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Федеральное государственное бюджетное образовательное
учреждение высшего образования

**ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ
МОРСКОГО И РЕЧНОГО ФЛОТА
имени адмирала С. О. МАКАРОВА**

Институт ВОДНОГО ТРАНСПОРТА
Кафедра иностранных языков

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ENGLISH IN PROFESSIONAL SPHERE

Сборник текстов и заданий

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Сборник текстов и заданий для студентов заочного отделения гуманитарного факультета (специальность: государственное и муниципальное управление), а также для студентов технических специальностей дневного отделения, обучающихся по программе «Английский в профессиональной деятельности».

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Предисловие

Данное пособие предназначено для студентов заочного обучения гуманитарного факультета (специальность: государственное и муниципальное управление) и студентов технических специальностей, изучающих курс делового английского языка.

Данное пособие включает в себя материал, объединенный темой “English in Professional Sphere”. Цель пособия заключается в том, чтобы развить у студентов коммуникативные навыки путем овладения терминологической лексикой, необходимой для ведения беседы в рамках темы “English in Professional Sphere” и для составления делового письма.

Пособие содержит комплекс лексических упражнений на закрепление активизацию терминологической лексики, а также тесты на проверку качества освоения материала.

Пособие состоит из 5 частей, объединенных темой “English in Professional sphere”:

- 1 часть “The First Business Contacts”,
- 2 часть “Telephoning”,
- 3 часть “Companies”,
- 4 часть “Business Correspondence”,
- 5 часть “Tests”.

Каждый урок состоит из основного текста или диалога и серии упражнений на закрепление лексики урока.

Каждый текст и диалог сопровождается терминологическим и лексическим комментарием.

Работать с пособием можно как самостоятельно (индивидуально, в паре, в группе), так и под руководством преподавателя.

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ФГБОУ ВО «ГУМРФ им. адмирала С.О. Макарова»

UNIT I: THE FIRST BUSINESS CONTACTS

Making an appointment

Nick: I am very glad to meet you.

Albert: So am I. And I hope we shall do good business together.

When can you come to our office tomorrow?

Nick: Will ten o'clock be convenient to you ?

Albert: Fine. Then I'll pick you up tomorrow at a quarter to ten in the lounge of the hotel.

Nick: OK. See you tomorrow then.

Albert: Good-bye.

Words

contact [ˈkɒntækt] контакт

to make an appointment [əˈpɔɪntmənt] договориться о встрече

to do business [ˈbɪznɪz] вести бизнес

convenient [kənˈviːnjənt] удобный

to pick smb up заехать за кем-либо

lounge [laʊndʒ] холл

Ex.1 Mark the right preposition:

1. When could you come (in, into, to) our office next week?
2. Will this time be convenient (to, with, on) you?
3. I shall pick you up (for, during, at) two in the afternoon.
4. I'll be waiting (with, for, by) you near the hotel.
5. I'll be waiting (in, with, on) the lounge.
6. The lounge (at, by, of) the hotel is very comfortable.

Ex.2 Match the Russian and English equivalents:

1. Когда вы могли бы прийти к нам в офис?
 2. Вас устроит 9 часов утра?
 3. Я заеду за вами в ваш офис.
 4. Давайте встретимся в вестибюле гостиницы
 5. До встречи завтра.
-
- a. I shall pick you up at your office.
 - b. Let us meet in the lounge of the hotel.
 - c. See you tomorrow.
 - d. When could you come to-our office?
 - e. Will 9 a.m. be convenient to you?

Arriving at a company

Mr Smith: Good morning. My name is Smith.

Receptionist: Good morning. May I help you?

Mr Smith: Yes, I have an appointment with Mr Brawn.

Receptionist: What time is your appointment?

Mr Smith: It is ten thirty.

Receptionist: Just a minute, I'll check if Mr Brown is available...

Everything is OK.

Mr Brown's secretary is coming down to take you to

Mr Brown's office.

Mr Smith: Thank you.

Secretary: Mr Smith? Good morning. Mr Brown is expecting you. Follow me, please. This way ...

Here is the lift. We are going up to the second floor. Come in, please.

Mr Smith: Thank you for your help.

Secretary: Glad to be of service.

