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МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
ГРОЗНЕНСКИЙ ГОСУДАРСТВЕННЫЙ НЕФТЯНОЙ ТЕХНИЧЕСКИЙ УНИВЕРСИТЕТ
имени академика М.Д. Миллионщикова

Фонды оценочных средств

дисциплины

«Деловой иностранный язык»

Направление подготовки

08.04.01 Строительство

Профиль

Технология строительных материалов, изделий и конструкций

Квалификация

Магистр

Год начала подготовки 2026

Грозный – 2026

2. The Continuous Tenses (to be going to)
3. Personal letter

1. Тест по грамматике

Test A

I. Translate into English using verbs in Present, Past and Future Indefinite Passive.

Их находят – их нашли – их найдут.

Его прощают – его простили – его простят.

Её ищут – её искали – её будут искать.

Мне предлагают – мне предложили – мне предложат.

Нас встречают – нас встретили – нас встретят.

Вам дают – вам дали – вам дадут.

II. Write the following sentences in the Passive Voice.

1. This letter (to write) yesterday.
2. This question (to answer) at the last lesson.
3. This text (to translate) by him tomorrow.
4. The task (to give) by the teacher at every lesson.
5. This agreement (to sign) next month.
6. You (to show) the way to the city tomorrow.
7. The house (to build), soon we shall move into a new flat.
8. You often (to ask) by the teacher at the lessons?

III. Translate the following sentences into English.

1. Все были уверены, что Борис хорошо сдаст экзамены.
2. Он говорил, что Лев Толстой его любимый писатель.
3. Я знал, что вы живете в Москве, но не знал вашего адреса.
4. Он сказал, что бросит курить.
5. Все знали, что она поедет в Рим.
6. Простите, мы не думали, что вы ждете нас.
7. Я не знал, что вы тоже любите футбол.
8. Я был уверен, что он будет выдающимся артистом.

IV. Put into Indirect Speech:

1. I said to Boris: "Does your friend live in London?"
2. I said to the man: "Are you living in a hotel?"
3. Nick said to his friend: "Will you stay at the Hilton's?"
4. He said to me: "Do you often go to see your friends?"
5. He said to me "Will you see your friends before you leave St. Petersburg?"
6. Mike said to Jane: "Will you come to the railway station to see me off?"
7. She said to me: "Have you sent them a telegram?"
8. She said to me: "Did you send them a telegram yesterday?"

V. Put questions to the italicized words:

1. Girls are beating boys in subjects such as science and math.
2. Alexander switches on his computer every day.
3. Computers can be divided into three main types.
4. Computers have resulted in massive unemployment in many countries.

VI. Put into Past Tenses using Sequence of Tenses

1. Nick says he is going to the hotel to see his friends, who have just arrived in St. Petersburg from the United States of America.

2. He says they have not been here for a long time.
3. He says they were friends at school.
4. He says he will take them to the theatre on Sunday.
5. They say they will write me a letter when they return home.
6. Mike says he is sure Ann and Kate will be excellent guides.
7. He says they have made good progress in English.
8. Oleg says that in a day or two several English students will come to pay a visit to their school and he will probably have to act as interpreter.

Test B

I. Translate into English using verbs in Present, Past and Future Indefinite Passive.

Мне рассказывают – мне рассказали – мне расскажут.

Ему показывают – ему показали – ему покажут

Нас спрашивают – нас спросили – нас спросят.

Им отвечают – им ответили – им ответят.

Её оставляют – её оставили – её оставят.

Вас забывают – вас забыли – вас забудут.

II. Write the following sentences in the Passive Voice.

1. We thought about our friend all the time.
2. The doctor will operate on him in a week.
3. The teacher sent for the pupil's parents.
4. They looked for the newspaper everywhere.
5. Nobody sleeps in the bed.
6. The neighbor asked for the telegram.
7. Everybody listened to the lecturer with attention.
8. The senior students laughed at the freshman.

III. Translate the following sentences into English.

1. Я был уверен, что он будет выдающимся артистом.
2. Я боялся, что вы не последуете моему совету.
3. Я думал, что он подождет меня.
4. Я не знал, что ты будешь работать в читальном зале.
5. Сестра сказала, что хочет приехать к нам сама.
6. Я знала, что она очень занята.
7. Никто не знал, что вы ждете здесь. Пойдемте в дом.
8. Гид предупредил нас, что в этой части города движение довольно сильное.

IV. Put into Indirect Speech.

1. He said to us: "Come here tomorrow."
2. I said to Mike: "Send me a telegram as soon as you arrive."
3. Father said to me: "Don't stay there long."
4. Peter said to them: "Don't leave the room until I come back."
5. "Take my luggage to Room 145," he said to the porter.
6. He said to me: "Ring me up tomorrow."
7. "Bring me a cup of black coffee," she said to the waiter.
8. "Don't be late for dinner," said mother to us.

