

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ОДЕСЬКИЙ НАЦІОНАЛЬНИЙ УНІВЕРСИТЕТ імені І.І. МЕЧНИКОВА

Факультет романо-германської філології
Кафедра лексикології і стилістики англійської мови

**Методичні вказівки
до англомовних текстів**

для студентів першого курсу
Інституту математики, економіки і механіки

Спеціальність
„Міжнародні економічні відносини”

ОДЕСЬКИЙ НАЦІОНАЛЬНИЙ
УНІВЕРСИТЕТ
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Методичні вказівки до англомовних текстів для студентів першого курсу Інституту математики, економіки і механіки. Спеціальність „Міжнародні економічні відносини”.

Цей посібник, призначений для студентів першого курсу відділення міжнародних економічних відносин, було укладено у відповідності до програми з англійської мови для студентів зазначеної спеціальності. Мета посібника — навчити студентів читати, розуміти і перекладати оригінальні англомовні тексти, а також вести бесіду за відповідними темами.

Посібник складається з 7 уроків. Тексти уроків відібрані з британських і американських джерел. До текстів додані активний словник і система вправ. Передтекстові завдання містять фонетичні вправи для відпрацювання правильної вимови нового лексичного матеріалу. Післятекстові завдання складаються з граматичних і лексичних вправ, які мають на меті систематизацію відомих граматичних явищ, активізацію словника уроку й розвиток навичок усного мовлення.

Значна увага в посібнику приділяється словотворенню в англійській мові. Лексичний матеріал містить як економічну термінологію, так і загальноповживані слова і словосполучення, котрі студенти можуть вживати у розмові за неспеціальними темами.

Посібник може використовуватись як для роботи в аудиторії, так і для самостійної роботи студентів.

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Lesson 1

Reading exercises

1. Practice reading the following words. Mind the pronunciation of the vowels in the stressed syllables:

[ei] nation, donation, labourer, stadium, estate;

[æ] fat, national, happily, propaganda, dragon, dashed, annual, ally;

[i:] even, believe, complete, agreement, recently, Chinese;

[i] integral, assistance, vigorous, fisheries, missionary, until, bidding;

[e] election, said, whether, exception, pressure, venture, recognize;

[ai] slightly, either, rivalry, provide, prize;

[aiə] desire, retires, variety;

[o:] alter, worn, support;

[ə:] emerge, turnkey, commercial;

[əu] process, proposed, diplomacy, social, motive, quoth, cosy, colonial;

[a:] smart, apart, farm, rather.

2. Practice reading digraphs in the following words:

[i:] eastern, increased, seat, treaties, zeal, meantime;

[ə:] earlier;

[ei] reclaim, mainland, aid, remains;

[o:] overhaul, caught, launched;

[ou] own;

[au] allows;

[au] south;

[əu] though;

3. Memorize the spelling and pronunciation of the following words:

lose [lu:z]; regime [re(i)'dʒi:m]; both [bəuθ]; company ['kʌmpəni]; cobalt [kə'bo:lt]; tour [tuə];

pariah ['pæriə]; campaign [kæm'peɪn]; encourage [ɪn'kʌrɪdʒ]; policy ['pɒlisi]; politics ['pɒlɪtiks];

doubt [daʊt]; fierce [fiəs]; success [sək'ses]; integral ['ɪntɪgrəl]; estate [ɪs'teɪt]; ally ['ælaɪ].

4. Practice the correct reading of the -(e)s suffix in the following words:

countries	chiefs	charges
rulers	votes	bridges

5. Practice reading the words with the -ed suffix:

used	snapped	manipulated
offered	launched	decided
declared	smashed	voted

6. Memorize the spelling and pronunciation of the following geographical names:

Asia [ˈeɪʃə]; Europe [ˈjuərəp]; Korea [ko(u)ˈri:ə]; Japan [dʒəˈpæn]; Malaysia [məˈleɪzə]; China [ˈtʃaɪnə]; Taiwan [taiˈwa:n]; Taipei [taiˈbei]; Zaire [zəˈi:rə]; Congo [ˈkɒŋɡoʊ]; Niger [ˈnaɪdʒə]; Senegal [ˌseniˈɡo:l]; Lusaka [luːˈsɑ:kə]; Zambia [ˈzæmbiə]; Nigeria [naiˈdʒiəriə]; Sudan [suːˈdæn]; Gambia [ˈɡæmbiə]; Hong Kong [ˈhɒŋˈkɒŋ].

Text

Hello, China – or is it Taiwan?

Even as western governments lose interest in Africa, eastern countries are trying to get more involved there. Japan, South Korea and Malaysia have all increased their diplomatic and commercial ties. China and Taiwan are competing frenetically for recognition by governments, much as western powers used to compete for treaties with African kings and chiefs.

