

МИНИСТЕРСТВО ОБРАЗОВАНИЯ И НАУКИ РОССИЙСКОЙ ФЕДЕРАЦИИ
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Кафедра гуманитарных и социально-экономических наук

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Иностранный язык

**методические указания по организации самостоятельной работы
для студентов направления подготовки 38.03.02 «Менеджмент»
заочной формы обучения**

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Методические указания предназначены для организации самостоятельной работы студентов направления подготовки 38.03.02 «Менеджмент» 2 курса заочной формы обучения по дисциплине «Иностранный язык». Пособие способствует развитию грамматических и лексических навыков, а также навыков перевода профессионально ориентированных текстов.

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Введение

Настоящие методические указания самостоятельной работы студентов разработаны в соответствии с ФГОС ВО ОС НИТУ «МИСиС» по направлению подготовки 38.03.02 «Менеджмент».

Данное издание предназначено для студентов 2 курса 3 семестра направления «Менеджмент» заочной формы обучения. Цель изучения дисциплины «Иностранный язык» студентами в третьем семестре – овладение основными грамматическими структурами и узко-специальной лексикой английского языка. В результате обучения у студентов должны сформироваться умения видеть структуру английского предложения в страдательном залоге, определять его грамматическое время, трансформировать предложения в действительном залоге в страдательный залог; подбирать подходящий для данного контекста вариант перевода слов; выполнять полный перевод текста.

В ходе изучения дисциплины студенты познакомятся со следующим разделом:

1. Грамматические времена в страдательном залоге – 8 часов аудиторных занятий и 62 часа самостоятельной работы

Весь необходимый теоретический материал по разделам представлен в первой части данного пособия. Инструкция по выполнению полного письменного перевода изложена в приложении А. После прочтения содержания раздела и инструкции следует выполнить рекомендации по подготовке контрольной работы и приступить к ее выполнению. Контрольная работа представлена в двенадцати вариантах. Выбор варианта осуществляется по сумме двух последних цифр номера зачетной книжки студента группы.

Форма промежуточной аттестации по дисциплине в третьем семестре – зачет. Допуском к зачету является зачетная контрольная работа. После выполнения контрольной работы следует оформить ее следующим образом: титульная страница (Приложение Б), MS Word, Times New Roman, 14 пт., интервал – 1,5 (в таблицах – одинарный интервал), поля: слева 2 см, справа – 1,5 см, сверху и снизу – 2 см. Необходимо вложить работу в скоросшиватель с прозрачной обложкой.

Сдать работу следует за 2 недели до сессии. Если работа не зачтена, необходимо выполнить работу над ошибками и предоставить ее на проверку вместе со старым вариантом, не меняя титульный лист.

Методические указания для выполнения контрольной работы за 3 семестр

1. Внимательно прочитайте представленный ниже справочный материал

а) «Грамматические времена глагола в страдательном залоге»

б) пошаговую инструкцию выполнения полного письменного перевода, представленную в приложении А.

а) Грамматические времена английского глагола в страдательном залоге

Действительный и страдательный залого в английском языке совпадают со значением соответствующих залогов в русском языке. Глагол в действительном залоге (Active Voice) показывает, что действие совершает лицо или предмет, выраженный подлежащим.

Пример. He often asks questions. - Он часто задаёт вопросы.

Глагол в страдательном залоге (Passive Voice) означает, что действие направлено на предмет или лицо, выраженное подлежащим.

Пример. He is often asked questions. - Ему часто задают вопросы.

Формы страдательного залога образуются при помощи глагола to be в соответствующей форме и Participle II (Причастие II) смыслового глагола.

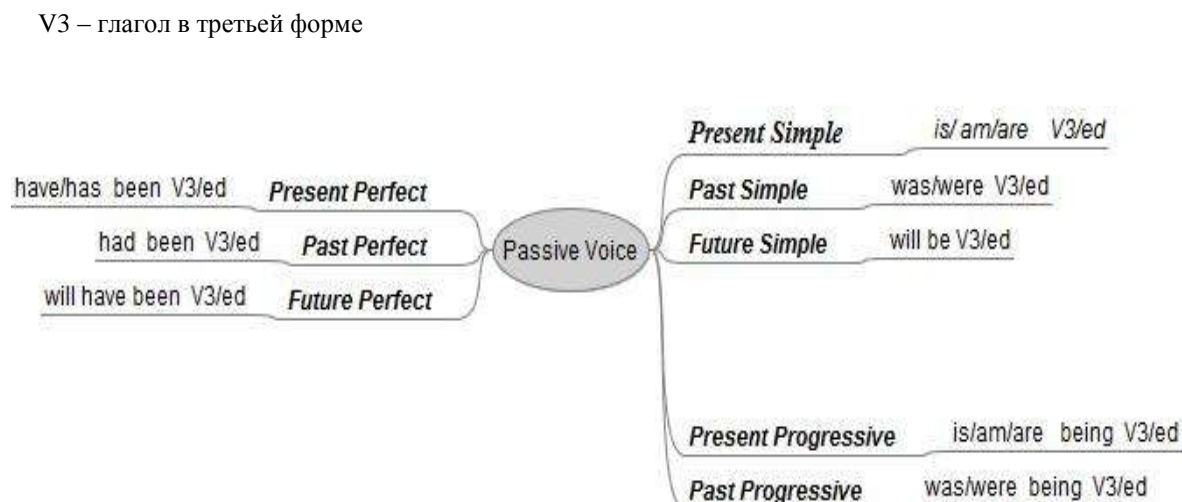
Структуры в страдательном залоге (Passive Voice) часто используются в научной литературе. Это обусловлено тем, что авторам необходимо донести информацию о каком-либо действии, не акцентируя внимания на исполнителях.

Чтобы правильно перевести структуры в страдательном залоге с английского на русский, необходимо выполнить ряд шагов.

1. Прочитать предложение и найти сказуемое.

2. Определить грамматическое время сказуемого, пользуясь Рисунком 1.

Рисунок 1



Present Simple, Present Progressive показывают, что действие происходит в настоящем времени.

Past Simple, Present perfect, Past Perfect указывают на прошлое. Future Simple, Future Progressive, Future Perfect показывают, что действие совершится в будущем.

Примеры:

Indefinite Passive (to be + Participle II)

The newspapers are delivered every morning. (Present Indefinite Passive) - Газеты доставляются каждое утро.

This book was bought a month ago. (Past Indefinite Passive) - Эта книга была куплена месяц назад.

The letter will be mailed tomorrow. (Future Indefinite Passive) - Письмо будет отправлено завтра.

Continuous Passive (to be + being + Participle II).

The house is being repaired. (Present Continuous Passive) - Дом ремонтируется.

When John was ill he was being taught at home. (Past Continuous Passive) - Когда Джон болел, его обучали дома.

Perfect Passive (to have + been + Participle II)

This letter has been brought by the secretary. (Present Perfect Passive) - Секретарь принёс письмо. (Письмо принесено секретарём)

He decided to become a writer only when his first story had been published. (Past Perfect Passive) - Он решил стать писателем, только когда его первый рассказ был напечатан.

