Дисциплина **деловая переписка на иностранном языке**

**Специальность Международное право**

Курс 3, к/о, осенний семестр, 3 кредита, обязательный

**grammar test** Language Review: Past simple and present perfect

1 Complete the message from Prune’s CEO with the past simple or present perfect forms of the verbs in brackets.

I (1)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (receive) our company’s end-of-year results yesterday, and I am delighted to announce that it (2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (be) an excellent year for Prunel. As you all remember, we only (3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (start) ten years ago in a suburb of Grenoble where we (4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employ) six people, two of them part-time. Today, that number (5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (grow) to over 1,500. In more than 30 countries, people now associate the Prunel brand name with trendy and trendsetting clothing designs. At the beginning of the new century, we (6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (begin) targeting the Japanese and North American markets for future growth, and things (7)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (improve) considerably since. You will be pleased to hear that we (8)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (just / acquire) full control of our Canada-based joint venture. A lot of other positive changes (9)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (take place) recently despite signs of a global downturn. Earlier this year, our staff (10)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (expect) redundancies.

**Vocabulary: Describing change**

2 Add a prefix from A to a word from B to make verbs connected with change, and complete definitions 1–10.

1. **Down, de, up, re,**
2. **train size regulate organize locate launch grade develop**

**centralize assess**

1\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to move responsibility, services or jobs away from a central place to several different smaller places.

2\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to think about something again carefully in order to decide whether to change your opinion or judgement about it.

3\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to make a computer, machine, or piece of software better and able to do more things.

4\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to reduce the number of employees and levels of management that a company has.

5\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to make an area more modern by putting in new buildings or changing or repairing the old ones.

6\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to start or present a product again in a new or different way, often involving changes in advertising, packaging, etc.

7\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to learn new skills or to teach someone the skills needed to do a different job.

8\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to reduce the number of government controls on a particular business activity, done to make companies work more effectively and to increase competition.

9\_\_\_\_\_\_\_\_\_\_\_\_\_\_: to move to a different place.

10\_\_\_\_\_\_\_\_\_\_\_\_\_: to arrange or organise something in a new way.

**Lexical test Choose the best word or phrase to complete these sentences.**

**1** We need to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ decision-making to give middle management more control.

**a)** relocate **b)** prelaunch **c)** decentralise

**2** Customer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means consumers like to keep buying our brand.

**a)** image **b)** loyalty **c)** awareness

**3** Americans usually say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a ‘single’ ticket.

**a)** round-trip **b)** one-way **c)** return

**4** After the new team have had time to settle in, we’ll \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the situation.

**a)** reassess **b)** upgrade **c)** deregulate

**5** In London, people talk about the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ rather than the subway.

**a)** motorway **b)** lift **c)** underground

**6** When a famous actor says he uses a product, that’s called an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**a)** endorsement **b)** launch **c)** share

**7** When you reduce the number of employees in an office, you call it \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**a)** downsizing **b)** desizing **c)** resizing

**8** At the end of a meal, a British person usually asks for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**a)** check **b)** cost **c)** bill

**9** A market \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is customers of a similar age, income or social group.

**a)** share **b)** segment **c)** leader

**10** First Direct has created high customer satisfaction with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ interaction.

**a)** only a little **b)** frequent **c)** Internet-only

**11** QVC customers feel that they have \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with the company’s presenters.

**a)** little time **b)** a relationship **c)** two-way communication

**12** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ don’t always give a clear understanding of customers.

**a)** Satisfaction surveys **b)** Sales figures **c)** Perceptions

13 When high \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are charged on imports, the market isn’t really free.

**a)** Barriers **b)** tariffs **c)** quotas

14 \_\_\_\_\_\_\_\_\_\_\_\_\_ are a feature of protected markets.

**a**) Open Borders **b)** Developing industries **c)** Restrictions

15Governments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ markets by lifting barriers to trade.

**a)** Liberalize b) subsidies **c)** compete

16 \_\_\_\_\_\_\_\_\_\_\_\_\_ of foreign goods is driving domestic companies out of business.

**a)** Regulation **b)** Customs **c)** Dumping

**17** We’re trying to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a team of people to work in the Bahrain office.

**a)** assemble **b)** make **c)** check

**18** We can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the candidates, then interview five of them.

**a)** Train  **b)** shortlist **c)** advertise

**19** I had to take a \_\_\_\_\_\_\_\_\_\_\_\_\_ to assess my mental ability.

**a)** Probationary period **b)** psychometric test **c)** résumé

20 I filled out the \_\_\_\_\_\_\_\_\_\_\_\_ and gave it to the interviewer.

**a)** Curriculum vitae **b)** application form **c)** covering letter

variant 1

**Language Review: Past simple and present perfect**

1received / 2 has been (’s been) / 3 started / 4 employed / 5 has grown / 6 began / 7 have improved / 8 have just acquired (’ve just acquired) / 9 have taken place / 10 expected

**Vocabulary: Describing change**

1 decentralise / 2 reassess / 3 upgrade / 4 downsize / 5 redevelop / 6 relaunch / 7 retrain / 8 deregulate / 9 / relocate / 10 reorganise

**Lexical test**1с/2b/3b/4a/5c/6a/7a/8c/9a/10a/11b/12a/13b/14 c / 15 a / 16 c / 17 a / 18 b / 19 b /20 b

variant 2

**grammar test Conditions**

1 didn’t (*or* did not) offer / 2 offer / 3 shortened / 4 won’t (*or* will not) be able / 5 will you be able / 56was / 7 ’ll (*or* will) sign / 8 ’ll (*or* will) double / 9wouldn’t (*or* would not) buy / 10 knew

**2 Vocabulary: Free trade**

1 laissez-faire / 2 regulations / 3 strategic industry / 4 restrictions / 5 deregulation / 6 free port / 7 dumping / 8 liberalise / 9 barriers / 10 subsidise

**Lexical tes**t1b/2a/3a/4b/5c/6c/7b/8c/9a/10a/11c/12b/13b 14 c / 15 a / 16 b / 17 b / 18 c / 19 a / 20 c