This week, as the men in Taipei prepared for their annual bid to reclaim a seat at the United Nations, the mainland rulers in Beijing snapped at them with charges of "dollar diplomacy". African votes helped to evict the Taipei regime from the UN's China seat in 1971 and give it to Beijing. The rivalry allows African leaders to play one off against the other and get rich from both. Taiwan provides aid – \$400m worldwide in 1990-95, plus military assistance – besides vigorous support to Taiwanese companies. Of 30 countries that recognise it, nine are African.

Beijing's own dollar diplomacy is being stepped up. This week it offered Zaire a \$10m joint venture to process cobalt and copper waste, plus a "gift" of \$3.6m. Last month it gave Congo a similar gift, just after Niger – from the purest motives, quoth its prime minister – had declared Taiwan an integral part of China, breaking off with Taipei and cosyng up with Beijing. Earlier

this year, Senegal – which has changed sides three times – rejoined Taipei, despite a fisheries agreement with Beijing and the promise of a \$1.25m hospital.

Back in the 1960s and 1970s, Maoist China set out to save Africa from its colonial masters with friendship halls, sports stadiums and the “Tanzam” railway, running inland from Dar es Salaam to the Zambian capital, Lusaka. The missionary zeal has gone, and aid now involves technical co-operation and joint ventures in commercial rather than social projects. But Beijing still sends teams, including the labourers, to build roads and bridges, even to farm. During a tour of Africa this year, China's President Jiang Zemin described his country as Africa's "all-weather friend".

For pariah regimes, as in Nigeria, Sudan and Gambia, under pressure from former western allies over human rights and democracy, China and other Asian countries are a godsend. Nigeria's General Sani Abacha has launched a "Look East" campaign to encourage its businessmen and officials to seek help from Asia rather than the West. China recently made a \$250m deal to overhaul Nigeria's railways.

South Africa, the most important country recognising Taiwan, remains the big prize. In fact, it recognises both China and Taiwan, to the fury of Beijing. The policy springs in part from Nelson Mandela's desire to be friends with everyone, in part from the fat donation – \$10m, say some – that Taipei sent to his African National Congress before the 1994 election.

That was smart footwork from Taipei. It had kept on good terms with white-ruled South Africa, and happily let its traders do business there. In contrast, the shift to democracy caught Beijing flat-footed. Believing white propaganda that the ANC was manipulated by the local Communists, and so by the Soviet Union, mainland China backed the Pan Africanist Congress, which was smashed in the election.

Taiwan slightly leads China in trade with South Africa (\$1.7 billion in 1994, against \$1.3 billion). But that will change once Hong Kong rejoins China next year, and though South Africa's two-Chinas policy is unlikely to alter until Mr Mandela retires, no one doubts who will win in the end. Bidding in the meantime remains fierce. Last week it emerged that China had proposed to South Africa a "Dragon City", a 500-factory industrial estate, on turnkey terms. Taiwan is said to have offered a \$3.5 billion joint venture in petrochemicals.

Whether, politics apart, either variety of Chinese can make an economic success in Africa remains to be seen. European investors, worn – with a few exceptions – by years of dashed hopes, are sceptical.

Vocabulary notes

to lose interest in – терять интерес к
 to involve – вовлекать
 to compete – конкурировать
 to snap at – набрасываться на
 to evict – изгонять
 to play one off against the other – натравливать одного на другого
 vigorous – сильный
 to step up – увеличивать
 joint venture – совместное предприятие
 to process – обрабатывать
 integral – неотъемлемый
 to break off with – сразу порвать с
 to set out – начинать
 zeal – рвение, пыл
 labourer – чернорабочий
 to farm – заниматься сельским хозяйством
 pariah regimes – одиозные режимы
 ally – союзник
 godsend – удача, находка
 to launch a campaign – начать кампанию
 to make a deal – заключить сделку
 fat donation – щедрый дар
 to keep on good terms – поддерживать хорошие отношения
 to catch flat-footed – захватить врасплох
 in the meantime – тем временем
 industrial estate – территория, отведенная для промышленных предприятий
 turnkey terms – контракт на условиях «под ключ»
 Petrochemicals – химические продукты из нефтяного сырья

Grammar and Vocabulary Exercises

I. Form words after the models and translate them into Ukrainian (Russian). V – the verb:

a) v+ -ment; to treat – treatment

to govern, to achieve, to employ, to equip, to judge, to agree;

b) v+ -ion (-tion; -ation): to recognize – recognition

to co-operate, to donate, to elect, to propose, to except;

c) v + -ance (-ence): to assist – assistance

to resist, to interfere, to maintain.

II. Write out of a dictionary and memorize the adjectives corresponding to the following nouns denoting geographical names: America, Asia, China, Japan, Taiwan, Europe, Egypt, Greece.

