters. Many business letters are connected with establishing business relations, doing business and various different questions.

“GOLDEN RULES” for writing letters and memos:

1. Give your letter a *heading*; it will help the reader to see at glance what you are writing about.

2. Decide what you are going to say before you start to write. In other words always try to plan ahead.

3. Use short sentences.

4. Put each separate idea in a separate paragraph.

5. Use short words that everyone can understand.

6. Think about your reader. Your reader ...

- must be able to see exactly what you mean:
your letters should be CLEAR
- must be given all the necessary information:
your letters should be COMPLETE
- must be addressed in a sincere, polite tone:
your letters should be CORTEOUS
- may get a bad impression if there are mistakes in grammar, punctuation and spelling:
your letters should be CORRECT.

The usual layout for the official business letter is known as the blocked style. In this style all new lines of typing are ranged to the left including paragraph

openings and the concluding salutation. There is no punctuation in the address and the greetings. The same style is followed on the envelope.

This streamline style is considered to be efficient, modern and is designed to save the typist time.

Business letters are usually quite formal. The different parts of them are listed below.

Business letter format.

	Brighter Office Supplies Limited 13 Mill Street Harlow Essex CM20 2JR	
	Telephone Harlow 26721	1
	Telex 81259	
Ms A. Meiners		
Simple Stationers Ltd		2
15 Mowbray Road		
LondonNW6 5EJ	23 May 1991	3
Your ref: AM/SN		4
Our ref: SY/JB		
Dear Ms Meiners,		5
<p>Thank you for your letter of 18 May. Our current catalogue is enclosed as you requested, but I am afraid our price list is unavailable at the moment as it is being reprinted. However, I shall send you one as soon as they are available.</p> <p>Thank you for your interest in the company. We look forward to doing business with your in the future.</p>		
Yours sincerely,		6
<i>Simon Young</i>		7
Simon Young		8
Sales assistance		9
Enc 1		10

- 1 The company *logo* (a special design or symbol used by a company to identify itself and its products) and letterhead (that is, the company name and address)
- 2 Reader's name and address
- 3 The date
- 4 The subject of the letter
- 5 The opening salutation
- 6 The closing salutation
- 7 The signature
- 8 The writer's name
- 9 The writers job title

Pay attention on the opening salutation and signature block:

2	<i>Reader's name and address</i>	Simple Stationers Ltd 15 Mowbray Road LondonNW6 5EJ	Sales Manager Simple Stationers Ltd 15 Mowbray Road LondonNW6 5EJ	Ms A. Meiners Simple Stationers Ltd 15 Mowbray Road LondonNW6 5EJ
5	<i>Opening Salutation</i>	Dear Sirs,	Dear Sir, Dear Sir or Madam,	Dear Ms Meiners
6	<i>Closing salutation</i>	Yours faithfully,	Yours faithfully,	Yours sincerely,

Завдання 2 . Вставте адреси, звертання та дати в надані два листи.

a) Mrs E Lant 31 Ilford Road London SW1 2XJ	e) Sales Department London Goods Ltd 12 Martindale Road London SE5 6BA	i) 16 th October 1991
b) Mrs Lant,	f) London Goods Ltd	j) 21 st October 1991

	12 Martindale Road London SE5 6BA	
c) E Lant (Mrs)	g) Sirs,	k) faithfully,
d) 31 Ilford Road London SW1 2XJ	h) Philip Gallagher Sales Manager	l) sincerely,

1

2

3

Dear 4

I saw your advertisement in the Daily Sun and I would be grateful if you would send me a copy of your catalogue.

Yours 5

6

7

8

9

Dear 10

Thank you for your letter of 16th October. I enclose our catalogue as requested.

Yours 11

12

Завдання 3. З'єднайте формальні вирази з відповідними неформальними.

- | | |
|--|--|
| a) Sorry about the late delivery ... | 1) We regret to inform you that we unable to ... |
| b) If you need more information ... | 2) We are writing to thank you for your letter dated ... |
| c) I'm sorry but it's not possible ... | 3) I look forward to seeing you. |
| d) Let me know if you get the | 4) Please find enclosed a copy of ... |
| | 5) We would like to apologize for the delay. |

- parcel ...
- e) Thanks for your letter of ...
- f) Please send us your samples ...
- g) I hope to hear from you ...
- h) Here is a copy of ...
- i) Just call the office ...
- j) Could you ... ?
- 6) Please do not hesitate to contact us.
- 7) I would be grateful if you could ...
- 8) I would be grateful if you could send us some samples.
- 9) Should you require further information?
- 10) Please acknowledge receipt of the parcel.