By the 1st of July the last exam will have been passed (Future Perfect Passive) - К первому июля последний экзамен будет вами сдан.

Определившись с временем, выполняем перевод одним из трех способов:

1) С помощью глагола «быть» и краткой формы причастия страдательного залога. Если речь идет о настоящем времени, то при переводе глагол «быть» опускаем.

Heat was transformed into work. - Тепло было превращено в работу.

2) С помощью возвратного глагола на «-ся / -сь».

The energy is dissipated in the iron in the form of heat. - Энергия рассеивается в железе в форме тепла.

3) С помощью глагола действительного залога, который стоит в форме 3 лица множественного числа и обладает неопределенно-личным значением.

A new machine for measuring pressure is being designed now. - Сейчас конструируют новую машину для измерения давления.

The pilot was asked to test the plane. – Летчика попросили испытать этот самолет.

Примечание 1:

Если сказуемое выражено модальным глаголом с инфинитивом в страдательном залоге, переводится при помощи слов «можно, нужно, следует»:

These devices must be returned in an hour. – Эти приборы нужно вернуть через час.

Примечание 2:

Сказуемое английского предложения может сопровождаться отделяемым предлогом (предлогом без последующих слов, которые к нему относятся). В этом случае перевод на русский начинается с соответствующего предлога и подлежащие становится

предложным дополнением. Если предлог на русский язык не переводится, то подлежащее переводится существительным в соответствующем падеже без предлога.

Your invention was spoken of at the last meeting. - О вашем изобретении говорили на прошлом собрании.

This book is being looked through now. - Эту книгу сейчас просматривают.

Примечание 3:

Если в английском предложении с глаголом в страдательном залоге указано действующее лицо, выраженное предложным дополнением с предлогом «by», последнее часто переводится на русский язык подлежащим.

Your luggage will be looked after by somebody. - Кто-нибудь присмотрит за вашим багажом.

Следует обратить особое внимание на перевод глаголов с предлогом в страдательном залоге. Наиболее распространённые из этих глаголов:

hear of - слышать о

laugh at - смеяться над

look after - присматривать за (кем-либо)

look at - смотреть на

rely on - полагаться на

send for - посылать за

speak of (about) - говорить о

pay attention to - обращать внимание на

take care of - заботиться о

The book is much spoken about. Об этой книге много говорят.

He can't be relied on. На него нельзя положиться.

В русском переводе не все глаголы сохраняют предлог:

to listen to - слушать что-либо, кого-либо

to look for - искать что-либо

to provide for - обеспечить кого-либо, чем-либо

to explain to - объяснять кому-либо

He was listened to with great attention. Его слушали с большим вниманием.

Варианты контрольных работ

Вариант 1

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening.* — *The flowers are watered in the evening (by mother).*). Переведите исходное предложение и предложение в страдательном залоге.

1. A marble pavilion protects the house. 2. The boys will paint the roof of the house. 3. Tom Sawyer whitewashed the fence. 4. The waves carried the boat away. 5. We shall do the translation in the evening.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. Nobody (saw/was seen) him yesterday. 2. The telegram (will be received/will receive) tomorrow. 3. He (will give/will be given) me this book next week. 4. The answer to this question (was found/found) in the encyclopedia. 5. We (showed/were shown) the historical monuments of the capital to the delegation.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. At the last competition the first prize (to win) by our team. 2. The question (to settle) as soon as they arrived. 3. Your report must (to divide) into two chapters. 4. Soon he (to send) to a sanatorium. 5. The book (to discuss) at the next conference.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Dealing with change at the micro level

Is it just us, or does work seem to be busier and more urgent than ever before? It's not like there have never been crises or rush jobs or deadlines in the past—there have been—it's just that the amount of quiet time that allows us to recharge our batteries for the next onslaught of craziness seems to be on a dramatically downward swing.

While as a manager, your job is to keep an eye out for long-term changes looming on the horizon, it's the short-term, day-to-day changes that threaten to take the heaviest toll on your overall health and well-being—both physical and mental. Plans change at a moment's notice, meetings get rescheduled, new product rollouts are accelerated—or slowed down—budgets get slashed, and employees quit and are gone.

If there's one thing you can count on in business today, it's that tomorrow everything will be different. The simple fact is that change happens, and you can't do anything about it. As mentioned in the previous section, you can try to deny it, ignore it, hide it, and pretend it doesn't exist, but that doesn't change the fact that change has arrived. It simply delays the responses that are necessary to deal with it and eventually allow it to become a part of your organization's status quo. Despite this, most managers seem to spend their entire careers trying to fight change.

We can only ask this simple question: Why? Without change, organizations would not progress, they would not have an opportunity to serve new customers and take advantage of new markets, and employees would not be able to move forward in their careers. Change allows all this and much more.

Вариант 2

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother).* Переведите исходное предложение и предложение в страдательном залоге.

1. You promised me these books long ago. 2. The explorers gave the newspaper reporters a long interview. 3. The news surprised me. 4. The storm damaged the roof. 5. They will install the computer next week.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. You (will find/will be found) interesting information about the life in the USA in this book. 2. Budapest (divides/is divided) by the Danube into two parts: Buda and Pest. 3. Yuri Dolgoruki (was founded/ founded) Moscow in 1147. 4. Moscow University (founded/was founded) by Lomonosov. 5. We (call/are called) Zhukovski the father of Russian aviation.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. The young man (to introduce) to me only a couple of hours ago but it seems to me that I've known him for years. 2. The rule explained by the teacher at the last lesson (to understand) by all of us. 3. The poem was so beautiful that it (to learn) by everybody. 4. I hope the invitation (to accept) by everybody. 5. The letter (to post) in half an hour.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Seven warning signs that you're fighting change

Are you fighting change in your organization, or are you embracing it? Unfortunately, while you may think you're pretty open to change and perhaps even welcoming its arrival, you may be deep down inside a change fighter. If you're not sure which side of the fence you're on or if you are absolutely certain that you're a change lover instead of a fighter (and you wonder why everyone else seems to think the opposite of you), then be sure to be on the lookout for these seven warning signs of resistance to change:

Warning sign 1: You're playing a new game with the old rules. As games change, you've got to learn the new rules; otherwise, you are bound to lose. As change washes over your organization, you are indeed playing a new game—a game in which the old rules are about as relevant as last week's losing lottery numbers. If you find yourself playing the new game with the old rules, that's one sure sign that you are resisting change in your organization.

Warning sign 2: You're avoiding new assignments. Most people welcome new job assignments, especially when they help lead to new challenges, new opportunities and accomplishments, and perhaps even promotions and pay increases. If you find yourself hiding out when the new assignments are made, however, this is a sign that you have decided that you much prefer the comfort of the status quo to the adventure that is part and parcel with change.

Вариант 3

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother).* Переведите исходное предложение и предложение в страдательном залоге.