III. Read the following international words and give their Ukrainian (Russian) equivalents:

Chief, nation, military, motive, integral, co-operation, human, variety, manipulate.

IV. Arrange the following words in pairs of synonyms:

to increase, ties, to compete, treaty, to prepare, bid, to help, mainland, to allow, rivalry, to step up, agreement, to get ready, attempt, to permit, connections, to assist, competition, to emulate, continent.

V. Find in the text the English equivalents of the following words and word combinations:

торговые связи; ежегодная попытка; изгнать; руководители материкового Китая; набрасываться на; богатеть; предоставлять помощь; сильная поддержка; совместное предприятие; обрабатывать; неотъемлемая часть; сразу порвать с; соглашение о рыболовстве; миссионерский пыл; заниматься сельским хозяйством; бывшие западные союзники; поощрять бизнесменов; реконструировать железные дороги; к ярости Китая; политика двух Китаев; промышленная зона; разбитые надежды; за несколькими исключениями.

VI. Put questions to the underlined words:

1. Western governments lose interest in Africa. 2. China and Taiwan are competing frenetically for recognition by governments. 3. African votes helped to evict the Taipei regime from the UN's China seat in 1971. 4. Aid now involves technical co-operation and joint ventures in commercial projects. 5. Nigeria's general has launched a "Look East" campaign. 6. Hong Kong rejoined China a few years ago.

VII. Define the underlined tense and voice forms of the verbs and translate the sentences into Ukrainian (Russian):

1. Japan, South Korea and Malaysia have increased their diplomatic and commercial ties with African countries. 2. Beijing's own dollar diplomacy is being stepped up. 3. The missionary zeal has gone. 4. The Pan Africanist Congress was smashed in the election.

VIII. Translate into English using the words and word combinations from the text.

1. Западные государства теряют интерес к Африке. 2. Соперничество позволяет африканским руководителям натравливать одну страну на другую. 3. Тайвань оказывает сильную поддержку своим компаниям в Африке. 4. Они предложили Заиру совместное предприятие стоимостью 10 миллионов долларов для обработки отходов кобальта и меди. 5. Нигер объявил Тайвань неотъемлемой частью Китая. 6. Сенегал присоединился к Тайбею, несмотря на соглашение о рыболовстве с Китаем. 7. В 1970х годах маоистский Китай начал спасать Африку от ее колониальных хозяев с помощью залов дружбы. 8. Президент Китая описал свою страну как «друга Африки на все времена». 9. Китай недавно заключил сделку стоимостью 250 млн. долларов для реконструкции железных дорог в Нигерии. 10. Материковый Китай поддержал Панафриканский Конгресс, который затем потерпел поражение на выборах. 11. Тайвань незначительно опережает Китай в торговле с Южной Африкой. 12. Конкуренция тем временем остается ожесточенной. 13. Китай предложил Южной Африке промышленную зону на условиях «под ключ». 14. Эта страна может добиться экономического успеха.

IX. Answer the following questions:

1. What countries have increased their diplomatic and commercial ties with Africa? 2. What did the Taipei government prepare for? 3. When did African votes help to evict the Taipei regime from the UN's China seat? 4. What allows African leaders to get rich? 5. How many times has Senegal changed sides? 6. What did China do to save Africa from its colonial masters in the 1970s. 7. Why are China and other Asian countries a godsend for pariah regimes as in Nigeria, Sudan and Gambia? 8. What is the most important country recognizing Taiwan? 9. What is the cause of South Africa's two-Chinas policy? 10. Why did mainland China back the Pan Africanist Congress which was smashed in the election?

X. Find in the text the paragraph saying about South Africa remaining the big prize. Give your reasons for this situation.

XI. What new information have you got from the text?

XII. Reproduce the text in detail.

Lesson 2

Reading exercises

1. Practise reading the following words. Mind the pronunciation of the vowels in stressed syllables:

[e] effect, arrest, election, specialist, unless, heavy;

[o:] law, daunting, warder, court, abroad, lawyer;

[ju:] abuse, human, dispute;

[i:] legal, Augeas [o:'dʒi:æs], belief, indeed, steal, scheme;

[ʌ] corrupt, justice, judge, month, result, discussion;

[ɛə] area [‘ɛəriə], fare, fair;

[i] criminal, influence, impact, litigant, imitate, equipment, committee;

[o] comment, common, model, constant;

[a:] graft, example, disaster;

[æ] racket, practice, aptly, tangible, tackle, lack, randomly, management, strategy;

[aiə] entire, require, trial.