V. Put questions to the sentences.

1. Babbage was lamenting about errors in some tables to his friend Herschel.
2. At that time, steam was a new and largely unexplored source of energy.

3. The Mark I took six seconds for a multiplication and twelve for a division.
4. Until the late 1970s, the computer was viewed as a massive machine.

VI. Put into Past Tenses using Sequence of Tenses.

1. He says they have not been here for a long time.
2. He says they were friends at school.
3. He says he will take them to the theatre on Sunday.
4. My uncle says that he has just come back from Caucasus.
5. She says that she will bring and show us the photos.
6. The teacher says that they have made a good progress in English.
7. She says that Boris told her a lot of interesting things about the South.
8. Ann says she has just met Boris in the street.

2.Диалоги и тексты делового английского языка.

PRICES

After a coffee break the businessmen resumed their talk.

Ivan: And now comes the price problem.

Frank: As far as I understand you want us to pay airfreight and insure the devices during their shipment.

Ivan: For our trial order these terms are preferable for us. Could you give me your idea of the cif price for each of the devices then?

Frank: Before the break I made some calculations and asked the secretary to type the price list on this basis.

Ivan: Very good.

Frank: Oh, here it is ... Thank you, Nancy ... Now, Mr. Smirnov, you may have a look at the prices. The total sum is three thousand pounds.

Ivan: I certainly admit it's a small order. Therefore I shall not mention discounts you usually grant us. But don't take it as a precedent. When we make contracts in future we hope we shall have a certain discount off prices.

Frank: We shall certainly discuss this matter in every particular case. If you mention future contracts there is a question I would like to ask you. Will you always prefer cif prices and shipment by plane?

Ivan: Oh, no. Far from it. Only in this particular case we have chosen shipment by plane and cif terms. But in future, if nothing extraordinary happens, we shall practice fob Tilbury terms, as usual.

Frank: Fine. No objections on our part. Shall we have a standard contract for your trial order?

Ivan: I suppose so. If you can have it prepared now it would be splendid. I'll sign it. I have the power of attorney.

Ivan: And what would you say if I propose to sign it in the evening before our dinner. We could have dinner at the restaurant of your choice.

Ivan:

Frank: OK. There is a good cosy restaurant near the hotel. It's called White and Red Roses.
See you at seven then. Goodbye.

BANKING

The next day the session was devoted to the United Kingdom Banking Sector.
Here is the short summary of the lecture:

The UK Banking Sector.	
RetailBanks	21
DiscountHouses	8
BritishMerchantBanks	31
OtherBritishBanks	167
AmericanBanks	44
JapaneseBanks	29
OtherOverseasBanks	290
Total	590
In addition there are 92 Building Societies.	

- *Retail banks:* They render numerous services for private customers and have extensive branch networks in the UK. They participated directly in the UK clearing system.
- *Discount Houses:* They are mostly engaged in discounting bills of exchange for the corporate sector.
- *British Merchant Banks:* These are wholesale banks handling big money for private and corporate customers. They are engaged in mergers, take-overs and acquisitions. They also provide consulting services.
- *Other British Banks:* Comprise all other UK registered banking institutions and certain banks in the Channel Islands and the Isle of Man. They are controlled by UK companies or individuals.
- *American Banks:* Comprise the branches and subsidiaries of US banks.
- *Japanese Banks:* Comprise the branches and subsidiaries of banks based in Japan.
- *Overseas Banks:* Comprise the branches and subsidiaries of non-American or non-Japanese banks and Consortium banks. These are jointly owned by other financial institutions, one of which must be based overseas.
 - *Building Societies:* In the past they mostly extended mortgage loans, but nowadays they also widely practice taking in deposits and they practically operate as banks.

TRADE FINANCE

Next morning after having breakfast at the self-service bar of the hotel restaurant the participants went to the conference room to have a lecture on Trade Finance.

There was a folder on the big round table for each participant with the material relating to the lecture.

Here is one of the sheets of the file:

Trade Finance

- Trade needs finance.
- This must come from either the trader or from a lending institution.
- If the trade is international then the amount of finance is normally greater.
- In general, trade is handled on credit.
- The buyer pays for the goods at a specified time after receipt.
- If the trade is international then delivery time adds to the delay in payment.
- This adds to the need for finance.
- Also in international trade the buyer uses one currency, the seller another.
- This requires an organization with facilities for changing currencies.
- On both counts the Bank is the best source of finance.

Thus this page gave the most important hints on the subject.

And Mr. Hill, the lecturer, explained and developed each statement. The participants sometimes interrupted him and asked questions. Sometimes Mr. Lvov came to help when there was a problem of speaking or understanding. The lecturer devoted some part of the lecture to financing small business companies who usually enjoy better terms, reduced taxes and other facilities especially during the first years.

