Дисциплина**деловой иностранный язык**

**Специальность Мировая экономика**

Курс 3, к/о, 3 кредита, 2 вариант

**ИТОГОВЫЙ ЭКЗАМЕННАЦИОННЫЙ КОНТРОЛЬ**

**GRAMMAR TEST Задание 1: грамматический тест множественного набора (20 вопросов, 2 балла за правильный ответ, максимум 40 баллов):**

1. **He has received several scholarships \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## not only because of his artistic but his academic ability

## for both his academic ability as well as his artistic

## because of his academic and artistic ability

1. **Harvey will wash the clothes, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## iron the shirts, prepare the meal, dusting the furniture

## ironing the shirts, preparing the meal, dusting the furniture

## iron the shirts, prepare the meal, and dust the furniture

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that new information to anyone else but the sergeant**.

* 1. They asked him not to give

## They asked him not give

## They asked him to don’t give

1. **Historically there \_\_\_\_\_\_\_\_\_\_ only two major fractions in the Republican Party – the liberals and the conservatives.**

## was being

## was

## have been

## **Two hundred dollars \_\_\_\_\_\_\_\_\_\_\_ enough money to pay for that.**

* 1. was

## are

## is

1. **The manager was angry because somebody \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. had allowed the photographers to enter the building

## had allowed the photographers enter the building

## had let the photographers to enter into the building

## **Alumni of the university \_\_\_\_\_\_\_\_\_ invited to the graduation ceremony**.

## were

## has been

## is

1. **The commitee members resented \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. the president that he did not tell them about the meeting

## the president not to inform them of the meeting

## the president’s not informing them of the meeting

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ did Arthur realize that there was danger.**
   1. Only after entering the store
   2. Upon entering the store
   3. When he entered the store

## **The rabbit scurried away in fright \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## when it heard the movement in the bushes

## the movement among the bushes having been heard

## after it was hearing moving inside of the bushes

## **People all over the world are starving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* 1. in greater numbers

## greater numbers

## in more numbers

1. **The registrar has requested that each student and teacher sign \_\_\_\_\_\_\_\_\_\_\_ name on the grade sheet before submitting it**.

## my

## our

## his

1. **John has not been able to recall where \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## does she live

## she lives

## did she live

1. **Thespeaker \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
   1. very well acquainted with the subject.
   2. recognized as an authority who knows a great deal in terms of the subject
   3. someone who knows well enough about the subject which he has undertaken to do the speaking about.
2. **Heentered a university \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. when he had sixteen years
4. when sixteen years were his age
5. attheageofsixteen
6. **The jurors were told to \_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. talk all they wanted
   2. make lots of expressions
   3. speakfreely
7. **Those students do not like to read novels \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text books**.
8. muchless
9. inanycase
10. forgettingabout
11. **He \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ looked forward to the new venture**.
12. Eagerly
13. withgreateagerness
14. eagernessly
15. **The families were told to evacuate their houses immediately.**
    1. at the time when the water had begun to go up
    2. when the water began to rise
    3. when up was going the water
16. **George did not do well in the class because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
    1. he failed to study properly
    2. he studied bad
    3. he was not good study wise

**2 Lexical test. множественного набора (20 вопросов, 2 балла за правильный ответ, максимум 40 баллов):**

1 **. Before you seal and send your****letter , make sure****to  \_\_\_\_\_\_\_\_ .**

 a) punctuation  b) proofread c) sensitive

2. **As soon as your certified****letter  reaches the\_\_\_\_\_\_\_\_ , you will be notified.**

 a)  recipient   b) margin  c) logo

3. **The envelope indicated that there was\_\_\_\_\_\_\_\_ , but in fact there was only****a****letter  inside.**

a)  an  enclosure b)  a  sender  c)  a  solution 

4. **The \_\_\_\_\_\_\_\_ of****the****first  paragraph was optimistic, so I wasn't expecting the bad news in the middle.**

a) tone b) active voice  c) direct mail

5. **I decided not to interview her, because her cover letter contained very poor \_\_\_\_\_\_\_\_** .