2. Practice reading the following polysyllables:

inefficient, judicial [dʒuˈdʒiəl], macroeconomic, sustainable, administrative, potential [pəˈtenʃəl], spurious [ˈspjuəriəs], privatized, improvement, council, experience [ˌiksˈpiəriəns], comprehensive, allocate [ˈæləkeɪt], inconceivable [ˌɪnkənˈsi:vəbl].

3. Memorize the spelling and pronunciation of the following words:

Venezuela [ˌvenɛˈzweɪlə], Caracas [kəˈrækəs], legend [ˈledʒənd], judiciary [dʒuˈdʒiʃəri], deny [diˈnaɪ], gross [grɒs], undeterred [ˌʌndɪˈtəd], growth [grəʊθ], entitle [ɪntˈtaɪtl], grotesque [grəʊˈtesk], control [kənˈtrɒl], prison [ˈprɪzn], foreign [ˈfɔrɪn], persuade [pəˈsweɪd], issue [ˈɪʃu:], warrant [ˈwɒrənt], approve [əˈpru:v], crisis [ˈkraɪsɪs] (pl. crises [ˈkraɪsɪz]), theory [ˈθiəri], earnest [ˈɜ:nɪst], bureaucracy [ˌbjʊəˈrɒkrəsi], create [kriˈeɪt], wholly [ˈhəʊli], technique [tekˈni:k], skepticism [ˈskeptɪzɪzm], failure [ˈfeɪljə], basic [ˈbeɪsɪk], honest [ˈɒnɪst], cleanse [klenz], Hercules [ˈhɜ:kjuli:z].

4. Practise reading the following adverbs formed from adjectives and translate them into Ukrainian (Russian):

slight-slightly; hard-hardly; gross-grossly; relative- relatively; special-specially; local- locally.

Text

Augean law

Greek legend has it that the stables of King Augeas accumulated the filth of 3,000 oxen for 30 years, until the king outsourced the cleaning to Hercules. In backing a reform of the Venezuelan judiciary, the World Bank has taken on a task only slightly less daunting: there are just over 1,000 judges in Venezuela.

Hardly anyone, not even the judges, denies that the legal system is a disaster – corrupt, politicised and grossly inefficient. Undeterred, the World Bank has chosen Venezuela to be the flagship of its judicial-reform programme. This is a relatively new area for the Bank. It reflects a belief that sustainable economic growth depends not only on the right macroeconomic policies, but on effective institutions, especially the legal system, the rule-setter and watchdog of contracts in a free market.

Such economics is theory indeed for Venezuela. Everybody has a favourite legal horror story. The corruption is legendary. As the then minister of justice, Ruben Creixems, put it while commenting last year on a crime wave, "the amount you steal is important, since you need enough to pay bail and corrupt the judge." One of last year's best-sellers was a book entitled "Cuanto Vale un Juez", or "How Much for a Judge".

The combined effects of graft and administrative inefficiency can be grotesque. For example, a racket run by warders controls the buses that take prisoners from jail to the courts. If a prisoner cannot pay his "bus fare", he will miss his trial. And if that happens, it is likely to be months or years before he is called again. More than two-thirds of the inmates in Venezuela's hellish prisons are awaiting trial.

Potential foreign investors took note in 1994 when a judge was persuaded by trade unions to issue a spurious criminal warrant for the arrest of the president of the privatised telecoms company, CANTV, during a labour dispute. Such abuse of the criminal law is a common practice, aptly known as "judicial terrorism".

It was to reform this mess that a World Bank loan of \$30m was approved back in 1992. Political and economic crises, and the election of a new president, meant the project did not get going in earnest until September 1994. So far, improvements have been made in the selection and

training of judges, but tangible results have been limited. Now, says the World Bank specialist responsible for the project, Waleed Malik, that is about to change.

Besides reorganising the central bureaucracy that manages the courts, the World Bank has a scheme to create a pilot model court, one that really works as it should, in one district. Venezuela's Judicial Council, responsible for court administration, has—at last—agreed. The chosen district will be wholly reorganised, making use of the experience and techniques of courts in other countries. Lessons learned will then be spread across the country.

This approach has generated considerable scepticism, both locally and in groups abroad. Critics, including the New York-based Lawyers' Committee for Human Rights, call for a far more comprehensive strategy. They say the World Bank's approach of treating the administration of justice as simply another service capable of improvement through better management and training is doomed to failure, unless broader issues are tackled, such as the way political parties influence the courts.

Better to start with tangible improvement, replies Mr Malik, than try to take on the entire political system. He points out that judges now spend 70% of their time on administrative, not legal, matters, in part because they lack the most basic equipment: they even have to provide their own pens and paper. Simple changes could have an impact. For example, at present litigants in effect pick their judge. So corrupt judges have a heavy case load, while honest ones sit underemployed. One reform is to use a computer to allocate cases randomly.

