**Дисциплина Профессионально-ориентированный иностранный язык**

**Специальность Мировая экономика**

Курс 1, к/о, осенний семестр, 3 кредита, обязательный

**ИТОГОВЫЙ ЭКЗАМИНАЦИОННЫЙ КОНТРОЛЬ**

**I Grammar test.** Chose the correct variant

1. **Without…….. sleep , you won’t be able to do well at the exam**
2. enough the
3. enough of
4. enough a
5. enough
6. **It is not …. that he has to leave**
7. the surprise
8. surprised
9. surprising
10. surprise
11. **She had no…of spending the rest of her life working as a waitress**
12. intent
13. intentness
14. intention
15. intentional
16. **We are going to take our vacation….the coast**
17. in
18. on
19. at
20. over
21. **It is …..the money but the principle that makes him angry**
22. no
23. not
24. not only
25. neither
26. **Customs….one country to another**
27. differ
28. differ than
29. differ from
30. different
31. **The plane is expected to arrive….because of bad weather**
32. lately
33. lateness
34. latest
35. late
36. **We thought she….today**
37. comes
38. is coming
39. was coming
40. will come
41. **There is still a wide-speed…..that the elderly have much to contribute**
42. accept
43. acceptable
44. accepted
45. acceptance
46. **We can leave…. Mike is ready**
47. when
48. whenever
49. ever
50. there ever
51. **Iron ….for weapon and tools in the Bronze Age**
52. is generally used
53. generally used
54. was generally used
55. used generally
56. **The duties of the secretary are to answer the phone, to type letters, and…**
57. bookkeeping
58. to book keep
59. to de the bookkeeping
60. to do bookkeeping
61. **I entered one….and won a prize**
62. compete
63. competitor
64. competition
65. competitiveness
66. **Jean…..that she would call us**
67. said
68. had said
69. told
70. had
71. **Kevin and I have to compete…..each other for good job opportunities**
72. with
73. to
74. among
75. between
76. **It has no….the agenda**
77. relation with
78. relation to
79. relationship with
80. relationship to
81. ***Vendors*  must have a license**
82. everyone employed in food service
83. everyone who drives a car
84. everyone engaged in selling
85. everyone who works in a hospital
86. **Americans have been criticized for placing too much emphasis on being on time**
87. importance
88. activity
89. bother
90. assistance
91. **In his biography, Thomas Hardy is described as a very industrious writer**
92. sensible
93. pessimist
94. optimist
95. diligent
96. **By law, when one makes a large purchase, he must have an adequate**
97. an informal
98. a belated
99. an ample
100. a gracious

**II Lexical test.** Choose the most suitable word or phrase to complete each sentence

1. **Bank customer who are not business customers are called …………….. customer**
2. single
3. personal
4. individual
5. general
6. **If you pay by credit card, you have to ……………….. the transaction by signing a pay slip**
7. authorize
8. withdraw
9. deposit
10. transfer
11. **A device which the retailer uses to receive electronic payment is called ……………**
12. an atm
13. a cash machine
14. a pos device
15. n electronic purse
16. **At the age of 60-65, people generally …………………. from work**
    1. withdraw
    2. resign
    3. retire
    4. retreat
17. **The bank granted a loan for a two-year…………….**
18. repairmen
19. rate
20. time
21. term
22. **The bank withdrew the faculty after the company ………………… their overdraft limit too often**
23. exceeded
24. reached
25. touched
26. stayed within
27. **The customer signed the contract to show that he ………………….. the terms and conditions**
28. applied
29. admitted
30. accepted
31. received
32. **Interest is charged at the current rate, which is 2,5 % above the …………. rate**
33. lowest
34. base
35. average
36. minimum
37. **These rates are fixed until 1 January when they will be ……………**
38. re-valued
39. reviewed
40. retained
41. reinstated
42. **Possessions acquired by a company for long0term use are called………….**
43. long-term assets
44. fixed assets
45. current assets
46. tangible assets
47. **The part of company’s after- tax profit distributed to shareholder is called…………..**
48. dividends
49. reserves
50. earning per share
51. retained profit
52. **Money which a company sets aside to cover bad debts is listed in the balance sheet as………….**
53. deduction
54. retained profit
55. reserves
56. provision
57. **People who are owed money are called………….**
58. creditors
59. debtors
60. lenders
61. liabilities
62. **Current liabilities are ………………… from current asset to give net current assets**
63. added
64. divided
65. reduced
66. deducted
67. **The cost of salaries, heating lighting and rent………………… to 2.4 million**
68. amounted
69. added
70. totaled
71. summed up
72. **Measured the profitable of a country by dividing the profit attributable to shareholders by the number of shared in issue is called………….**
73. earning grows
74. earning per share
75. dividend
76. total shareholder return
77. **Stocks, shared to the general public, a company must be …………….. on the stock exchange**
78. equities
79. securities
80. gilts
81. share capital
82. **To sell its share to the general public, a company must be……………….. on the stock exchange**
83. put
84. taken
85. listed
86. drawn
87. **One of the function of a central bank is to…………. the activities of banks operating in the country and make sure their customer are protected**
88. supervise
89. control
90. review
91. check
92. **When a central bank tries to prevent infatuation, it is said to be maintaining price ………….**
93. standards
94. stability
95. rigidity
96. uniformly