3.Практическая часть делового английского языка. Образец написания отчета

To: M. Anderson
Director of Personnel
From: A. Jackson
Personnel Manager
Date: 28 November
Re: Employee benefits satisfaction

INTRODUCTION

As requested, I interviewed a number of employees concerning employee benefits satisfaction. It involved a representative selection of 15 % of all employees who were interviewed in the period between 1 November and 15 April 1. My findings are presented below.

FINDINGS

1. Employees were generally satisfied with the current benefits package.
2. Older employees repeatedly had problems with prescription drugs procedures.
3. Employees between the ages of 22 and 30 report few problems with Health Medical Organization (HMO).
4. Most employees complain about the lack of dental insurance in our benefits package.

Образец написания делового письма

9 SvetlayaSt.
Krasnogorsk 114965
Russian Federation

Anne Smith
225 Phillips Boulevard
Manchester 0834184
United Kingdom

4 December, 2008

Dear Miss Smith,

Further to our telephone conversation, I would like to confirm the following arrangements for your arrival.

Your group arrives on 3 January at 2.15 p.m. You will be met at the railway station by our representative. He will take you to the hotel in Moscow (the address and hotel conveniences are enclosed).

If you require any further information, please do not hesitate to contact us.

Yours sincerely,
Kate Smirnova

Образец написания резюме.

Curriculum Vitae

Peter Townsled
35 Green Road Spokane, WA 87954 Phone (503) 456-6781 Fax (503) 456-6782 E-mail
petert@net.com **Date of Birth** 3 October 1966
Marital Status
Married

Objective

Employment as manager in important clothing retailer

Work Experience

1998 — Present Jackson Shoes Inc. Spokane, WA Manager

Manage staff of 10

Provide helpful service to customers concerning shoe choices

1995-1998 Smith Office Supplies & Yakima, WA

Assistant Manager

Managed warehouse operations

Interviewed new applicants for open positions

Education

1991-1995 Seattle University, WA Bachelor of Business Administration **Additional Skills**

Advanced level skills in Microsoft Office Suite, basic HTML programming,

spoken and written proficiency in French

Interests

Football, rowing

References

John Campbell

Managing Director

Jackson Shoes Inc. Spokane, WA

ДЕЛОВАЯ ПЕРЕПИСКА И ОТНОШЕНИЯ (BUSINESS CORRESPONDENCE AND RELATIONS)

КРАТКИЙ СЛОВАРЬ ОСНОВНЫХ ТЕРМИНОВ

Agenda – Повестка дня
Applicant – Заявитель (претендент)
Applicants's supervisor – Руководитель заявителя (претендента)
Application form – Анкета
Apply – Обращаться
Books and monographs – Книги и монографии
Brief summary – Краткое содержание
Carrying out research – Проводимое исследование
Certified copy – Заверенная копия
Chapter – Глава
Co-authors – Соавторы
Common name – Общепринятое название
Complete List of publications – Полный список публикаций
Conference programme – Программа конференции
Content of research – Содержание исследования
Current educational activity – Текущая образовательная деятельность
Current employment – Текущая занятость
Date and place of birth – Дата и место рождения
Degree Granted – Уровень образования
Description of the Research (project) – Описание исследования (проекта)
Details of publication – Детали публикации
Employee – Занятость
Education – Образование
Expected completion – Предполагаемый результат
Expected degree – Ожидаемый уровень
Family name – Фамилия
Fellowship – Научное общество
Financed by – Источник финансирования
Following documents – Следующие документы
For more information – За дополнительной информацией
From-to – От - до
Future professionals plans – Будущие профессиональные планы
Given name – Данное имя
Hand-made form – Рукописная форма
Handwritten signature – Рукописная подпись
Head of host institution – Руководитель принимающей организации
Indicate the title – Обозначение заголовка
Information about presentation – Информация о представлении
International Foundation – Международная организация
Introduction – Введение
Investigation – Исследование
Issue – Издание
Item – Параграф, статья
Letter of invitation – Приглашение
Letter of recommendation – Рекомендательное письмо
List of publications – Список публикаций
Look forward to your arrival – Ожидаем Вашего прибытия
Location – Размещение
Mailing address – Почтовый адрес
Main subjects studied – Основные объекты изучения
Major awards – Важные награды
Name in full – Полное имя
Name of institution – Наименование организации (учреждения)