Завдання 4. З'єднайте абрєвіатури, які вживаються у діловій кореспонденції, та їх значення.

a) ad; b) attn; c) dept.; d) Mr.; e) re; f) PLC; g) doc.; h) p.m. i) a.m.; g) corp.; k) sig.; l) Admin; m) a.s.a.p.; n) PS; o) B.Sc. p) inc.

1. attention; 2. document; 3. reference; 4. public limited company; 5. department; 6. Mister; 7. advertisement; 8. after noon; 9. before noon; 10. corporation; 11. Bachelor of Science; 12. Administration; 13. As soon as possible. 14. postscript. 15. signature; 16. including.

Завдання 4. Подивіться на візитну картку та дайте відповіді на запитання щодо неї.

B S C S
Business Systems Consultancy Services
DALE CROSBY VICE PRESIDENT
1049 DERWENT DRIVE SANTA BARBARA CALIFORNIA Tel: 805 963 8593 fax: 805 962 9171

- a) What is his name?
- b) What nationality is he?
- c) Who does he work for?
- d) Where does he work?
- e) What is his position in the company?

Завдання 5. З'єднайте питальні слова з кінцівкою запитання.

1. ... are you here? <i>To find out about IPQ's newest product.</i>	a) Where
2. ... is it? <i>The RM110 data communication system.</i>	b) Why
3. ... many people are attending? <i>76.</i>	c) What
4. ... are they? <i>European members of the IPQ team.</i>	d) How
5. ... divisions do they work? <i>Marketing and Sales.</i>	e) When
6. ... do we meet? <i>At 6 o'clock in the evening.</i>	f) Who
7. ... do we meet? <i>In the Conference hall (1st floor)</i>	g) Which

Завдання 6. З'єднайте запитання з відповідними відповідями.

- | | |
|-------------------------------------|---------------------------------|
| 1. How do you do? | a) What languages do you speak? |
| 2. Margarita Vidal Romero. | b) Where are you from? |
| 3. I'm Spanish. | c) Who do you work for? |
| 4. No, I'm single. | d) What does your company do? |
| 5. IBM. | e) Where do you work? |
| 6. They produce and sell computers. | f) How do you do? |
| 7. The financial department. | g) What is your position? |
| 8. I'm an auditor. | h) Are you married? |
| 9. English, Spanish, Italian. | i) What is your name? |

Завдання 6. Напишіть лист за зразком. Зверніть особливу увагу на дотримання формату ділового листа.

Текст №2.

Завдання 1. Зробіть письмовий переклад наданого тексту.

Contracts and its Features

By law contracts are made by Ukrainian foreign trade organizations in writing. When striking a deal standard contracts are used. Standard contracts are not a must. Some articles may be altered and supplemented.

Here are some of the items which are part and parcel of any contract: legal title of the contracting parties, subject of the contract, quality, price, delivery and payment terms.

Subject. This section names the product for sale or purchase. It also indicates the unit of measure generally employed in foreign trade for specific commodities. Contracts for bulk cargo contain a stipulation “about” or “plus or minus ... per cent”, denoting the permitted quantity tolerance.

Quality. The quality of machines and equipment is to be in conformity with the technical specification of the contract.

The quality of raw materials and foodstuffs is determined, as a rule,
by standards
by sample
by description.

Price. The price stated in a contract may be firm, fixed or sliding.

Firm price. Firm prices are not subject to change in the course of the fulfillment of the contract.

Fixed price. It is the price governing in the market on the day of delivery of for a given period.

Sliding prices are quoted for machinery and equipment which require a long period of delivery.

Завдання 2. Дайте письмові відповіді на запитання до прочитаного тексту.

1. Why are standard contracts widely used?
2. What are the essential parts of a contract?
3. What information is contained in different sections of a contract?
4. How is quality determined in a contract?
5. What sort of prices may be indicated in a contract?