Words

- to arrive [ə'raiv] прибывать
receptionist [ri'sepʃənist] секретарь в приёмной
available [ə'veiləbl] имеющийся в наличии, доступный
to expect [iks'pekt] ожидать
lift (Am. elevator) ['eliveitə] лифт
the second floor третий этаж
the ground floor первый этаж

Ex.3 Use the right words in the following sentences:

follow take check help service minute time appointment
--

1. May I ... you? 2. I have an ... with Mr Kingslake. 3. What ... is your appointment? 4. Just a ... 5. I shall ... if Mr Kingslake is available. 6. The secretary came down to ... Mr Pike to Mr Kingslake's office. 7. The secretary asked Mr Pike to ... her. 8. Glad to be of...

Ex. 4 Match the questions and answers:

1. Who(m) did Mr Smith have an appointment with?
 2. What time was the appointment?
 3. Who was the person Mr Smith met first in the building?
 4. Who accompanied Mr Smith to Mr Brown's office?
- a. Most probably it was the receptionist.
b. He had an appointment with Mr Brown.
c. They had arranged to meet at ten thirty.
d. It was Mr Brown's secretary.

Ex. 5 Translate into English using the text:

1. У меня назначена встреча с г-ном Хиллом.
2. На какое время у вас назначена встреча?

3. Я проверю сейчас, свободен ли г-н Хилл.
4. Сейчас секретарь г-на Хилла спустится и проводит вас в его офис.
5. Г-н Хилл ждёт вас.
6. Проходите, пожалуйста.
7. Вот наш лифт.
8. Нам на третий этаж.
9. Входите, пожалуйста.
10. Рада вам помочь.

Dates and time of the day

(UK) 20.5.2011	the twentieth of May two thousand and eleven or twenty eleven
(USA) 5.20.2011	-----
Business English	
7.00 (seven o'clock in the morning)	07.00 a.m.
7.15 (a quarter past seven)	07.15 a.m. (seven fifteen)
7.20 (twenty past seven)	07.20 a.m. (seven twenty)
7.30 (half past seven)	07.30 a.m. (seven thirty)
7.45 (a quarter to eight)	07.45 a.m. (seven forty-five)
7.50 (ten to eight)	07.50 a.m. (seven fifty)
15.00 (three o'clock in the afternoon)	03.00 p.m.
19.00 (seven o'clock in the evening)	07.00 p.m.

Words

quarter ['kwɔ:tə] 1. четверть, 2. квартал (года)
a.m. (ante meridiem Lat.) ['ei 'em] до полудня
p.m. (post meridiem Lat.) ['pi:'em] после полудня

Ex.6 Match the time and its reading in everyday style:

8.20	a quarter past twelve
12.15	half past two
2.30	a quarter to five
4.45	twenty past eight

UNIT II: TELEPHONING

Answering the call

Secretary:	Hill and Co. here. Good morning.
Mr Green:	Good morning. My name is Henry Green. Could I speak to Mr. Hill, please? Is he in?
Secretary:	Hold the line, please... You are through.

Words

to answer a call — ответить на звонок
to be in — быть здесь / на месте / у себя
Hold the line. — Не вешайте трубку.
You are through. [θru:] — Вы соединены, говорите.

Ex.1 Use the right words in the following sentences:

in/ speak /through/ please /call (2) /calling/ hold

1. Could I ... to Mr Snow?
2. Is Mr Flinch ...?
3. the line, please.
4. Just a minute ...
5. You are
6. It is an important...
7. It is the secretary who is answering the ...
8. It is Mr. Green who is... Mr. Hill.

Ex.2 Match the Russian and English equivalents:

Я вас соединила, говорите.

Я хотел бы поговорить с г-жой Миллз.

Она на месте?

Не вешайте трубку, подождите.

Одну минуту.

Hold the line, please.

Just a minute.

You are through.

Could I speak to Mrs Mills, please?

Is she in?

Spelling names

Mr Stockton: Is that the Journal of Commerce?

Secretary: Yes, that's right. Who's calling, please? Mr Stockton: Oh, Stockton's my name. I'd like to speak to Mrs Atkins.

Secretary: Sorry. Could you repeat your name, please?

Mr Stockton: John Stockton. S-T-O-C - K-T-O-N.

[s - ti: - ou - si: - kei - ti: - ou - en]

Secretary: Just a moment, please, Mr Stockton. I am putting you through to Mrs Atkins.

Mr Stockton: Is that Mrs Atkins now?