More fundamental reforms will require government action. That is unlikely, but not inconceivable. President Rafael Caldera has made the fight against corruption a personal issue. And the failings of Venezuelan institutions are now a matter of constant public discussion, a striking change from the past. The World Bank cannot imitate Hercules, who cleansed the Augean stables in a day by diverting a river. But it may be able to make a fair start.

Vocabulary notes

to back – поддерживать, финансировать

judiciary – судебный, законный

judicial reform programme – программа судебной реформы

to take on – предпринимать, брать на себя

disaster – бедствие, несчастье, катастрофа

corrupt – испорченный, продажный

sustainable economic growth – устойчивый экономический рост

to depend on – зависеть от

legal system – правовая система
 to set rules – устанавливать правила
 to comment on – комментировать
 to pay bail – уплатить залог
 graft – взятка, подкуп
 to run a racket – заниматься рэкетом
 trial – судебное разбирательство, суд
 to take note – принять к сведению
 a spurious criminal warrant (for the arrest) – незаконный ордер (на арест)
 labour dispute – трудовой спор
 abuse of the criminal law – злоупотребление уголовным правом
 in earnest – всерьез
 so far – до сих пор
 tangible results – осязаемые результаты
 to be about (to do) – собираться (сделать)
 pilot model court – экспериментальный образцовый суд
 to be responsible for – быть ответственным за
 to make use of – использовать
 comprehensive strategy – всесторонняя стратегия
 to be doomed to failure – быть обреченным на провал
 to tackle broad issues – энергично браться за большие проблемы
 to lack smth. – нуждаться в чем-либо
 to allocate – назначать, распределять
 to divert – отводить, отклонять

Grammar and Vocabulary Exercises

1. Form words with opposite meaning by adding the prefixes

un –, dis –, im –, in –, ir –, to the proper group of words:

efficient, deterred, limited, likely, conceivable, regular, advantage, usual, direct, possible, significant, complete.

2

a) Form adverbs from the adjectives after the model A+ -ly.

A – the adjective:

slow – slowly

whole, quick, clear, near, deep, wide, close, easy, full.

b) Write out of the text the adverbs formed after the model A + -ly and translate them into Ukrainian (Russian):

3. Read and give Ukrainian (Russian) equivalents of the following internationalisms:

to accumulate, legal, to reflect, institution, theory, favourite, to comment, administrative, grotesque, racket, to control, potential, criminal, dispute, result, project, scheme, policy, action, discussion, to imitate.

4. Read and remember the plural of the following nouns:

datum [ˈdeɪtəm] – data [ˈdeɪtə]

данная величина, исходный факт

formula [ˈfo:mjʊlə] – formulae [ˈfo:mjʊli] (formulas)

формула

index [ˈɪndeks] – indices [ˈɪndɪsi:z]

индекс

crisis [ˈkraɪsɪs] – crises [ˈkraɪsi:z]

кризис

5. Match the words from column A with their English equivalents from column B:

A

судья

отрицать

отражать

преступление

подкупать

залог

нелепый

надзиратель

судебный процесс

убеждать

незаконный

злоупотребление

одобрять

заем

управлять

B

crime

corrupt

bail

warder

trial

spurious

approve

run

court

experience

failure

issue

lack

randomly

judge

подбор	reflect
суд	grotesque
создавать	persuade
опыт	abuse
распространять	loan
подход	influence
провал, неудача	approach
предмет обсуждения, спора	deny
влиять	spread
нуждаться в чем-либо	selection
наугад	create

6. Arrange the following words in pairs according to similar meaning:

to run, district, technique, considerable, to start, reply, basic, impact, to allocate, to require, method, all-round, to begin, whole, to demand, to distribute, influence, main, answer, significant, area, to manage, comprehensive.

7. Make the following sentences interrogative and negative.

1. The World Bank has chosen Venezuela to be the flagship of its judicial-reform programme.
2. More fundamental reforms will require government action.
3. The central bureaucracy manages the courts.
4. The chosen district will be wholly reorganized.
5. The critics of the programme call for a more comprehensive strategy.

8. Change the following sentences from the Active to the Passive Voice according to the model:

They called him again. – He was called by them again.

1. Trade unions persuaded a judge to issue a spurious criminal warrant.
2. They approved this loan in 1992.
3. The Judicial Council will reorganize the chosen district.
4. The court administration will spread the lessons learnt across the country.

9. Translate the following proverbs with the passive form of the predicates.

Give their Ukrainian (Russian) equivalents.