1. She took a long time to write the composition. 2. Don't put the cup there: somebody will break it. 3. They invite me to the party. 4. We met many difficulties but all the same we finished the work in time. 5. We shall leave you behind if you are not quick.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. My dog (took/was taken) the food from the table. 2. During the second time the footballer (has been taken/has taken) to the hospital. 3. The sandwich (will be made/will make) for me in time. 4. He (had washed/has been washed) his sweater in the hot water. 5. My sister (sells/is sold) insurance policies.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. The composition must (to hand) in on Wednesday. 2. Yesterday he (to tell) to prepare a speech. 3. The article (to publish) last week if I am not mistaken. 4. The lectures (to attend) by all of us. 5. A taxi (to call) fifteen minutes ago so we are expecting it any moment.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

The art and science of management

What can you do when you find that you are exhibiting one or more of these seven warning signs of resistance to change? Become a change leader; that is, proactively lead change in your organization instead of resisting it. Here are some ideas for how to do that:

- Embrace the change. Instead of avoiding the change or pretending it doesn't exist, deal with it—head on.

- Be flexible. Changes are occurring with increasing frequency in today's fast and furious global business environment. This requires managers to be more flexible than ever in anticipating change and then dealing with it.

- Be a model. Employees look to you to show them the behaviors that they should emulate. If you are a change leader instead of a change resister, they, too, will embrace change and use it to their own advantage.

- Focus. But be sure to focus on what you can do, not on what you can't do.

- Recognize and reward. You get what you reward. If you reward employees for embracing change, they will do more of that behavior.

The warning signs are just that—warning signs. If they have become a part of your working life, it's not too late to do something about it. Learn to embrace change and to become a change leader. Your organization will thrive as a result, and your employees will become part of a vital workplace that is really getting things done. The result is bound to be good for the bottom line and for your own career—two outcomes that any manager would welcome any day of the week.

Вариант 4

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother)*). Переведите исходное предложение и предложение в страдательном залоге.

1. I spent all my money on books last month. 2. We shall do all this work today: there is too much of it. 3. When I start doing this, somebody always stops me. 4. Don't leave these sweets on the table: somebody will eat them. 5. The bees attacked the bear when it tried to take their honey.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. They (wrote/were written) many articles for the magazine last year. 2. All the graduates (defend/ are defended) their candidate theses before the Examination Board. 3. Many compulsory subjects (will be taken/will take) by the first-year students. 4. These data (are referred to/ refer to) often. 5. The water (has boiled/has been boiled) already.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. Progress is made every day in the world of science. 2. This problem is being given much attention to at present. 3. The new cosmic achievements are much spoken about. 3. The delegation of foreign students (to show) all the laboratories of our institute last week. 4. Many subjects (to study) in the first year. 5. I (to surprise) by his present for my last birthday.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Helping employees deal with change

As you have seen and experienced in your own organization, change is everywhere, and it directly affects every one of us. Sure, as a manager, you may feel that you are at the epicenter of the change quake, but don't forget that your employees are also affected. And, because they are often even less able to control or have an impact on how the organization deals with change, they may feel more vulnerable to its effects—perhaps even powerless. As a manager, you are in the best position to help your employees weather the changes that they experience on the job. Here are a number of ways to do just that:

- Be interested in your employees. Employees appreciate people—especially their managers—who show through their deeds and actions that they really care about them. While you should always show a sincere interest in your employees and in their successes and accomplishments, it is especially important when they are working through the stress and pressures brought about by change. Start with their needs, questions, and issues.

- Listen. When employees find themselves undergoing change in their work environments, they want to talk about it—with their coworkers and with their managers. While it's your job to keep your employees apprised of the situation, it's also your job to listen to them. Instead of cutting them off or jumping into the middle of their statements, allow them to vent or fully express their fears or concerns.

- Seek feedback. Be sure to seek ideas and feedback on dealing with change from your employees. The best ideas often come from workers on the front lines—the people who work most closely with your customers and the products and services that you sell them—and you should be sure to tap into this important resource.

Вариант 5

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening.* — *The flowers are watered in the evening (by mother).*). Переведите исходное предложение и предложение в страдательном залоге.

1. They developed a new method of teaching. 2. Everybody will see the new film soon. 3. The teacher corrects our exercises at home. 4. The students are translating a text during the lesson. 5. The students have passed a difficult examine History.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. The Examination Board (has put/has been put) all the graduates good and excellent marks. 2. They (are discussing/are being discussed) the results of the new experiment at present. 3. We (shall mee/shall be met) by our friends at the station tonight. 4. Helen's mother (taught/was taught) her daughter English and music in her childhood. 5. I (was invited/invited) to the conferrence last week.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. Care (to take) about the child soon. 2. He is very foolish and often (to laugh) at. 3. The ground (to cover) by in winter. 4. I (to teach)t music and singing at school 10 years ago. 5. It (to plan) to solve the world 's energy problem with the technological means at our disposal.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Hiring (and keeping) great people

Finding and hiring the best candidates for a job have never been easy. It's your job, however, to first understand exactly what qualities you're looking for in your new employees, and then to identify them in your job candidates. Here are some of the qualities that most employers look for when hiring new employees:

- Hard working: There's nothing that will throw a manager into a paroxysm of rage faster than having an employee who slacks off and who doesn't seem to know the meaning of the words "hard working." Employees who are willing to work hard often go above and beyond the call of duty in serving customers and in attending to the needs of their organizations. As competition in global marketplaces continues to heat up, employees who go above and beyond the call of duty may be the one thing that differentiates organizations that succeed in the long run from organizations that don't.

- Good attitude: By "good attitude," we mean people who are positive, friendly, and willing to help customers, clients, and coworkers. As you question potential job candidates, it's important to try to get some idea of what they'll be like to work with for the next 5 or 10 years. Skills are important, but attitude is even more important. As highly successful Southwest Airlines puts it: "Hire for attitude, train for success."

- Experienced: Experienced employees are worth their weight in gold. Not only are you more likely to get a better, higher quality work product in less time, but you'll also have someone that is ready to perform at maximum potential in a few days rather than the weeks or months it would take to train someone who is not experienced.

Вариант 6

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother).* Переведите исходное предложение и предложение в страдательном залоге.

1. The Normans brought the French language to England. 2. An automatic driver will conduct trains according to the schedule. 3. The students are translating a difficult text in English at present. 4. They will construct a variety of new modern buildings in our town next year. 5. Professor N. usually makes interesting reports in Physics.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. The author of the famous book (was forgotten/forgot) for some time but later he (was remembered/remembered). 2. Infra-red waves (are stopped/stop) by glass. 3. Everybody (laughed/was laughed) at the joke. 4. The scientists (are paying/are being paid) much attention to the problem of metal shortage at present. 5. 1. Hot dinners (are had/have) here.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. The delegation (to show) the new equipment of a modern metallurgical plant yesterday. 2. His hesitation (to put an end to) already. 3. I (to wait for) the whole evening. 4. Fruitful research in quantum theory (to do) every year by University physicists. 5. They (to meet) by their friends already.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Recruiting process

Before you begin the recruiting process, it's important to understand and define the expectations you have for your candidates. When you are clear about the kind of person you're seeking, you'll immediately know it when you find the right candidate for the job.