Mrs Atkins: Atkins speaking.

Words

to spell (spelt, spelt) писать или произносить слово по буквам

journal [dʒə:nl] журнал, газета; дневник

to put through

h соединять

Ex. 3 Mark the right answer in accordance with the text:

1. Whom is Mr Stockton calling?

- a. He is calling Mr Atkins.
- b. He is calling Miss Atkins
- c. He is calling Mrs Atkins.

2. What is Mr Stockton first name?

- a. Jim.
- b. John.
- c. Jack.

3. What company is he calling?
a. The Commerce newspaper.
b. The Commerce magazine.
c. The Journal of Commerce.
4. Was Mrs Atkins the first person to answer the call?
a. No, she was not.
b. Yes, she was.
c. It is not quite clear.
5. Did Mrs Atkins answer the call then?
a. No, she didn't.
b. Yes, she did.
c. It is not quite clear.

Ex.4 a) Mark the right word:

I'd like to speak (to, at, by) Mr Austen.

Could I speak (for, by, to) Mrs Meredith?

I am putting you through (across, by, to) Miss James.

Hold (a, the, an) line, please.

Just (the, an, a) moment.

Is (that, you, he) Mrs Atkins?

Yes, that's (right, wrong, no).

b) Write the corresponding letters of the English alphabet:

[ti:] 2. [oʊ] 3. [en] 4. [es] 5. [si:] 6. [kei] 7. [kju:]

Spell these names:

Green 2. Atkins 3. Austen 4. Meredith

UNIT III: COMPANIES

1. Companies in the UK

The most common type of company in the United Kingdom is the limited liability company. Many of such companies are joint-stock companies owned by shareholders.

Limited liability companies are divided into public and private ones. Only public companies may offer shares to the public at the stock exchange. The names of such companies end in 'pic' which stands for public limited company. For example: John & Michael pic.

Private limited liability companies may not offer shares to the public. At the end of the name of such companies the word 'Ltd' (Limited) is used. For instance: Wilson & Sons Ltd.

Words

limited liability company ['lɪmɪtɪd laɪə'bɪlɪtɪ 'kʌmpəni] компания с ограниченной ответственностью
joint-stock company ['dʒɔɪnt'stɒk] акционерная компания
company shareholder ['ʃeə, həʊldə] акционер
share [ʃeə] акция
to own [əʊn] владеть
to offer ['ɒfə] предлагать
the public ['pʌblɪk] зд. покупатели
stock exchange [stɒk'tʃeɪndʒ] фондовая биржа

Ex. 1 Write the English equivalents using the text:

1. Самым распространённым типом, компании в Великобритании является компания с ограниченной ответственностью.
2. Многие из этих компаний являются акционерными компаниями, принадлежащими акционерам.
3. Компании с ограниченной ответственностью делятся на открытые и частные.
4. Только открытые компании могут предлагать свои акции на бирже.
5. Наименования открытых акционерных компаний заканчиваются словом plc.

6. В конце наименования частных акционерных компаний ставится слово Ltd.

7. Частные акционерные компании не могут предлагать свои акции покупателям.

8. Например (2 варианта).

Ex.2 Use the right words in the following sentences:

limited/ liability/ company/shareholders/ Ltd / pic / shares (2)

1. Public limited companies may offer ... to the public at the stock exchange.

2. Private limited liability companies may not offer ... at the stock exchange.

3. The names of public limited companies end in ...

4. The names of private limited companies end in...

5. The most common type of company in Great Britain is the ...

6. Many limited companies are joint-stock companies owned by ...

Ex.3 Mark the right answer in accordance with the text:

1. What is the most common type of company in Britain?

a. That is a limited liability company.

b. That is a public limited company.

c. That is a private limited company.

2. Are limited liability companies joint-stock companies?

a. Some of them are.

b. Many of them are.

c. It is not clear from the text.

3. What does name of Nelson & Co. Ltd say?

a. That Nelson is the owner of the company.

b. That Nelson's son is the owner of the company.

c. That it is a private limited liability company.

4. What does the name of Midland Bank pic mean?
- That the bank is a private limited company.
 - That it is a public limited company.
 - That the bank is located in Midlands.
5. What types of companies are allowed to offer their shares at the stock exchange?
- Both public and private limited liability companies.
 - Only private limited liability companies.
 - Only public limited liability companies.