Завдання 3. Знайдіть українські еквіваленти наступних англійських словосполучень:

- | | |
|--|---|
| a) The matter to be submitted for supplement to Arbitration; | 1) У повній відповідності з технічними характеристиками |
| b) The circumstances of force-majeur preventing from execution of the Contract | 2) Обладнання повинно відповідати технічному стану |
| c) The notification is to be confirmed | 3) Пов'язані з виконанням цього Договору |
| d) The Buyers have the right to terminate the Contract | 4) Продавець зобов'язаний |

e) In full conformity with the technical characteristics	відшкодувати Покупцеві понесену шкоду
f) The allocation of the costs of the arbitration between the parties	5) Покупець має право розірвати контракт
g) The Sellers are to reimburse the Buyers for the incurred damages	6) Обставини форс-мажору, що перешкоджають виконанню договору
h) Connected with the execution of the present Contract	7) Повідомлення має бути підтверджено
i) The equipment is to conform to the Technical Condition	8) Питання має бути подано на доповнення до арбітражу;
j) In default of such agreement	9) Розподіл витрат арбітражу між сторонами
	10) При відсутності такої угоди

Step 2

The Sequence of Tenses. Узгодження часів

При переказі тексту слід пам'ятати про узгодження часів, їх взаємодію у складі окремого складнопідрядного речення й особливо в непрякій мові. Якщо присудок у головному реченні виражений дієсловом в одній із форм минулого часу (найчастіше формою Past Indefinite), то в додатковому підрядному реченні він виражатиметься дієсловом в одній із форм минулого часу чи в одній із форм відносного майбутнього часу. Ці форми утворюються так само, як і відповідні безвідносні форми майбутнього часу. Допоміжні дієслова shall і will вживаються у формі минулого часу (should і would) і лише тоді, коли дія, виражена дієсловом додаткового підрядного речення, є майбутньою по відношенню до дії, вираженої дієсловом у минулому часі головного речення.

Слід пам'ятати, що дієслово, яке вводить непряму мову, замінюється в залежності від типу висловлювання.

Розповідні речення вводяться дієсловами to say, to tell, to promise, to remark, to announce, to assure, to admit, to offer, to expect тощо.

Додаткові речення приєднуються сполучником that або без нього.

Отже, за правилами узгодження часів відбуваються такі зміни форм дієслів у підрядному реченні:

замість Present Continuous вживається Past Continuous:

Present Indefinite	Past Indefinite
Present Perfect	Past Perfect
Future Continuous	Future Continuous in the Past
Future Indefinite	Future Indefinite in the Past
Future Perfect	Future Perfect in the Past
Past Indefinite	Past Perfect

Past Perfect і Past Perfect Continuous залишаються без змін.

При узгодженні часів змінюються також займенники і прислівники:

замість	вживається
this	that
here	there
now	then, at that time
today	that day
yesterday	the day before, on the previous day
last night	on the previous night
some days ago	some days before

Завдання 1. Знайдіть правильний переклад речень на англійську мову.

1. Я знав, що він напише листа завтра.	a) I knew he had written a letter.
2. Я знав, що він уже написав листа.	b) I knew he would write a letter the next day.
3. Вона запитала, що я читаю.	c) I knew he often wrote letters.
4. Вона запитала, що я читатиму в цей час завтра.	d) She asked what I was reading.
5. Я знав, він часто пише листи.	e) He asked what I should be reading that time the next day.
6. Вона запитала, як довго йшов дощ.	f) She asked if it would rain the next day.
7. Він сказав нам, що вчителював уже 15 років, коли ви переїхали до Києва.	g) She asked how long it had been raining.
8. Він сказав нам, що вчителював уже 15 років, коли ви переїхали до Києва.	h) He told us that he would have been
9. Він сказав нам, що він	

учителюватиме вже 15 років, коли ви переїдете до Києва.	teaching for 15 years by the time you moved to Kyiv.
10. Вона запитала, чи йде зараз дощ.	i) She asked if it was raining then. j) He told us he had been teaching for 15 years when you moved to Kyiv.

Завдання 2. Знайдіть правильний варіант доповнення речення.

1. I knew that Mercury (be) the closest planet to the sun, but I didn't feel like answering the question.
 - a. was
 - b. is
 - c. had been
2. Mike hoped that his friend (help) him with his car.
 - a. would help
 - b. will help
 - c. helped
3. We didn't know the score, but we were sure their team (lose) the game.
 - a. has lost
 - b. had lost
 - c. lost
4. Yesterday Tom heard that his aunt (be ill) for five days.
 - a. was ill
 - b. has been ill
 - c. had been ill
5. The children were afraid of making any noise – Mom (sleep).
 - a. was sleeping
 - b. slept
 - c. had been sleeping
6. He gave all his money to me because he (trust) me.
 - a. would trust
 - b. trusted
 - c. had trusted
7. We were told that Andrew (go) to enter that college.