There are generally two recruiting situations: hiring for an entirely new job, or hiring to replace an employee in an existing job. Let's consider each in turn. If the job is new, you're in luck: This is the perfect time to specify your ideal candidate. Fully describe in the job description all the tasks and responsibilities of the position and the minimum necessary qualifications and experience. Does the job require fluency in HTML? Then say so. Be specific, not vague or fuzzy. Work hard on the job description now and you'll have less work to do when you make the hire.

If you're filling an existing position, then you're also in luck: This is the perfect time to dust off the existing job description and make changes where necessary. Be sure that the job description closely reflects the tasks and requirements of the position. Often, a position's responsibilities will shift over time as duties are added and taken away over a number of years.

Unfortunately, job descriptions rarely keep up with this responsibilities creep. Now is the perfect opportunity to up-date the job description to reflect reality.

Before you start your recruitment effort, create an interview outline using the new or updated job description to outline the most important qualities that you're seeking in your new hire. Seek input from other managers who will interact with the person to be hired to find out what kinds of qualities they would like to see in the position as well. Use the outline you create to guide you in the interview process.

Вариант 7

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening.* — *The flowers are watered in the evening (by mother).*). Переведите исходное предложение и предложение в страдательном залоге.

1. The North Sea and the English Channel separate Great Britain from the European continent. 2. The designer has been erecting this museum of history for 5 years. 3. They equipped the rocket with six engines having a total capacity of 20 million h.p. 4. Students will translate a very difficult text at the next lesson. 5. Before holidays Muscovites decorate the streets of the city with flags, flowers and decorations.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. These data (are often referred to/refer to). 2. This phenomenon (will be spoken about/will speak). 3. This method (was used/ used) often because it saved time.. 3. The research workers (brought/was brought) many new devices to their laboratory last month. 4. The students (will show/will be shown) well-equipped lecture halls to their foreign students. 5. Workers (are building/are being built) a new office of a well-known company at present.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. She (to listen) to by everybody yesterday. 2. Papers after the conferences (to publish) often. 3. The results of his ten-year work (to refer to) by many scientists by last month. 4. His scientific work in the field of chemistry (to take notice of) next lecture. 5. His writings (to know) all over the world very often.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Becoming a world-class interviewer

Once you've narrowed the field down to the top three or five applicants, it's time to interview. But first, a question: What kind of interviewer are you? Are you the kind of interviewer who doesn't even look at the candidates' resumes until five minutes before they walk in the door, or do you take time in advance to "get to know the candidates" in advance, well before they arrive?

If you want to become a world-class interviewer, then you've got to seriously prepare for your interviews. Your best candidates have spent hours preparing for their interviews with your company; don't you think that you should spend at least as much time getting ready for the interview as the men and women whom you're going to interview? (We do.)

The central focus of the interview process is the questions that you ask your job candidates and the answers that you receive. Asking the best questions gets you the best answers. Ask lousy questions and guess what you get? Lousy answers—answers that won't help you decide whether or not the candidate is going to be right for the job.

Great interviewers ask great questions. According to Richard Nelson Bolles, you can categorize all interview questions under one of the following four headings:

1. Why are you here? Ask yourself: Why is the person sitting across from you going to the trouble of interviewing with you today? You have just one way to find out—ask. While you may

Вариант 8

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening.* — *The flowers are watered in the evening (by mother).*). Переведите исходное предложение и предложение в страдательном залоге.

1. Julius Caesar called England Albion because of the white cliffs on the English coast. 2. They will produce different agricultural products on their farm. 3. The plant 's research laboratory is developing new alloys for an important experiment. 4. Green Grass and beautiful flowers cover the ground in spring in our place. 5. Students of our group often visit History and Art Museums in our town.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. They (showed/were shown) many places of interest in Moscow during their last visit. 2. One (will build/will be built) a new metro station next year. 3. Tourists (are admiring/are being admired) Moscow University on the Lenin Hills now. 4. The laboratory assistants (were asked/asked) for a new experiment to equip. 5. Newton (founded/was founded) higher mathematics by working out the calculus.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. The man was run over by a motor-car. 2. Your clothes will be looked after. Enough has been said at the meeting about the equipment of the chemical laboratory. 3. She (to hand) an important message by Oleg next week. 4. Professor N (to send) for by a first year student already. 5. We (to ask) many questions by the teacher now.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

The selection process

It's time to take the next step in the hiring process—evaluating your candidates and asking your selections. You should by now have a strong pool of candidates from which to choose but, before you make your final decision, you should get a little more information first.

Believe it or not, a lot of people lie about their experience. In some cases, these lies may take the form of an occasional fudged date or job title while, in other cases, these lies may be major, super-size whoppers, such as the candidate who claims he has a PhD from Harvard but who actually dropped out of the 8th grade.

The point here is that resumes and interviews are great hiring tools, but you'll need to conduct a reference check to confirm whether or not your candidates are who they say they are before you make a hiring decision. In some organizations, you the manager may be expected to do reference checks, while in other organizations the human resources department takes on the responsibility. Whichever the case, conduct an exhaustive background check before you make that offer.

Here are some tips for conducting reference checks that will get you the information you need to make an informed hiring decision:

- Check academic references. The exaggeration of educational experience is a common problem, so you should start your reference check here. If your candidates can't tell the truth about their education, then why would you trust anything else they have to say?

Вариант 9

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother).* Переведите исходное предложение и предложение в страдательном залоге.

1. A loud noise frightened us. 2. I have taken my little brother to the skating-rink with me. 3. You visit this museum every day. 4. Researchers make various experiments in their modern, well-equipped laboratory. 5. The students have passed just a difficult exam in History.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. The graduates (were defending/were being defended) their theses for 5 hours yesterday. 2. Our students (will have learnt/will have been learnt) 30 English words by heart by Monday. 3. English (will teach/will be taught) next year. 4. I (am invited/invite) for my friends' birthday parties. 5. My younger brother and I seldom (met/were met) them in the yard.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. You are usually (to see) at the bus stop in the morning by your fellow – students. 2. She (to recognize) by him at first sight. 3. Professor N (to speak) about by his students often. 4. A new metro station (to build) in Novosibirsk in 5 years. 5. A new film (to show) us yesterday.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Making an offer

Soon after you make a hiring decision, you'll want to make an employment offer. Don't waste a moment's time—the best candidates are often being pursued by more than one potential employer. Pick up the phone and offer your number one candidate the job. If your first choice doesn't accept the offer in a reasonable amount of time, or if you're at an unbreakable impasse on the details of the offer, then go on to your second choice. Work through your pool of winners until you either make a hire or exhaust the list of candidates.

Here are some tips to keep in mind as you rank your candidates and make your final hiring decision.

For a variety of reasons, we all prefer certain people more than others. Unfortunately, this preference can obscure your job candidates' shortcomings, while a better qualified but less likable, candidate may come out a loser.