III reading

**Function of management**

There is a statement: “Management is getting work done through people.” Most of achievement in any society takes place because groups of people get involved in joint effort. Almost everyone is, was, or someday will be a manager, i.e. the person who coordinates human, information , physical, and financial resources of an organization. In order to perform their functions adequately, managers need interpersonal, organizational, and technical skills. Management is a team of managers who are in charge of the organization at different levels. Regardless of the specific job most perform five basic function:

Planning

Organizing

Staffing

Direction

Controlling

*Planning* involves determining overall company objectives and deciding how these goals can best be achieved. Managers consider alternative plans before choosing a specific course of action at all managerial levels. Planning is listed the first management function because the other depend on it. However, even as managers move on to perform other function, planning continues as goal and alternatives are further evaluated and revised.

*Organizing*, the second management function, is putting the plan into action. Organizing involves allocating resources, especially human recourse, so that the objectives can be attained; creating new positions and determining responsibilities.

Staffing choosing the right person for the right job, is also a part of the organizing function.

Fourth is day-to-day direction and supervision of employees. In *direction,* managers guide, teach, and motivate people so that they reach their potential abilities, and at the same time achieve the company goals set up in the planning stage.

At last managers control and evaluate how well overall company objectives are being met. If the are any problems and objectives are not being met, changes need to be made in the company’s organizational, or managerial, structure. In making changes, managers might have to go back and replant, reorganize, and redirect. Effective managers achieve the goals of the company through a successful combination of planning, organizing, staffing, directing, and controlling.

*Personal business* management is a one-semester course for the high school students. Its purpose is to provide student with a verity of tools necessary to meet future needs- making career decisions, managing money, providing economic security, managing credit, and keeping up to date with technology. It is useful for all the students for better understanding and adaptation to the financial world they will enter. A student his or her society and personal expectations, needs and wants, controls and restrains both for the present and future. The emphasis is made on decision-making skills, planning and analysis. The informed person is better able to draw maximum benefit and is well-adjusted to the social, economic, and technological changes.

Tasks

1**Find the synonyms of the given words**

|  |  |  |
| --- | --- | --- |
|  | managerial | General |
|  | strategy | Responsibility |
|  | Be in charge of | Achieve |
|  | Duty | Stage |
|  | Attain | Set up |

2 Change underline words as ***alterations, team, established, overall, goal, achieved, position, stages***

1. Plans are *set up* in the first stage of the project
2. Organization goals are *attained* by successfully combining the function of planning, organizing, staffing direction and controlling.
3. During training for my present*job*I took courses in accounting.
4. The organizing function may be divided into two *phases*: determining positions and their associated duties and staffing those positions.
5. Managers should periodically control how well *general* company goals are being met