1. The devil is not so black as he is painted.
2. Money spent on the brain is never spent in vain.

3. He who is born a fool is never cured.

4. A man is known by the company he keeps.

5. Marriages are made in heaven.

10. Translate into Ukrainian (Russian). Mind the passive form of the predicates.

1. The students were shown a number of experiments.

2. The scientists of the world are confronted with the problem of environmental protection. 3. This doctor can be fully relied upon. 4. The results of his investigation were much spoken about. 5. This scholar's works were often referred to by many authors. 6. The problem of the fight against corruption has already been dealt with in the Judicial Council. 7. Their representative was sent for at once. 8. Some important questions were paid attention to in his report.

11. Translate the following sentences into Ukrainian (Russian) paying attention to the construction "It is (was) ... that (which, who)...".

1. It was to reform this mess that a World Bank loan of \$30m was approved back in 1992. 2. It was during a labour dispute that a judge was persuaded by trade unions to issue a spurious criminal warrant. 3. It is the legal system that the sustainable economic growth depends on. 4. It is the New York-based Lawyers' Committee for Human Rights that calls for a more comprehensive strategy.

12. Find the paragraph in the text saying about the legendary corruption in Venezuela.

13. Explain why the combined effects of graft and administrative inefficiency can be grotesque.

14. What does the notion of "judicial terrorism" consist in?

15. Explain the difference between Mr Malik's and his critics' viewpoints on the problem of improving the Venezuelan judiciary.

16. Suggest some other title of the text.

17. Try to express the main idea of the text in one sentence.

Lesson 3

Reading Exercises

1. Practise reading the following monosyllabic words:

[o:] forge, war
 [u:] rule, shrewd
 [ou] poll [poul], though
 [ei] blame, main, wage, raise
 [ə:] surge
 [e] length
 [a:] charge
 [ju:] due

2. Practise reading the following disyllables:

[i] until, within, distance, image, busy
 [e] respect
 [o:] support
 [iə] idea
 [æ] narrowed, scandal, Yankee
 [ai] neither, likely, rival
 [i:] exceed, reason
 [ə:] deserve
 [a:] rancher, harbour
 [ʌ] bloody, govern

3. Practise reading the following polysyllables:

Mind the correct pronunciation of the vowels in stressed syllables:

organise, laundering
 laughable, embargo
 candidate, landowner, humanity
 invasion, destabilize
 desperately, electoral, enemy, investigate
 property, confiscate
 conservative
 significant
 security.

4. Practise reading the following geographical names:

Nicaragua [ˌnikəˈræŋjuə], Mexico [ˈmeksikou], Belize [beˈli:z], Guatemala [ˌgwætiˈma:lə], Honduras [honˈdjuərəs], el Salvador [ˈelˈsælvədo:], Managua [məˈna:gwə], Costa Rica [ˈkɒstəˈri:kə], Panama [ˌpænəˈma:], Jamaica [dʒəˈmeikə], Colombia [kəˈlombiə], the Caribbean (Sea) [ˌkæriˈbiən]([kəˈribiən]), Miami [maiˈæmi].

5. Memorize the spelling and pronunciation of the following words:

guarantee [ˌgærənˈti:], once [wʌns], exile [ˈeksail], collapse [kəˈlæps], effort [ˈefət], coalition [ˌkouəˈliʃən], authorities [ɔːˈθɔritiz], credit [ˈkredit], rhetoric [ˈretərɪk], shove [ʃʌv], prominent [ˈprɒmɪnənt], guerilla [gəˈrilə], accuse [əˈkju:z], finance [faɪˈnæns], mutual [ˈmju:tʃuəl], announce [əˈnaʊns], defiant [diˈfaɪənt], anthem [ˈænthəm].

Text

Look who's here

Will the Sandinists once again rule Nicaragua? Until this week, the idea would have been laughable: polls consistently gave Arnaldo Aleman, the conservative front-runner for the presidency, a lead of 15-20 points over Daniel Ortega, the Sandinist candidate and sometime holder of the office. But some new polls show that the lead has narrowed or vanished.

The first round of voting is due on October 20th. With neither man likely to exceed the 45% needed for victory – there are 20 other runners, though none has any significant support – a run-off will be due within two months. Mr Aleman should win then. But how has his left-wing rival got even within striking distance?

Mr Aleman himself is partly to blame. One of his main tactics has been to offer himself as the best guarantee that the Sandinists will not return to power. His constant bashing of the left has made it easy for Mr Ortega to portray him as an extremist of the right, with links to the nasty Somoza regime overthrown by the Sandinists in 1979. Mr Aleman's strong support among the many conservative Nicaraguans living in Miami has not helped him: Mr Ortega this week claimed that his rival had promised them and Cuban exiles there the use of Nicaragua as a base for anti-Castro operations, much as Somoza let the Americans use it for their ill-fated Bay of Pigs invasion of Cuba in 1961.