Avoid being unduly influenced by your candidates' looks, personalities, hairstyles, or personal dress code. While these characteristics might be nice to look at, they can't tell you how well your candidates will actually perform the job. Stick to the facts—you'll never be 100 percent right every time, but you'll sure be close.

What do you do when you're faced with a decision between two equally qualified candidates? If you have no clear winner, listen to yourself—what is your gut telling you to do? Do you have a feeling that one candidate will do a better job than the other? If so, go with it.

While your hiring decisions should be as objective as possible, sometimes you've got to rely on subjective judgments.

Вариант 10

1. Поставьте предложения в страдательный залог (Образец: Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother). Переведите исходное предложение и предложение в страдательном залоге

1) Don't be afraid, he will look after your clothes. 2) Bright leaves cover the ground in autumn. 3) I have sent a telegram to my mother lately. 4) Students showed the guests all the laboratories of our Institute. 5) They have been translating a long text for an hour.

2. Раскройте скобки, употребляя глаголы в Active или Passive Voice. Переведите предложения.

1) The English Channel (separates/is separated) England from Europe. 2) They (invited/were invited) their friends last weekend. 3) Tourists from abroad (have visited/have been visited) St. Petersburg lately. 4) We (were watching/were being watched) an interesting film all the evening yesterday. 5. He (was forgiven/forgave) by her.

3. Раскройте скобки, употребляя глаголы в Passive Voice. Переведите предложения.

1. They (to give) an interesting book by professor N tomorrow. 2. The text (to translate) the by students now. 3. A new job (to offer) him lately. 4. I (to thank) for help always. 5. A new project (to develop) by our group now.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

The world's greatest management principle

Wouldn't it be great if all your employees came to work—each and every day of the week—excited about being there, fully engaged, and giving their best efforts? Perhaps you're one of the lucky managers whose employees already fit this description. If so, then keep on doing

Whatever it is that you're doing. But, if for some reason your employees aren't as excited about their jobs as they could or should be or if they are not fully engaged and giving their best efforts, then you've got a problem. The good news is that this is a problem that you as a manager have a great deal of influence over.

Motivating employees is what it's all about, and, while you can't reach into someone's head and turn on his or her motivation switch, by using rewards and recognition, you can create the kinds of conditions that will result in motivated employees.

But before we get into all the details of rewards and recognition, we first need to let you in on a little secret: the world's greatest management principle.

Now, you may think you already know what this principle is—something along the lines of “he who has the gold rules,” or “do unto others before they do unto you”—but you would be wrong. It's a simple rule that can save you countless hours of frustration and extra work, while saving your organization many thousands, or perhaps even millions, of dollars: you get what you reward.

In other words, when you reward certain kinds of behavior—whether it's good or bad for the organization—that's what you'll get more of. For example, let's say that you would like your employees to take more initiative in their jobs and make and implement more suggestions for improvements to company systems and procedures.

Вариант 11

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening.* — *The flowers are watered in the evening (by mother).*). Переведите исходное предложение и предложение в страдательном залоге.

1. The North Sea and the English Channel separate Great Britain from the European continent. 2. The designer has been erecting this museum of history for 5 years. 3. They equipped the rocket with six engines having a total capacity of 20 million h.p. 4. Students will translate a very difficult text at the next lesson. 5. Before holidays Muscovites decorate the streets of the city with flags, flowers and decorations.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. These data (are often referred to/refer to). 2. This phenomenon (will be spoken about/will speak). 3. This method (was used/ used) often because it saved time.. 3. The research workers (brought/was brought) many new devices to their laboratory last month. 4. The students (will show/will be shown) well-equipped lecture halls to their foreign students. 5. Workers (are building/are being built) a new office of a well-known company at present.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. She (to listen) to by everybody yesterday. 2. Papers after the conferences (to publish) often. 3. The results of his ten-year work (to refer to) by many scientists by last month. 4. His scientific work in the field of chemistry (to take notice of) next lecture. 5. His writings (to know) all over the world very often.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

What do your employees want?

When it comes to rewards, many managers believe that the only thing that their employees want is more money. However, while money can be an important way of letting employees know their worth to the organization, it tends not to be a sustaining motivational factor to most individuals. That is, cash rewards such as salary, bonuses, and the like are nice, but seldom are they what motivate people to give their best efforts on the job.

Cash rewards have one more problem. In most organizations, performance reviews—and corresponding salary increases—occur only once a year, whereas the things that cause someone to be motivated today—such as being thanked for doing a good job, involved in decision making, and supported by their manager—are typically activities that have happened recently within the immediate work group. To motivate employees, managers need to recognize and reward achievements and progress toward goals by employees on a daily basis.

When you ask employees what employee motivation is most important to them, rarely is money listed first; in fact, in numerous studies we've seen, seldom is money ranked above fifth in performance. What is most important to employees are intangibles such as being appreciated for the work they've done, being kept informed about things that affect them, having interesting work, and having a sympathetic manager who takes time to listen to them. These intangibles cost little or nothing to implement, but they do take the time and thoughtfulness of a manager who cares.

Вариант 12

1. Поставьте предложения в страдательный залог (Образец: *Mother waters the flowers in the evening. — The flowers are watered in the evening (by mother).* Переведите исходное предложение и предложение в страдательном залоге.

1. A loud noise frightened us. 2. I have taken my little brother to the skating-drink with me. 3. You visit this museum every day. 4. Researchers make various experiments in their modern, well-equipped laboratory. 5. The students have passed just a difficult exam in History.

2. Раскройте скобки, употребляя глаголы в *Active* или *Passive Voice*. Переведите предложения.

1. The graduates (were defending/were being defended) their theses for 5 hours yesterday. 2. Our students (will have learnt/will have been learnt) 30 English words by heart by Monday. 3. English (will teach/will be taught) next year. 4. I (am invited/invite) for my friends' birthday parties. 5. My younger brother and I seldom (met/were met) them in the yard.

3. Раскройте скобки, употребляя глаголы в *Passive Voice*. Переведите предложения.

1. You are usually (to see) at the bus stop in the morning by your fellow – students. 2. She (to recognize) by him at first sight. 3. Professor N (to speak) about by his students often. 4. A new metro station (to build) in Novosibirsk in 5 years. 5. A new film (to show) us yesterday.

4. Переведите текст на русский язык. Выпишите предложения в страдательном залоге, подчеркните сказуемое, укажите время сказуемого, пользуясь таблицей «Времена в страдательном залоге»

Be creative when rewarding employees

Recognition is one of the most powerful activities that a manager can do to increase productivity, improve morale, and provide a sense of meaning on the part of employees on a day-to-day basis. Yet, in most work environments, this activity is underutilized and even randomly applied.

Studies indicate that being thanked for doing a good job is one of the most motivating incentives an employee reports receiving, even though some 58 percent of employees say they seldom if ever receive such thanks from their managers where they currently work. When recognition is tied to desired performance, it becomes a big driver of enhancing that performance, both the quantity and quality of individual effort and results.

The value of recognition is almost common sense, but not common practice in most fast-paced business environments today. In fact, one of the obstacles to getting people to provide more recognition is that many managers already think they are doing a good job at recognizing others—even though others may not agree.