Number of pages – Количество страниц
Organizing Committee – Организационный комитет
Papers in journals – Статьи в журналах
Period – Период
Position – Позиция
Postal address – Почтовый адрес
Previous employment – Предыдущее место работы
Previous stays – Предыдущие пребывания
Property of the foundation – Собственность организации
Purpose – Цель
References – Ссылки
Reprint – Перепечатывание
Required documents – Требуемые документы
Research facilities – Исследовательские способности
Research plan – План исследования
Return the documents – Возврат документов
Scientific name – Научное название
Study area – Область изучения
Starting date – Дата начала
Subject of research plan – Предмет плана исследования
Submitted applications – Поданные анкеты (заявления)
Technical Subcommittee – Технический Подкомитет
Topic of thesis – Тематика тезисов
Type of work – Тип работы Typescript – Печатная рукопись
Typewritten English – Отпечатанный английский текст
Unsigned application – Неподписанное заявление (анкета)
Will be ignored – Не будет рассматриваться

ОСНОВНЫЕ ЭЛЕМЕНТЫ ДЕЛОВОГО ПИСЬМА.

Начало делового письма (Opening phrases)

Dear sirs – Уважаемые господа
We have received your letter of – Мы получили Ваше письмо от ...
We thank you for your letter of – Благодарим за письмо от...
We've given proper attention to your letter where you ask us to do (with the request of) – Мы обращаем особое внимание на Ваше письмо, где Вы просите нас о... (с требованием о...)
In reply to your letter of – В ответ на Ваше письмо от...
In confirmation of our telephone conversation (talks) we wish to inform you – В подтверждение нашего телефонного разговора (переговоров) мы хотели бы сообщить Вам...
Referring to our previous letter of we inform you that – Ссылаясь на Ваше письмо от..., мы информируем Вас, что...
We are glad to share good news with you – Мы рады поделиться с Вами хорошими известиями
We are sorry (We regret) to have to remind you that – К сожалению мы должны сообщить Вам, что...
We learn from your letter that – Из Вашего письма мы узнали, что... In connection with our letter of and in confirmation of your fax of – В связи с Вашим письмом от... и в подтверждении факса от...
We apologize for the delay in answering your letter – Просим извинения за задержку с ответом на Ваше письмо
We apologize for – Извините за...
Please accept our apologies for – Пожалуйста, примите наши извинения за...

First of all – В первую очередь

In fact – Фактически...

Besides – Кроме того...

We regret to learn from your letter – Мы с сожалением узнали из Вашего письма...

We have to inform you of our being unable to meet your request - Мы вынуждены сообщить Вам о нашей несостоятельности выполнить Вашу просьбу

The context of your fax is a sort of a surprise for us – Содержание Вашего факса несколько нас удивило

Further to our letter of – В дополнение к нашему письму от...

We have to remind you that – Мы вынуждены напомнить Вам...

You are no doubt aware that – Вам конечно известно, что...

We enclose the copy of the letter- Прилагаем копию письма

Связующие элементы письма (Binding phrases)

There's no doubt that – Несомненно...

We are sure that – Мы уверены, что...

It is necessary to note that (It is worth mentioning that) – Необходимо (стоит) отметить, что...

We find it is necessary to note – Считаем необходимым отметить, что...

We would be glad to have the opportunity – Мы были бы рады иметь возможность...

We are taking the opportunity to remind you that – Пользуясь возможностью напомнить...

It goes without saying – Само собой разумеется

We'd like draw your attention to the fact that – Обращаем Ваше внимание на тот факт, что...

Considering the above said – Ввиду вышеизложенного

In this connection – В связи с этим

In connection with your request – В связи с Вашей просьбой

In connection with the above said – В связи с вышеизложенным

Otherwise we shall have – В противном случае мы будем вынуждены

As regards your request – Что касается Вашей просьбы

The matter is (The point is) – Дело в том, что...

To our mind – По нашему мнению

In case of delay in – В случае задержки в ...

We have some difficulty in – Мы испытываем затруднения с...

We have to admit that – Необходимо признать, что...

Up till now we have received no replay – До сих пор мы не получили ответа

We don't share your point of view for the following reasons – Мы не разделяем Вашу точку зрения по следующим причинам

In case of your refusal – В случае Вашего отказа

In case you fail to make payment – В случае неуплаты Вами

In accordance with the contract enclosed – В соответствии с прилагаемым контрактом

You write in your letter that - В Вашем письме Вы пишете...

Further you write - Далее Вы пишете

Nevertheless – Тем не менее

Moreover –Более того

Заключительные фразы (Closing phrases)

We are looking forward to receiving your consent (approval confirmation) – Ожидаем Вашего согласия (подтверждения, одобрения)

We shall not fail to contact our organization – Мы не замедлим связаться с нашими организациями

We are expecting your representatives to arrive for the talks – Ждем приезда Вашего представителя для дальнейших переговоров

Your prompt execution of our order would be appreciated – Будем весьма признательны за быстрое выполнение нашей просьбы