Дисциплина**Деловой иностранный язык**

 **Специальность Мировая экономика**

Курс 3, к/о, 3 кредита, 1 вариант

**ИТОГОВЫЙ ЭКЗАМЕННАЦИОННЫЙ КОНТРОЛЬ**

**Grammar test: грамматический тест множественного набора (20 вопросов, 2 балла за правильный ответ, максимум 40 баллов):**

1. **This university’s programs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ those of Harvard.**
2. Come second after
3. Are second onlyto
4. Are first expectfor
5. **The more she worked, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. The lesss he achieved
7. Shea chieved not enough
8. She did not achieve enough
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the best car to buy is a Mersedes Benz.**
10. Because of its durability and economy,
11. Because it lasts a long time, and it is very economical,
12. Because durability and it is economical,
13. **When Henry arrived home after a hard day at work, \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
14. His wife was sleeping
15. His wife slept
16. His wife has slept
17. **Voluntarism is a tradition in the USA, but how people realize that up to fifty-two percent of the adult population is engaged in some kind of volunteer service?**
	* 1. custom
		2. need
		3. business
18. **“Why are you here so early?” “The boss let me \_\_\_\_\_\_\_\_\_\_ home early.”**
	* 1. come
		2. came
		3. to come
19. **\_\_\_\_\_\_\_\_\_\_ the increase in air fares, most people still prefer to travel byplane.**
	* 1. Despite of
		2. Spite
		3. Despite
20. **It’s late. It’s time \_\_\_\_\_\_\_\_\_\_ home.**
	* 1. we went
		2. we must go
		3. we should go
21. **Please write out the answers to the questions at the end of \_\_\_\_\_\_\_\_\_\_.**
	* 1. Eighth chapter
		2. Eight chapter
		3. Chapter eight
22. **The Ford Theatre where Lincoln was shot \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
	* 1. must restore
		2. must be restoring
		3. must have been restored
23. **Against her parents’ “wishes”, she wants to be……**
	* 1. the journalist
		2. journalist

# a journalist

1. **This tastes lovely. What’s in……?**
	* 1. a sauce
		2. the sauce
		3. sauces
2. **……. arrived for you this morning?**
	* 1. furniture
		2. a furniture
		3. some furniture
3. **…….. the most popular of fiction writing.**
	* 1. the novel is
		2. novel is
		3. the novels are
4. **He suddenly saw Sue ……the room. He pushed his way….. the crowd of people get to her.**
	* 1. across, through
		2. over, thorough
		3. across, across
5. **I first met Steve on a beach …… Adelaide. I later found out that he had been a carpenter and a dustman, ….. other things.**
6. by, among
7. near, between
8. by, between
9. **When did you last hear…… Dan? He phoned me just this morning. He’s coming to Bristol next week so we agreed …..a time and place to meet.**
	* 1. from, on
		2. about, on
		3. from, with
10. I **…… asked to do a lot of extra work at the moment.**
	* 1. am being
		2. will be
		3. going to be
11. **When …… you told about the new rules?**
	* 1. had been
		2. were
		3. have been
12. **Freddie …..said to have a wife in Scotland.**
	* 1. is being
		2. was
		3. is

**Lexical testмножественногонабора (20 вопросов, 2 баллазаправильныйответ, максимум 40 баллов):Choose the best word or phrase to complete these sentences**