When it comes to rewards, most managers feel that the only thing that their employees want is more money. While money can be an important way of letting employees know their worth to the organization, it tends not to be a sustaining motivational factor to most individuals.

That is to say, salary raises are nice, but seldom are they what motivates people to do their best on the job.

Вопросы для промежуточной аттестации

Процедура проведения зачета

Для проверки заданий, умений и навыков по дисциплине студентам предлагаются билеты, в каждом из которых содержится два задания. В первом задании представлен текст на английском языке, который необходимо перевести письменно.

Во втором задании даны предложения на английском языке, которые необходимо перевести на русский и произвести ряд трансформаций.

Длительность подготовки к ответу по билету – 45 минут.

Критерии оценивания

Для получения зачета студент должен перевести не менее двух третей текста, не допустив ошибок, искажающих смысл переводимого текста, выполнить половину второго задания.

Вопросы к зачету

1. Выполните полный письменный перевод текста с помощью словаря.
2. Выполните следующие грамматические задания:
 - а) переведите предложения, укажите их залог;
 - б) переделайте предложение в действительном залоге в страдательный;
 - в) переделайте предложение из страдательного залога в действительный.

Рекомендованная литература

1. Верба Л.Г., Верба Г.В. Грамматика современного английского языка. Справочник: Киев, «Логос», 2014. 368 с.
2. Качалова К.Н., Израевич Е.И. Практическая грамматика английского языка: Ладком, 2016. 720 с.

Приложение А

Техника выполнения полного письменного перевода

Работа над полным письменным переводом предусматривает ряд шагов.

Шаг первый. Внимательное чтение всего текста с использованием, словарей, справочников, специальной литературы. На данном этапе необходимо понять, что выражено на языке оригинала. Для этого следует внимательно, и может быть не один раз, прочитать весь текст. Важно понять общее содержание.

Шаг второй. Деление текста на смысловые части - предложения, группы предложений, абзацы. Величина определяемой для перевода части текста зависит от 3-х факторов: смысловой законченности, сложности содержания, возможностей памяти переводчика. Такой частью текста может быть предложение, группа предложений, абзац, 1/2 абзаца и т.п., но эта часть должна быть обязательно законченной по смыслу. Чем сложнее текст - тем меньше такая часть, чем лучше память переводчика - тем она больше.

Читая текст по предложениям, нужно постараться понять синтаксический строй и смысл каждого предложения. Если синтаксический строй предложения неясен, следует выполнить грамматический анализ: определить вид предложения, найти подлежащее, сказуемое, второстепенные члены. Если предложение сложноподчиненное, найти главное и придаточное предложения, опираясь на формальные признаки. Обращаться к словарю следует в том случае, если были использованы все средства раскрытия значения незнакомых слов, включая догадку и грамматический анализ. При переводе последующего предложения необходимо постоянно удерживать в памяти смысл предыдущего, иначе теряется логическая связь между отдельными предложениями.

Шаг третий. Написание черновика. Работа над каждой выделенной частью текста последовательно. На данном этапе полностью усвоенный и понятый текст записывается по-русски. При этом следует полностью отвлечься от оригинала.

Шаг четвертый. Повторное (неоднократное) чтение оригинала, сравнение его с черновиком. После того, как письменно изложено содержание выделенной части текста, нужно обратиться к оригиналу для сверки. При переводе последующих частей текста необходимо постоянно следить за стилем, т.е. за качеством, единообразием и логикой изложения. Единообразие терминологии должно соблюдаться на протяжении всего текста. Между каждой последующей и предыдущей частью перевода была логическая связь.

Шаг пятый. Окончательное редактирование перевода с внесением поправок. При редактировании руководствуются правилами: а) если одну и ту же мысль можно выразить несколькими способами, то предпочтение отдается более краткому способу; б) если слово иностранного происхождения можно без ущерба заменить словом русского происхождения, то переводчик обязан это сделать; в) все термины и названия должны быть строго однозначны.

Шаг шестой. Перевод заголовка. Так как заголовок должен отражать суть содержания текста, он переводится в последнюю очередь.

Приложение Б
Образец оформления титульного листа контрольной работы
(по дисциплине «Иностранный язык»)

МИНИСТЕРСТВО ОБРАЗОВАНИЯ РОССИЙСКОЙ ФЕДЕРАЦИИ
Федеральное государственное автономное образовательное учреждение высшего образования
НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ ТЕХНОЛОГИЧЕСКИЙ
УНИВЕРСИТЕТ
«МИСиС»
НОВОТРОИЦКИЙ ФИЛИАЛ

Кафедра гуманитарных и социально-экономических наук

КОНТРОЛЬНАЯ РАБОТА № _____

по дисциплине: «Иностранный язык»

вариант № _____

Выполнил: студент группы БМнз-17
Иванов И.А.
№ зачетной книжки: 09-035з
Проверил: Боброва Н.В.

Новотроицк, 2018 г.

Приложение В
Список неправильных глаголов

| Infinitive | Past Tense | Past Participle | Translation |
|------------|---------------------|---------------------|---------------------------------|
| A | | | |
| abide | abode; abided | abode; abided | пребывать; держаться |
| arise | arose | arisen | подняться; возникнуть |
| awake | awoke | awaked; awoke | будить; проснуться |
| B | | | |
| backbite | backbitten | backbitten | клеветать |
| backslide | backslid | backslid | отпадать |
| be | was; were | been | быть; нести; родить |
| bear | bore | born; borne | родить |
| beat | beat | beaten | бить |
| become | became | become | стать; сделаться |
| befall | befell | befallen | случиться |
| beget | begot; begat | begotten | порождать |
| begin | began | begun | начать |
| begird | begirt | begirt | опоясывать |
| behold | beheld | beheld | зреть |
| bend | bent | bent; bended | согнуть(ся) |
| bereave | bereft; bereaved | bereft; bereaved | лишать |
| beseech | besought; beseeched | besought; beseeched | умолять; упрашивать |
| beset | beset | beset | осаждать |
| bespeak | bespoke | bespoke; bespoken | заказывать |
| bespit | bespat | bespat | заплевывать |
| bestride | bestrode | bestridden | садиться; сидеть верхом |
| bet | bet; betted | bet; betted | держат пари |
| betake | betook | betaken | приниматься; отправляться |
| bid | bad; bade; bid | bid; bidden | велеть; просить |
| bind | bound | bound | связать |
| bite | bit | bit; bitten | кусать |
| bleed | bled | bled | кровоточить |
| bless | blessed | blessed; blest | благословлять |
| blow | blew | blown; blowed | дуть |
| break | broke | broken | (с)ломать |
| breed | bred | bred | выращивать |
| bring | brought | brought | принести |
| broadcast | broadcast | broadcast | распространять; разбрасывать |
| browbeat | browbeat | browbeaten | запугивать |
| build | built | built | строить |
| burn | burnt; burned | burnt; burned | жечь; гореть |
| burst | burst | burst | разразиться; взорваться |
| bust | bust; busted | bust; busted | разжаловать |
| buy | bought | bought | купить |
| C | | | |
| cast | cast | cast | кинуть; лить металл |