Corporations in the USA

Corporations are a popular form of businesses in the United States of America.

A corporation is owned by persons, called stockholders. The stockholders usually have certificates showing the number of shares which they own. Each stockholder is liable only for the amount of his investment in the business.

The stockholders elect a director or directors to operate the corporation. Most corporations are closed corporations, with only a few stockholders. Other corporations are owned by many stockholders who buy and sell their shares at will. Usually they have little interest in management of the corporations.

All the corporations are created by state or federal law and are to receive their charters from the appropriate authorities. The charters state all the powers of the corporation. The names of corporations end in 'Inc.' which means Incorporated.

Words

stockholder (Am.) ['stɒk,houldə] акционер

to be liable ['laɪəbl] нести ответственность

to elect [i'lekt] избирать

at will по своему желанию

to create [kri:'eɪt] создавать

powers ['paʊəz] полномочия

Ex.4 Mark the right answer in accordance with the text:

1. How many types of corporations does the text speak about?
 - a. Only one.
 - b. More than three.
 - c. Two types.

2. Who usually owns corporations in the USA?
 - a. Directors do.
 - b. Stockholders do.
 - c. Shareholders do.

3. What document shows the number of shares the owner has?
 - a. A certificate.
 - b. A charter.
 - c. A memorandum.

4. How are directors elected?
 - a. By stockholders.
 - b. By shareholders.
 - c. By managers.

5. May closed corporations offer their stocks and shares to public?
 - a. The text gives a direct positive answer.
 - b. The text gives a direct negative answer.
 - c. The text said nothing about that.

Ex.5 Mark the right variant:

1. Corporations are a popular form of businesses in (the, ---, a) USA.
2. The owners of corporations are called (a, ---, an) stockholders.
3. They are liable only for (an, a, the) amounts they have invested.
4. The director or directors elected operate (an, the, ---) corporation.
5. All the corporations are created by (a, an,--) state or federal law.

Structure of companies and corporations

A limited liability company, or a corporation, is headed by the board of directors elected by shareholders/stockholders. The Board of Directors is usually headed by Chairman, or President in case of corporations. The directors appoint one of their number to the position of Managing Director to be in charge of the day-to-day running of the company. In large organizations the Managing Director is often assisted by a General Manager. Some companies also have assistant general managers. Many directors have deputies who are named deputy directors.

Here is an organisation chart of a typical manufacturing company:

Managing Director		
Marketing Director	Finance Director	Production Director
Personnel Director	Sales Director	Company Secretary
Sales Manager (Northern Region)	Sales Manager (Southern Region)	
Area A Manager	Area B Manager	Area C Manager
Sales Representatives		

Words

to head возглавлять

board [bɔ:d] совет

chairman [ˈtʃæmən] председатель

to appoint [əˈpɔɪnt] назначать

to be in charge of [tʃɑ:dʒ] заниматься, отвечать

running работа, функционирование

deputy director [ˈdepju:ti] заместитель директора, начальник
управления/отдела

Ex. 6 Write the English equivalents using the text:

1. управляющий директор
2. генеральный менеджер
3. Помощник генерального менеджера
4. директор по продажам
5. менеджер по продажам
6. менеджер по продажам в районе А
7. представитель компании по продажам
8. директор по маркетингу
9. финансовый директор
10. директор, отвечающий за производство
11. директор, отвечающий за кадры
12. заместитель директора
13. секретарь компании

Ex.7 Answer the questions:

1. What body usually heads a company?
2. What is the title of the person who usually heads that body?
3. Is Managing Director usually appointed or elected?

UNIT IV: BUSINESS CORRESPONDENCE

Various forms of business correspondence

Correspondence is an essential part of business. In spite of telephone, telegraphic, and e-mail communication, the writing of letters continues.

In fact, most important communications have to be confirmed in writing.

Every letter should be laconic, precise, to the point and positive. Letters are written on various occasions and on various subject matters. Many business letters are connected with establishing business relations, doing business and many miscellaneous questions.