1. **The first goal in writing a business letter is to get the recipient's .......**...
	1. Address b) attention **c)** services
2. **One fundamental ......... of effective writing is to put the key information at the beginning.**
	1. Case b) example c) principle
3. **Avoid ......... down the beginning of the letter with abundant information of which the reader is already aware, however.**
	1. Gearing b) setting c) weighing
4. **Effective writing is ......... reading that makes the recipient want to read further.**
	1. Affected b) effortless c)effusive
5. **In writing commercial correspondence, it is important to employ a friendly yet efficient .......**
	1. Tone b) mood c) tense
6. **Try to aim for a ......... style, but without employing bad grammar, slang, or otherwise questionable English**.
	1. Conversational b) convenient c) conventional
7. **Be merciless in eliminating the ......... that most people put into letters: it wastes the recipient's time and tries his or her patience.**
	1. Backing b) padding c) complaining
8. **A good business letter is simple and straightforward without being simplistic or ..........**
	1. Panoramicb) patronizingc) patriotic
9. **The conclusion or ending paragraph should bring the communication to a polite and ......... close.**
	1. Businesslikeb)interminable c) measurable
10. **Unfortunately, the ending paragraphs in much commercial correspondence employ wordy and overused phrases that detract from the letter's ..........**
	1. Contact b) impact c) extract
11. **The top margin of a personal-business letter should be set to**
12. 3 inchesb) 1 1/2 inchc) 2 inches
13. **The left and right margins of a personal-business letter should be set to:**
	* 1. 1 inch b)75 inchesc) 1 1/2 inch
14. **Which of the following answers below is an example of a salutation in a personal-business letter?**
	* 1. Dear Sally, b) Dear Mrs. Meachamc)Coach Hardin
15. **Which of the following answer choices is an example of a complimentary close in a personal-business letter?**
	* 1. See you later!b) Goodbye c) Yours Truly
16. **When typing the return address (pictured below) how many times should you hit enter after the date?**
17. 2 b) 4 c) 1
18. **The spacing after a complimentary close is four spaces. Why?**

a) To take up as much room as possible on the page

b) It gives the writer of the letter room to sign their name between the close and their typed name

 c) So you can add more paragraphs if you need to.

1. **The enclosure notation represents:**
2. The writer of the letter has put other documents inside the envelope with their letter
3. The writer of the letter will mail more information at a later date.
4. The writer of the letter needs you to mail them something.
5. **The picture below represents which part of a personal-business letter?**
6. The letter address
7. The return address
8. The complimentary close
9. **When typing a personal-business letter, you use block style. Block style means:**
10. You indent everything but the address.
11. Everything is aligned to the center of the document.
12. Everything is aligned to the left of the document.
13. **The represents which part of a personal-business letter?**

*Mr. Alfred Simpson*

*151 North Valley Dr.*

*Exeter PA 52187*

1. The letter address
2. The return address
3. The complimentary close

**3 Read the following incident report and answer the questions above.(10 вопросов, 2 баллазаправильныйответ, максимум20 баллов):**

|  |  |
| --- | --- |
| **Incident Report** |  |
| **Date of Incident:** September 6, 2017 | **Date Reported:** September 6, 2017 |
| **Time of Incident:** 11:40 |
| **Name of Person Reporting****the Incident:** Lucy Lee (Medical Receptionist) |
| **Location of Incident:** Reception area of the Moya Clinic |
| **Incident Description:**Today at approximately 11:20, one of Dr. Weise’s patients, Mr. Adam Ducha, arrived at the clinic and asked to see Dr. Weise.I checked my appointment book and saw that Mr. Ducha did not have an appointment. I told him that it would not be possible to see Dr. Weise because his schedule was completely full. I offered to make an appointment for him, but the earliest opening I had was October 10. Mr. Ducha refused to wait so long and insisted on seeing Dr. Weise today. He seemed very agitated, so I asked him to take a seat while I talked to Dr. Weise.As I started to leave my desk, Mr. Ducha suddenly ran towards me. He was yelling and shaking his fist at me. I felt threatened and thought he was going to hit me. I hesitated for a moment and was trying to decide what I should do next. One of the patients in the waiting room (Mr. Rabin) immediately grabbedMr. Ducha by the arm and pulled him away from me. This made Mr. Ducha very angry, and he began punching Mr. Rabin. At this point, several doctors came out of their offices to find out what was going on. They managed to calm Mr. Ducha and told me to call 911. The paramedics came at 11:55. The police arrived a few minutes later. Mr. Ducha was calm and got on the stretcher without any problems.The paramedics restrained him and took him to Princess Grace Hospital.**Signature:** Lucy Lee |

**Circle True or False.**

1. Mr. Ducha could not see Dr. Weise because he was not in the clinic. **T F**

2. The receptionist told Mr. Ducha to sit down in the waiting room. **T F**

3. Mr. Ducha punched the receptionist. **T F**

4. Mr. Rabin tried to protect the receptionist. **T F**

5. The paramedics calmed Mr. Ducha. **T F**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | schedule was booked  | **a** |  space available in the schedule |
|  | agitated | **b** |  to hit something with a closed hand |
|  | grab  | **c** | no time was available |
|  | an opening  | **d** |  feeling anxious, nervous or |
|  | punch  | **e** | to take hold of something quickly or forcefully |