| | | | |
|-------------|------------------------|---------------------------|-----------------------------|
| catch | caught | caught | ловить; поймать |
| chide | chid; chided | chid; chided; chidden | бранить |
| choose | chose | chosen | выбрать |
| cleave | clove; cleft; cleaved | cloven; cleft; cleaved | рассечь |
| cling | clung | clung | цепляться; лнуть |
| come | came | come | прийти |
| cost | cost | cost | стоить |
| countersink | countersank | countersunk | зенковать |
| creep | crept | crept | ползти |
| crow | crowed; crew | crowed | петь (о петухе) |
| cut | cut | cut | резать |
| D | | | |
| dare | durst; dared | dared | смечь |
| deal | dealt | dealt | иметь дело |
| dig | dug | dug | копать |
| dive | dived; dove | dived | нырять; погружаться |
| do | did | done | делать |
| draw | drew | drawn | тащить; рисовать |
| dream | dreamt; dreamed | dreamt; dreamed | грезить; мечтать |
| drink | drank | drunk | пить; выпить |
| drive | drove | driven | гнать; ехать |
| dwell | dwelt | dwelt | обитать; задерживаться |
| E | | | |
| eat | ate | eaten | есть; кушать |
| F | | | |
| fall | fell | fallen | падать |
| feed | fed | fed | кормить |
| feel | felt | felt | чувствовать |
| fight | fought | fought | сражаться |
| find | found | found | находить |
| flee | fled | fled | бежать; спасаться |
| fling | flung | flung | бросить |
| floodlight | floodlighted; floodlit | floodlighted; floodlit | освещать прожектором |
| fly | flew | flown | летать |
| forbear | forbore | forborne | воздерживаться |
| forbid | forbad; forbade | forbidden | запретить |
| forecast | forecast; forecasted | forecast; forecasted | предсказывать |
| foresee | foresaw | foreseen | предвидеть |
| foretell | foretold | foretold | предсказывать |
| forget | forgot | forgotten | забыть |
| forgive | forgave | forgiven | простить |
| forsake | forsook | forsaken | покидать |
| forswear | forswore | forsworn | отрекаться |
| freeze | froze | frozen | замерзнуть; замораживать |
| G | | | |
| gainsay | gainsaid | gainsaid | отрицать; противоречить |

| | | | |
|------------|---------------------------|---------------------------|----------------------------|
| get | got | got | получить |
| gild | gilt; gilded | gilt; gilded | позолотить |
| gird | girded; girt | girded; girt | опоясывать |
| give | gave | given | дать |
| go | went | gone | идти; уходить |
| grave | graved | graved; graven | гравировать |
| grind | ground | ground | точить; молоть |
| grow | grew | grown | расти |
| H | | | |
| hamstring | hamstringed; hamstrung | hamstringed; hamstrung | подрезать поджилки |
| hang | hung; hanged | hung; hanged | висеть; повесить |
| have | had | had | иметь |
| hear | heard | heard | слушать |
| heave | heaved; hove | heaved; hove | подымать(ся) |
| hew | hewed | hewed; hewn | рубить; тесать |
| hide | hid | hidden | прятать(ся) |
| hit | hit | hit | ударить; попасть |
| hold | held | held | держать |
| hurt | hurt | hurt | причинить боль |
| I | | | |
| inlay | inlaid | inlaid | вкладывать; выстилать |
| input | input; inputted | input; inputted | входить |
| inset | inset | inset | вставляя; вкладывать |
| interweave | interwove | interwoven | воткать |
| K | | | |
| keep | kept | kept | хранить |
| ken | kenned; kent | kenned | знать; узнавать по виду |
| kneel | knelt; kneeled | knelt; kneeled | становиться на колени |
| knit | knit; knitted | knit; knitted | вязать |
| know | knew | known | знать |
| L | | | |
| lade | laded | laded; laden | грузить |
| lay | laid | laid | класть; положить |
| lead | led | led | вести |
| lean | leant; leaned | leant; leaned | опереться; прислониться |
| leap | leapt; leaped | leapt; leaped | прыгать |
| learn | learnt; learned | learnt; learned | учить |
| leave | left | left | оставить |
| lend | lent | lent | одолжить |
| let | let | let | пустить; дать |
| lie | lay | lain | лежать |
| light | lit; lighted | lit; lighted | осветить |
| lose | lost | lost | терять |
| M | | | |
| make | made | made | делать |
| may | might | might | мочь; иметь возможность |
| mean | meant | meant | подразумевать |

| | | | |
|---------------|---------------------|---------------------|----------------------------------|
| meet | met | met | встретить |
| miscast | miscast | miscast | неправильно распределять роли |
| misdeal | misdealt | misdealt | поступать неправильно |
| misgive | misgave | misgiven | внушать опасения |
| mishear | misheard | misheard | ослышаться |
| mishit | mishit | mishit | промахнуться |
| mislay | mislaid | mislaid | класть не на место |
| mislead | misled | misled | ввести в заблуждение |
| misread | misread | misread | неправильно истолковывать |
| misspell | misspelt; misspeled | misspelt; misspeled | писать с ошибками |
| misspend | misspent | misspent | экономить |
| mistake | mistook | mistaken | неправильно понимать |
| misunderstand | misunderstood | misunderstood | неправильно понимать |
| mow | mowed | mown; mowed | косить |
| O | | | |
| outbid | outbid | outbid | перебивать цену |
| outdo | outdid | outdone | превосходить |
| outfight | outfought | outfought | побеждать (в бою) |
| outgrow | outgrew | outgrown | вырастать из |
| output | output; outputted | output; outputted | выходить |
| outrun | outran | outrun | перегонять; опережать |
| outsell | outsold | outsold | продавать лучше или дороже |
| outshine | outshone | outshone | затмевать |
| overbid | overbid | overbid | повелевать |
| overcome | overcame | overcome | компенсировать |
| overdo | overdid | overdone | пережари(ва)ть |
| overdraw | overdrew | overdrawn | превышать |
| overeate | overate | overeaten | объедаться |
| overfly | overflew | overflown | перелетать |
| overhang | overhung | overhung | нависать |
| overhear | overheard | overheard | подслуш(ив)ать |
| overlay | overlaid | overlaid | покры(ва)ть |
| overpay | overpaid | overpaid | переплачивать |
| override | overrode | overridden | отвергать; отклонять |
| overrun | overran | overrun | переливаться через край |
| oversee | oversaw | overseen | надзирать за |
| overshoot | overshot | overshot | расстрелять |
| oversleep | overslept | overslept | прос(ы)пать |
| overtake | overtook | overtaken | догонять |
| overthrow | overthrew | overthrown | свергать |
| P | | | |
| partake | partook | partaken | принимать участие |
| pay | paid | paid | платить |
| plead | pleaded; pled | pleaded; pled | обращаться к суду |
| prepay | prepaid | prepaid | платить вперед |
| prove | proved | proved; proven | доказывать; оказаться |