Another reason for the Sandinist rise has been the collapse of the centre. Efforts to forge a centrist coalition collapsed in May, thanks to infighting among the many hopefuls. Antonio Lacayo, the de facto prime minister, tried desperately to stay in the race, but the electoral authorities banned him because he is President Violeta Chamorro's son-in-law. Alvaro Robelo, a high-flying banker,

spent freely and surged in the polls for a while, but his campaign collapsed in the wake of an international scandal involving money-laundering.

But the Sandinists themselves deserve much credit. They have run a shrewd campaign. Mr Ortega has gone to great lengths to moderate their image, toning down his revolutionary rhetoric, and shoving aside hard-liners such as Tomas Borge, once his head of state security. His running-mate is not even a Sandinist: Juan Manuel Caldera, a prominent cattle rancher whose property the Sandinists once confiscated, who has been busy persuading landowners that the new whiter-than-white Sandinist party will be friendly to people like them.

"The Yankee is the enemy of humanity!" goes the old Sandinist anthem. Understandably, given the dirty war waged by the United States against Nicaragua during the 1980s. The Americans imposed a trade embargo, and even mined Managua's harbour. They organised and financed the armed Contra movement to destabilise the Sandinists – in practice, much of the country – in bloody guerrilla war. The CIA has been accused of drug-trafficking (in California, no less) to raise funds for the Contras.

Still, Mr Ortega seems willing to forgive and forget, if only because he knows he would need American support to govern. He says the two countries can "work together in a context of mutual respect" (while for its part the new whiter-than-white CIA has said it will investigate the drug-running charges). And this week he announced that his party's defiant anthem would give way to a Spanish version of Schiller's and Beethoven's Ode to Joy.

Vocabulary notes

to rule – править

poll – голосование, число голосов, подсчет голосов

front runner – вероятный кандидат на какой-либо пост

to have a lead of several points – опережать на несколько пунктов

sometime – когда-то, прежде

due – должный, надлежащий

run off – последний тур выборов с участием двух ведущих кандидатов

striking distance – досягаемость, предел досягаемости

to be to blame – быть виноватым

to overthrow – свергать

to claim – заявлять, утверждать

exile – изгнанник

collapse – разрушение, крушение, крах

infighting – ближний бой
 money-laundering – «отмывание» денег
 in the wake of – в кильватере, по пятам
 to deserve credit – заслуживать уважения
 to run a campaign – вести кампанию
 to go (to) great lengths – идти на многое, ни перед чем не останавливаясь
 to tone down – смягчать
 hard-liner – сторонник «жесткой» линии
 cattle rancher – владелец скотоводческого хозяйства
 to wage a war – вести войну
 to accuse – обвинять
 drug traffic – торговля наркотиками
 to raise funds – привлекать финансовые ресурсы
 to give way to – уступить (место).

Grammar and Vocabulary Exercises

1. Form adjectives by adding the suffix –able (-ible) and translate them into Ukrainian (Russian). V – the verb
 Model: V+-able: to laugh-laughable
 to compare, to measure, to understand, to read, to imagine, to work, to suit, to obtain.
2. Form adjectives from the given words after the model and translate them into Ukrainian (Russian). N – the noun
 Model : N+ -ful: peace – peaceful
 Use, beauty, truth, thank, hope.
3. Express the following in one word using the suffix –less and translate the words
 Model: having no taste – tasteless
 Having no: colour, doubt, hope, job, home, use, power, help, rest, pain.
4. Find in the text the synonyms of the following words: to govern, leader, to demand, frustration, respect, to weaken, farmer, disappear, voting, mankind.
5. Translate the following adjectives and use them in sentences of your own:
 ill-fated, ill-bred, ill-founded, ill-placed, ill-sorted, ill-timed, ill-natured.
6. Find in the text the English equivalents of the following words and word combinations:

голосование, хозяин офиса, исчезать, превышать, значительная поддержка, вернуться к власти, нападки на левых, изобразить кого-либо, правый экстремист, связи с, заявлять, злополучное вторжение, причина подъема, крах центристов, благодаря, фактически премьер-министр, оставаться в гонке, на некоторое время, вслед за, «отмывание» денег, смягчать, отбросить, глава министерства госбезопасности, налагать торговое эмбарго.

7. Put questions to the underlined words.

1. Polls consistently gave Mr Aleman a lead of 15-20 points over Daniel Ortega.
2. The Sandinist candidate was sometime holder of the office.
3. The first round of voting is due on October 20th.
4. The Americans imposed a trade embargo.

8. Match the parts of the sentences from A with those of B.

A

1. But some new polls show ...
2. Mr Aleman himself ...
3. Somoza let the Americans ...
4. They have run ...
5. They organised and financed the armed contra movement ...

B

- a) ... use it for their ill-fated Bay of Pigs invasion of Cuba in 1961.
- b) ... is partly to blame.
- c) ... that the lead has narrowed or vanished.
- d) ... to destabilize the Sandinists in bloody guerilla war.
- e) ... a shrewd campaign.