- a. is going
 - b. went
 - c. was going
8. The police found out that Bob Slant (live) in London's suburbs at that time.
- a. had been living
 - b. lives
 - c. lived
9. My parents decided that we (celebrate) my birthday on Saturday.
- a. would celebrate
 - b. shall celebrate
 - c. celebrated
10. The pupil wasn't able to do the translation because he (not/know) some special terms.
- a. hadn't known
 - b. didn't know
 - c. doesn't know
11. Ann hasn't been informed that the lecture (not/take place) on Friday.
- a. hasn't taken place
 - b. wouldn't take place
 - c. won't take place

Завдання 2. Знайдіть правильний варіант відповіді.

1. John said, 'I'm sorry to disturb you, Eliza'.
- a. John told that he was sorry to disturb Eliza.
 - b. John told Eliza he was sorry to disturb her.
 - c. John said to Eliza he had been sorry to disturb her.
2. He said, 'Where is Jill going?'
- a. He asked where was Jill going.
 - b. He asked where Jill went.
 - c. He asked where Jill was going.
3. Sally said, 'I would like to buy it'.
- a. Sally said that she would like to buy it.
 - b. Sally said that she would have liked to buy it.
 - c. Sally said that she liked to buy it.

4. 'If I had any instructions, I would know what to do', said Mag.
 - a. Mag said that if she had had any instructions she would have known what to do.
 - b. Mag said if she had any instructions she knew what to do.
 - c. Mag said if she had any instructions she would know what to do.
5. Robby asked, 'Bobby, do you know 'Old Barn'? It is on the Shrewsbury Road'.
 - a. Robby asked Bobby if he knew 'Old Barn' that was on the Shrewsbury Road.
 - b. Robby asked Bobby did he know 'Old Barn', it was on Shrewsbury Road.
 - c. Robby asked Bobby where 'Old Barn' was.
6. The doctor asked, "How do you feel?"
 - a. The doctor asked how did I feel.
 - b. The doctor asked how I felt.
 - c. The doctor asked how I had felt.
7. 'Will you be free tomorrow?' Colin asked Richard.
 - a. Richard asked would Colin be free the next day.
 - b. Colin asked Richard if he would be free the following day.
 - c. Colin asked if Richard will be free tomorrow.
8. 'Don't open the door or answer the phone,' said her parents.
 - a. Her parents said to her not to open the door or answer the phone.
 - b. Her parents told her not to open the door and to answer the phone.
 - c. Her parents told her neither to open the door not to answer the phone.
9. 'Why hasn't he locked the car door?' the policeman said.
 - a. The policeman asked why he hadn't locked the car door.
 - b. The policeman asked why hadn't he locked the car door.
 - c. The policeman asked why he didn't lock the car door.
10. The students said, 'We wish our exams were over'.
 - a. The students said they wished their exams had been over.
 - b. The students said that they wished their exams have been over.
 - c. The students said they wished their exams were over.

Завдання 1. Зробіть письмовий переклад наданого тексту.

Minutes

In business, you will probably have opportunities to attend meetings. Whether a meeting is formal or informal, a written record of the meeting will usually be prepared and distributed to everyone who attended the meeting and, perhaps, to other interested people as well. This written record of the proceedings of a meeting is called the minutes of the meeting. Since most meetings in business are informal (that is, do not follow the rules of parliamentary procedure), the minutes are also informal. The minutes usually include the date, time, and place of the meeting; the name of the presiding officer; a list of those present (and frequently those absent); the items of business and the decisions reached (in the same order as the meeting agenda). They should be a faithful record of the meeting but brief and to the point.

Usually the minutes are signed by the person who took them and sometimes by the presiding officer as well. Minutes are usually duplicated, and copies are sent to each person present at the meeting and to other designated officials. Below are some sample minutes of a recreation committee.

Minutes of meetings that follow parliamentary procedure are somewhat different in form from the informal minutes. Formal minutes do not include discussions. Only motions, resolutions, committee assignments and reports, and other specific accomplishments are included. Note in the example below how topical headings are used for easy reference and how the recorder has briefly summarized a speaker's remarks. Note, too, that motions should be worded specifically as shown and should be followed by the name of the person who made the motion and the name of the seconder.