| | | | |
|---------|-----------------|------------------|--------------------------------------|
| put | put | put | класть |
| Q | | | |
| quit | quit; quitted | quit; quitted | покидать; оставлять |
| R | | | |
| read | read; red | read; red | читать |
| rebind | rebound | rebound | перевязывать |
| rebuild | rebuilt | rebuilt | перестроить |
| recast | recast | recast | видоизменять; преобразовывать |
| redo | redid | redone | повторять сделанное |
| rehear | reheard | reheard | слушать вторично |
| remake | remade | remade | перedelывать |
| rend | rent | rent | раздирать |
| repay | repaid | repaid | отдавать долг |
| rerun | reran | rerun | выполнять повторно |
| resell | resold | resold | перепродавать |
| reset | reset | reset | возвращать |
| resit | resat | resat | пересиживать |
| retake | retook | retaken | забирать |
| retell | retold | retold | пересказывать |
| rewrite | rewrote | rewritten | пере(за)писать |
| rid | rid; rided | rid; rided | избавлять |
| ride | rode | ridden | ездить верхом |
| ring | rang | rung | звонить |
| rise | rose | risen | подняться |
| rive | rived | riven | расщеплять |
| run | ran | run | бежать; течь |
| S | | | |
| saw | sawed | sawn; sawed | пилить |
| say | said | said | говорить; сказать |
| see | saw | seen | видеть |
| seek | sought | sought | искать |
| sell | sold | sold | продавать |
| send | sent | sent | послать |
| set | set | set | устанавливать |
| sew | sewed | sewed; sewn | шить |
| shake | shook | shaken | трясти |
| shave | shaved | shaved; shaven | брить(ся) |
| shear | sheared | shorn; sheared | стричь |
| shed | shed | shed | проливать |
| shine | shone; shined | shone; shined | светить; сиять |
| shoe | shod | shod | обувать; подковывать |
| shoot | shot | shot | стрелять; давать побег |
| show | showed | shown; showed | показывать |
| shred | shred; shredded | shred; shredded | кромсать; расплзаться |
| shrink | shrank; shrunk | shrunk | сокращаться; сжиматься; отпрянуть |
| shrive | shrove; shrived | shriven; shrived | исповедовать |
| shut | shut | shut | закрывать |
| sing | sang | sung | петь |

| | | | |
|-----------|----------------------|----------------------|-------------------------------------|
| sink | sank | sunk | опускаться; погружаться; тонуть |
| sit | sat | sat | сидеть |
| slay | slew | slain | убивать |
| sleep | slept | slept | спать |
| slide | slid | slid | скользить |
| sling | slung | slung | швырять; подвешивать |
| slink | slunk | slunk | идти крадучись |
| slit | slit | slit | раздирать(ся); разрезать (вдоль) |
| smell | smelt; smelled | smelt; smelled | пахнуть; нюхать |
| smite | smote | smitten | ударять; разбивать |
| sow | sowed | sowed; sown | (по)сеять |
| speak | spoke | spoken | говорить |
| speed | ped; speeded | ped; speeded | ускорять; спешить |
| spell | spelt; spelled | spell; spelled | писать или читать по буквам |
| spend | spent | spent | тратить |
| spill | spilt; spilled | spilt; spilled | пролить |
| spin | spun; span | spun | прясть |
| spit | spat; spit | spat; spit | плевать |
| split | split | split | расщепить(ся) |
| spoil | spoilt; spoiled | spoilt; spoiled | портить |
| spotlight | spotlit; spotlighted | spotlit; spotlighted | осветить |
| spread | spread | spread | распространиться |
| spring | sprang | sprung | вскочить; возникнуть |
| stand | stood | stood | стоять |
| stave | staved; stove | staved; stove | проламывать; разби(ва)ть |
| steal | stole | stolen | украсть |
| stick | stuck | stuck | уколоть; приклеить |
| sting | stung | stung | ужалить |
| stink | stank; stunk | stunk | вонять |
| strew | strewed | strewn; strewed | усеять; устлать |
| stride | strode | stridden | шагать |
| strike | struck | struck | ударить; бить; бастовать |
| string | strung | strung | нанизать; натянуть |
| strive | strove | striven | стараться |
| sublet | sublet | sublet | передавать в субаренду |
| swear | swore | sworn | (по)клясться; присягнуть |
| sweep | swept | swept | мести; промчатся |
| swell | swelled | swollen; swelled | вздуться |
| swim | swam | swum | плыть |
| swing | swung | swung | качаться |
| T | | | |
| take | took | taken | взять; брать |
| teach | taught | taught | учить |
| tear | tore | torn | рвать |

| | | | |
|------------|-----------------|------------------|-----------------------------|
| tell | told | told | рассказывать; сказать |
| think | thought | thought | думать |
| thrive | throve; thrived | thriven; thrived | процветать |
| throw | threw | thrown | бросить |
| thrust | thrust | thrust | толкнуть; сунуть |
| tread | trod | trod; trodden | ступать |
| U | | | |
| unbend | unbent | unbent | разогнуть(ся) |
| underbid | underbid | underbid | снижать цену |
| undercut | undercut | undercut | сбивать цены |
| undergo | underwent | undergone | проходить; подвергаться |
| underlie | underlay | underlain | лежать в основе |
| underpay | underpaid | underpaid | оплачивать слишком низко |
| undersell | undersold | undersold | продавать дешевле |
| understand | understood | understood | понимать |
| undertake | undertook | undertaken | предпринять |
| underwrite | underwrote | underwritten | подписыва(ть)ся |
| undo | undid | undone | уничтожать сделанное |
| unfreeze | unfroze | unfrozen | размораживать |
| unsay | unsaid | unsaid | брать назад свои слова |
| unwind | unwound | unwound | развертывать |
| uphold | upheld | upheld | поддерживать |
| upset | upset | upset | опрокинуть(ся) |
| W | | | |
| wake | woke; waked | woken; waked | просыпаться; будить |
| waylay | waylaid | waylaid | подстергать |
| wear | wore | worn | носить(одежду) |
| weave | wove; weaved | woven; weaved | ткать |
| wed | wed; wedded | wed; wedded | выдавать замуж |
| weep | wept | wept | плакать |
| wet | wet; wetted | wet; wetted | мочить; увлажнять |
| win | won | won | выиграть |
| wind | wound | wound | заводить (механизм) |
| withdraw | withdrew | withdrawn | взять назад; отозвать |
| withhold | withheld | withheld | удерживать |
| withstand | withstood | withstood | противиться |
| work | worked; wrought | worked; wrought | работать |
| wring | wrung | wrung | скрутить; сжать |
| write | wrote | written | писать |

БОБРОВА НАТАЛЬЯ ВЛАДИМИРОВНА

ИНОСТРАННЫЙ ЯЗЫК

методические указания по организации самостоятельной работы
для студентов направления подготовки 38.03.02 «Менеджмент»
заочной формы обучения.

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ФГАОУ ВО

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