Words

essential [ɪ'senʃl] существенный

in spite of несмотря на

in writing в письменной форме

precise [prɪ'saɪz] ясный

to the point [pɔɪnt] по существу

occasion [ə'keɪʒən] случай subject matter ['sʌbdʒə 'mætə] тема

to establish [ɪs'tæblɪʃ] устанавливать

relations [rɪ'leɪʃənz] отношения

miscellaneous [mɪsɪ'leɪnjəs] разнообразный

Ex. 1 Mark the right answer in accordance with the text:

1. Is correspondence an important part of business in general?
 - a. Yes, it is.
 - b. No, it's not.
 - c. There is no definite answer in the text.
2. Is telephone, telegraphic, and electronic communication growing?
 - a. Yes, it is, and so no business letters are now practiced.
 - b. Yes, it is, and only very few business letters are now practiced.
 - c. Yes, it is, but quite a lot of business letters are still practiced.

3. Is there a practice to confirm communications in writing?
 - a. Yes, and it concerns all telephone talks.
 - b. Yes, and it concerns all telegraphic communications.
 - c. Yes, and it usually concerns all important communications.
4. Are long letters strongly recommended?
 - a. No, letters should be rather short and precise.
 - b. Yes, because they should be understandable and to the point.
 - c. Yes, because they should be understandable and positive.

Ex.2 Use the right words in the following sentences:

relations/ business /miscellaneous/ precise /subject/ matters/ occasions

1. Letters are written on different ... in business.
2. Letters are written on various topics or ...
3. Many business letters are written when business ... are being established.
4. A lot of letters are written when ... is being done.
5. A lot of official letters are written on ... questions connected with business.
6. Letters should be laconic, positive ... and to the point.

Ex.3 Translate into English using the text:

1. разнообразный
2. существенный
3. ясный
4. иметь позитивный характер
5. быть написанным по существу вопроса
6. несмотря на это
7. подтверждать в письменной форме
8. быть связанным с установлением деловых отношений

2. Layout of a letter

Brookfield Industrial Estate, Twyford, Westshire TD3
2B3Tel: 0193 3841923 E-mail: furniture.twi@uk.pwc.com
Fax: 0193 219 6734

Our ref: RPL/PE

11th March, 2016

Mr G.R. Fullbrook
Manager
Drake and Sons Engineering Co. Ltd
14 Russel Square
Bristol 5ZD
England
Dear Sir,

I wish to thank you most warmly for your excellent hospitality extended to me during my visit to your company. The opportunity to meet you and your directors was something I had long looked forward to.

I can only hope now that one day I may be able to receive a visit here from you. I very much appreciated your kindness and that of Mr James Frobisher in showing me around your new plant.

I thank you once again.

Yours faithfully,

John Gibbs

Chairman of the Board of Directors

Words

layout ['leɪaʊt] план, расположение; макет

letterhead ['letəhed] типографский текст верхней части бланка

salutation ['sælʊ'teɪʃən] приветствие

reference ['refrəns] номер для ссылки

body of the letter текст письма

complimentary close [kɒmplɪ'mentəri] заключительные слова вежливости

signature ['signətʃə] подпись
to extend hospitality [iks'tend ,hospɪ'tæliɪ] проявлять
гостеприимство
opportunity [ˌɒpə'tju:nɪti] удобный случай, благоприятная возмож-
ность
to appreciate [ə'pri:ʃeɪt] ценить; понимать
plant завод, фабрика, оборудование, установка

Ex.4 Mark the true statements (T) and the false ones (F):

1. The letterhead is usually written by hand. _____
2. The reference usually follows the address of the receiver as this letter shows. _____
3. The name of the month in the date of the letter is usually written in full as this letter shows. _____
4. The salutation follows the address of the receiver. _____
5. The complimentary close are the words "I thank you again." _____
6. After the real signature come- the name and the title of the sender. _____

Note: receiver [rɪ'si:və] получатель

Ex.5 Use the right variant:

1. I wish to thank you (to, for, with) your hospitality.
2. You extended excellent hospitality (with, by, to) me during my stay in London.
3. I had long looked forward (to, on, at) the opportunity to meet you.
4. I hope that one day you will pay a visit (at, to, in) our company.
5. I appreciated Mr Sandler's kindness (in, on, off) showing me around your plant.