The example of the minutes:

THE SOONER STATE CLUB OF CHICAGO MINUTES OF MEETING, JULY 27, 2000

TIME AND PLACE The regular monthly meeting of the Sooner State Club of Chicago was called to order by the President, Jordon Thomas, on Friday, July 27, 2000, at 2 p.m., in the Pioneer Room of the Bismarck Hotel.

MINUTES The minutes of the last meeting were read and approved.

TREASURER'S REPORT The following report was given by Cliff Downs, the Treasurer.

Balance on hand, July 1, 2000	\$ 1,676.40
Collected during the year (July 1, 2000 to June 30, 2000)	3,042.12
Total	\$ 4,718.52
Paid out during the year	3,004.19
Balance on hand, July 1, 2000	\$ 1,714.33

The Treasurer's report was accepted.

b) **COMMITTEE REPORT** The report of the Nominating Committee was given by the Presiding Officer, Paul Rykers. A state of nominees for next year is to be presented at the next meeting.

The report of the Half-a-Century Celebration was given by the Presiding Officer, Verna Millstone. Three area banquets are being held on August 21-- Gary, Winnetka, and Aurora.

OLD BUSINESS It was moved, seconded, and passed, THAT DUES FOR THE CURRENT YEAR BE INCREASED TO \$ 10 A YEAR AND A SPECIAL ASSESSMENT BE PERMITTED IF ADDITIONAL FUNDS ARE NEEDED.

(Brenda Simpson/Duane Joiner)

NEW BUSINESS After a discussion about designing a gold "Sooner" pin for the members, a committee consisting of Paula Myers, Presiding Officer; Mary Weir; Ed Maestro; and Jenny Morris was appointed to report at the next meeting.

PROGRAM Meredith Cave introduced Mr. Alexander Hayhurst, whose topic was "What's new in the Sooner State". Mr. Hayhurst's remarks are summarized briefly here. "The Sooner State is experiencing rapid economic growth. Many new industries have moved there - including

chemical, manufacturing, and government enterprises. New sources of water supply - hundreds of lakes have been built - make it an attractive place from both a recreational and an industrial standpoint. There is still a large supply of labour too. Transportation is improving rapidly each year - several new highways are now under construction”.

The meeting adjourned at 4:45 p.m.

C.A.Miller, Secretary

Завдання 2. Зробіть надані речення заперечними:

- a) This written record of the proceedings of a meeting is called the minutes of the meeting.
- b) The minutes usually include the date, time, and place of the meeting.
- c) Note, too, that motions should be worded specifically.
- d) Minutes are usually duplicated, and copies are sent to each person present at the meeting and to other designated officials.

Завдання 3. Дайте відповіді на запитання:

- 1) What do we call a written record of a meeting?
- 2) What are the minutes written for?
- 3) Who are the minutes signed by?
- 4) What information should the minutes contain?
- 5) Is there any difference between the formal and informal minutes?

Завдання 4. Випишіть із тексту речення, в яких зустрічаються дієслова в Passive Voice.

Текст №2

Завдання 1. Зробіть письмовий переклад наданого тексту.

Memorandums

In business, a letter is used to communicate with someone outside the company. When you wish to write to someone within your own company, you will send a memorandum. Memos are used to communicate with other employees, regardless of where the employees may be located - whether in the same office, in the same building, or in a branch office hundreds of miles away.

In most companies and organizations, memorandums (memoranda) are written in the first person. The tone of the memo is influenced by the position held by the writer in relation to that held by the receiver. Also, the topic under consideration plays an important part in determining the tone. Obviously a person writing to a company official to report the results of a financial audit will be more formal than a person writing a co-worker about the company bowling league.

An important factor is the personality of the individual receiving the memorandum. The president for example, may insist on informality, whereas a peer might like a formal impersonal tone. Therefore, the effective business writer must evaluate the position of the reader, the topic under consideration, and the personality of the reader when setting the tone of the memorandum.

There are usually three main parts to a memorandum:

1. The heading.
2. The subject and date.
3. The message.

Occasionally, when official approval or authority is required, the memorandum may be concluded with a line for the signature of the person originating the correspondence.

The heading of a memorandum is usually printed.

When are Memorandums written? Many business firms tell their employees to put in writing all important information that crosses their desks. Written records help to (1) determine responsibility, (2) clear up inconsistencies, and (3) record needed information. If you are sending important papers or documents to another person, for example, it is best to transmit them by

memorandums so that if they become lost, there will be a record - your file copy - providing when they were actually sent, and recording exactly what they were.