 a)grammar b) block format  c ) single spacing

6. **The \_\_\_\_\_\_\_\_ about the meeting was posted on the bulletin board for everyone to read.**

a) memo b) heading  c) sender

7**. Our address and phone number are shown on our \_\_\_\_\_\_\_\_ .**

 a) letterhead b ) snail mail  c ) postage

8.  **The****first****goal****in****writing****a****business****letter****is****to****get****the****recipient's  \_\_\_\_\_\_\_ .**

 a)  address   b)  attention   c )  services 

9. **I'm writing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ your advertisement in the Los Angeles Times.**

a)in response to b) to respond at c) in respond to

10. **I'm writing to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the possibility of employment with your company.**

a) inquire about b) inquest about c) question

11. **Set off the list of "Do's and Don'ts" by using \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

a) body b) letterhead c) bullets

12. **Choose \_\_\_\_\_\_\_\_\_ if you want to put the date  and  closing in the center of the page.**

a) Justifie b) modified block format c) block format

13. **I have been \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for my ability to manage others.**

a) noticed b) notified c) recognized

14**. I would very much like to meet with you \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to discuss this position.**

a) in person b) personal c) for a chat

15. **As the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CV/resume illustrates ...**

a) closed b) enclosed c) encapsulated

16**. I will call you on Tuesday to arrange a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ meeting.**

a) eye-to-eye b) nose-to-nose c) face-to-face

17. **In block text format, you do not \_\_\_\_\_\_\_\_\_ each paragraph**.

a) indent b) transit c) punctuation

18. **Avoid \_\_\_\_\_\_\_\_\_\_\_\_ down the beginning of the letter with abundant information of which the reader is already aware, however**.

a) gearing b) setting c) weighing

19. **In writing commercial correspondence, it is important to employ a friendly yet efficient \_\_\_\_\_\_\_\_\_\_\_**

a) feeling b) tone c) tense

20**. The conclusion or ending paragraph should bring the communication to a polite and \_\_\_\_\_\_\_\_\_\_\_ close.**

a) Businesslike b) interminable c) measurable

**3. Read the following introduction letter and answer the questions above.(10 вопросов, 2 балла за правильный ответ, максимум 40 баллов):**

**QLYMPIA HEAVY INDUSTRIES, LTD**.

Your Ref: Our Ref: TM/ng

Asia Bank 23 Soi Saladin Bangkok

5July 2010

Dear Sirs,

Olympia today is one of the largest internationally famous industrial and financial groups in the USA. Olympia Heavy Industries, Ltd. is America's leading manufacturer of ships and material handling equipment, construction machinery, iron and steel making equipment, presses, chemical plants, speed variations and reducers, prime movers and steel structures and bridges as well as many other kinds of machinery and equipment for various industries. Olympia Heavy Industries, Ltd. at present has modern manufacturing facilities in seven states of the USA, each specialized in the manufacture of different products. In order to give you an idea of the capacity of our organization, we are enclosing our comprehensive illustrated brochure.

Yours faithfully

Merchant Tony Merchant President

**Circle True or False.**

1. Olympia Heavy Industries, Ltd. was Chinese’s leading manufacturer **T.F.**
2. Olympia Heavy Industries, Ltd. had modern manufacturing facilities in seven states of the USA**T.F.**
3. Olympia Heavy Industries, Ltdenclosed their comprehensive illustrated brochure in order to give you an idea of the capacity of organization **T.F.**
4. Olympia Heavy Industries, Ltd. was manufacturer of aircraft vehicles **T.F.**
5. Industries, Ltd. manufacturing facilities specialized in the manufacture of exclusive items. **T.F.**

**Write the correct letter on each line to match the words on the left with their meanings.**

|  |  |
| --- | --- |
| **1) Etiquette** | A) Change something to make it suitable for situation |
| **2)Innovative** | B) knowing a lot about fashion and culture |
| **3)Insist** | C) the rules of polite behavior |
| **4) Adapt** | D) new, original |
| **5)Sophisticated** | E) keep doing something that other people dont like |