UNIT V: TESTS

Test 1

1. The manager will be along ... a few minutes.
 - a. at
 - b. in
 - c. with

2. The secretary will take you ... the office.
 - a. at
 - b. in
 - c. to

3. Is ten o'clock convenient... you?
 - a. at
 - b. on
 - c. to

4. Here is ... elevator.
 - a. a
 - b. an
 - c. the

5. Have you got ... appointment?
 - a. the
 - b. a
 - c. an

6. I could come at ... quarter past eleven.
 - a. the
 - b. an
 - c. a

7. plane arrives at 9.10 a.m.
- a. a
 - b. an
 - c. the
8. I'll pick you up at the hotel ... twenty to two.
- a. at
 - b. in
 - c. on
9. He is coming to Moscow ... 2 January.
- a. at
 - b. in
 - c. on
10. She is leaving to New York ... February 3.
- a. in
 - b. on
 - c. at
11. I'd like you ... Mr Chaney.
- a. to meet
 - b. to have met
 - c. to be met
12. How do you like ... here?
- a. it
 - b. this
 - c. ---
13. I... to go, I'm afraid.
- a. have
 - b. must
 - c. should

Test 2

1. Could I speak ... Mr Stenley?
 - a. to
 - b. at
 - c. for
2. I am putting you through ... Mr Neil
 - a. to
 - b. for
 - c. by
3. Would you like to leave a message ... Mrs Cart?
 - a. to
 - b. for
 - c. at
4. This is John Stevenson ...
 - a. saying
 - b. speaking
 - c. telling
5. Mrs Groffey is away ... business now.
 - a. at
 - b. in
 - c. on
6. He isn't ... his office now, I'm afraid.
 - a. to
 - b. in
 - c. of
7. Do you think you could find him ... me?
 - a. by
 - b. for
 - c. with

8. I'll hold on if it ... take too long.
a. doesn't
b. don't
c. does
9. He isn't available ... the moment.
a. in
b. at
c. to
10. Hold ... line, please.
a. a
b. the
c. on
11. Just ...moment, please.
a. a
b. an
c. the
12. Sorry to have ... you waiting.
a. keep
b. kept
c. keeping
13. Who is that ..., please?
a. call
b. calls
c. calling
14. Will you repeat ..., please?
a. it
b. so
c. again
15. Just... him I'm in London.
a. say
b. tell
c. speak

Test 3

1. These administrative questions come ... the sphere of the company secretary.

- a. in
- b. into
- c. to

2. What letters stand ... the end of the name of this company?

- a. in
- b. to
- c. at

3. The company is owned ... shareholders.

- a. by
- b. to
- c. of

4. The companies are divided ... two groups.

- a. to
- b. into
- c. in

5. This company may offer its shares ... the public

- a. with
- b. to
- c. into

6. This is not ... limited liability company.

- a. a
- b. an
- c. –

7. Most probably it is not ... very big company.

- a. the
- b. --
- c. a

8. It is absolutely clear this is ... English company.
- - an
 - a
9. We do not know who ... the company.
- heads
 - head
 - is headed
10. The company secretary is the chief administrative ... of the company.
- office
 - offices
 - officer
11. When was he ... Sales Manager?
- appointment
 - appoint
 - appointed
12. It is a joint-... company, isn't it?
- stocks
 - stock
 - stocked
13. The head of the company is Chairman of ... Board of Directors.
- the
 - a
 - an

Test 4

1. I also looked forward to meeting ... your directors.
 - a. ---
 - b. at
 - c. with

2. I hope one day I will be able to receive a visit here ... you?
 - a. to
 - b. from
 - c. with

3. I hope you will visit... our office one day.
 - a. in
 - b. to
 - c. ---

4. I ... your kindness in showing me around your offices.
 - a. appreciate
 - b. appreciating
 - c. am appreciated

5. Near the close of another year we thank you ... cooperation.
 - a. for
 - b. with
 - c. in

6. We are taking this opportunity to wish you ... Christmas.
 - a. Happy
 - b. Merry
 - c. Mary

7. We are sending you our best wishes for a very... New Year.
 - a. prosper
 - b. prosperous
 - c. prosperity

8. I wish all of you... New Year.
- Merry
 - Happy
 - Prosper
9. Correspondence is ... essential part of business.
- an
 - a
 - the
10. In spite of e-mail and other means of communication the writing of letters...
- continue
 - continuing
 - continues
11. Please, confirm your agreement... writing?
- on
 - in
 - of
12. I'll try to speak ... the point.
- to
 - by
 - in
13. This letter was written on another subject ...
- mattered
 - matters
 - matter

Для записей

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ENGLISH IN PROFESSIONAL SPHERE

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