Завдання 2. Зробіть надані речення заперечними:

- a) When you wish to write to someone within your own company, you will send a memorandum.
- b) Memos are used to communicate with other employees, regardless of where the employees may be located.
- c) The heading of a memorandum is usually printed.
- d) The effective business writer must evaluate the position of the reader, the topic under consideration, and the personality of the reader when setting the tone of the memorandum.

Завдання 3. Дайте відповіді на запитання:

- 1) What will you send if you wish to write to someone within your own company?
- 2) What should the tone of a memorandum be?
- 3) Describe the main parts of a memo and its forms.
- 4) When are memorandums written?
- 5) What can you tell about the heading of a memorandum?

Завдання 4. Випишіть із тексту та протоколу речення, в яких зустрічаються дієслова в Passive Voice.

Додаткові тексти.

Текст 1.

Завдання 1. Перекладіть текст та дайте відповіді на запитання.

Business Letter Writing

The exact composition of any letter depends on the purpose for which it is written. However, any good letter should be concise, courteous and correct in tone. It consists of:

1. Introduction;
2. Development;
3. Conclusion.

Letters of Inquiry

A New York businessman writes to an English producer.

Spinners & Windson
Ready-Made Clothing
552 Green-Blue Avenue
New York, 757 44003

Messrs. Goodman & Jackson
888 Marine Street
Leeds WIG 48C
England

November 24, 20..

Gentlemen:

We saw your children's dresses and suits at the London Children Fashion Show. It was held here in New York at the beginning of this November. We think that the lines shown there would be the most suitable for our market, especially the 'Thompson' dresses and suits. We have heard you are interested in finding new markets in the USA. Would you kindly let us know your conditions. And would you send us your quotation for spring and summer clothing that you might supply by the beginning of next January.

We would need 1.500 dresses and suits in each of the sizes 6-8. payment is made by letter of credit.

Thank you in advance.

Yours sincerely,

Jackson

S. Jackson

Buyer.

Занитання до листа:

1. What does the company "Spinners & Windson" deal with?
2. What are they interested in?
3. How did they know about the company "Goodman and Jackson" and their products?

4. Who told them that the English company is looking for new markets?
5. What do “Spinners & Windson” want a quotation for?

Текст 2

Завдання 1. Перекладіть текст на рідну мову.

Letter of Accommodation

Doing business one has to travel from town to town, from country to country. When writing to a hotel to ask about accommodation it is important, first of all, to be specific about the type of accommodation you want. It is also necessary to state if you are interested in bed and breakfast accommodation.

You should not only mention but give details about the number of rooms and beds you need. If you are ready to accept alternative accommodation, say a few words about it.

Besides, give the dates when you will need the accommodation; the number of nights you want, the room being stated here too. Don't forget to ask about prices.

At the end of the letter it is recommended to ask confirmation of booking.

Letter of Accommodation

Dear Sir/Madam...

Please reserve one single room with bath or shower or both from Tuesday, 8 October 20..to Friday, 11 October 20..

I expect to arrive on Tuesday morning and I am going to leave on Friday afternoon.

What are your terms?

Will you confirm this booking?

I would be pleased to hear from you as soon as possible.

Yours faithfully...

Текст 3

Завдання 1. Перекладіть текст та дайте відповіді на запитання.

Letter of Confirmation of Booking

	M/H Metro Hotel 15 Peace St Liverpool W 13
Mr. N. Grigorenko L. Ukrainka St 5, pt.25 Kyiv Ukraine	13 th May, 20..
Dear Mr. N. Grigorenko Thank you for your letter asking for hotel accommodation in June. We were pleased to hear that you wish to stay at the Metro Hotel again during your forthcoming business-trip to Liverpool. Our terms are:	
Bed & Breakfast	Room & Full Board
One night per person de luxe room –50 pounds	-70 pounds
One night per person single room - 10 pounds	-15 pounds
Accommodation is still available for June. Would you let us know your wishes as soon as possible, so that we can reserve the room you want. We look forward to the pleasure of seeing you here again soon. Yours sincerely, Reception Desk.	

Дайте відповіді на запитання:

1. What indicates that Mr. N. Grigorenko has already stayed at the Metro Hotel in Liverpool before?
2. Why do they give the prices of two different types of room?
3. What indicates that service provided by the personnel of the Metro Hotel is of high quality?

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Національна металургійна академія України
49600, м. Дніпропетровськ-5, пр. Гагаріна, 4

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