9. Choose the right preposition.

1. A run-off will be due ... two months.
a. on; b. to; c. within.
2. His constant bashing ... the left has made it easy for Mr Ortega to portray him as an extremist of the right.
a. for; b. of; c. from.
3. Another reason ... the Sandinist rise has been the collapse of the centre.
a. in; b. for; c. to.
4. Alvaro Robelo surged in the polls ... a while.

a. in; b. to; c. for.

10. Correct the following statements.

1. Mr Aleman was the Sandinist candidate and sometime the holder of the office.
2. A lot of runners are likely to exceed the 45% needed for the victory in the elections.
3. Mr Aleman's strong support among the many conservative Nicaraguans living in Miami has helped him greatly.
4. The Sandinists have run a poor campaign.
5. "The Yankee is the friend of humanity!" goes the old Sandinist anthem.

11. Answer the following questions about the text.

1. How many candidates take part in the race for the presidency in Nicaragua?
2. Does any of them have significant support?
3. What are Mr Aleman's main tactics?
4. What made it easy for Mr Ortega to portray his rival as an extremist of the right?
5. How did the Americans use Nicaragua in 1961?
6. What was the cause of the Sandinist rise?
7. Why did the efforts to forge a centrist coalition collapse?
8. Why did the electoral authorities ban the de facto prime minister?
9. Why did Alvaro Robelo's campaign fail?
10. Why do the Sandinists deserve much credit?
11. What did Mr Ortega do to moderate the Sandinists' image?
12. Why do you think a prominent cattle rancher persuaded landowners that the new Sandinist party would be friendly to people like them?
13. What does the old Sandinist anthem say about the Americans?
14. In what way did the Americans assist the armed Contra movement in the 1980s?
15. Mr Ortega seems willing to forgive and forget, doesn't he? Why?
16. What does Mr Ortega say about the prospects in relations between Nicaragua and the USA?

Lesson 4

Reading Exercises

1. Practise reading the following words. Mind the pronunciation of the vowels in stressed syllables: production, return, substantial, basis, expenses, materials, circulating, commercial, services, obligation, currency, available, medium.

2. Memorize the spelling and pronunciation of the following words:

enterpriser [ˈentəpraizə], possession [pəˈzeʃən], consequence [ˈkɒnsɪkwəns], enable [iˈneɪbl], deposit [diˈpɒzɪt], society [səˈsaɪəti], volume [ˈvɒljum], continually [kənˈtɪnjuəli], purchase [ˈpɜːtʃəs], to conduct [kənˈdʌkt].

3. Practise reading the words with the –ed suffix:

borrowed	purchased	granted
realized	fixed	facilitated
carried	established	demanded

Text

Long-term and short-term business credit

The businessman's need for credit arises from the fact that production is carried on in anticipation of demand. This means that many of the costs of production must be borne by the enterpriser for some time before any return is realized by the sale of the product.

The ability to conduct an enterprise and the possession of substantial funds do not always go together; and as a consequence enterprisers are often obliged to put their aid of borrowed funds. They often need (especially at the very start) investment credit; that is long-term loans, amounting to large sums, to be put into fixed capital.

Even after the business is well established and operating on a very profitable basis, there may be times where this enterpriser will need additional funds for a short period of time. There are certain running expenses that must be met promptly, raw materials to be purchased, wages to be paid, so that he needs commercial credit, which consists of short-term loans, for relatively small amounts, to supply circulating capital.

Commercial banks may render a great service to businessmen. The ability to borrow from commercial banks enables businessmen to purchase at once the commodities and services they must have, and later they pay off their obligations to the banks. From the point of view of the businessmen, loans are granted and money in the form of currency and demand deposits is made available for paying expenses. From the point of view of society as a whole, a large volume of money is kept continually in circulation, and through the use of this circulating medium the exchange of goods is facilitated.

Vocabulary Notes

need for – потребность в
 to carry on – заниматься (чем-либо); совершать (какие-либо действия)
 in anticipation of – в ожидании (чего-либо)
 demand – спрос
 enterpriser – предприниматель
 return – 1) оборот; 2) доход, прибыль, выручка.
 costs of production – издержки производства
 as a consequence – как следствие
 business credit – коммерческий кредит
 substantial funds – значительные денежные средства
 investment credit – кредитное инвестирование
 long-term – долгосрочный
 short-term – краткосрочный
 loan – заем, ссуда; to grant loans – предоставлять заёмы (ссуды)
 on a profitable basis – на выгодной основе
 to meet expenses – оплачивать расходы
 fixed capital – основной капитал
 running expenses – текущие расходы
 commodity – (часто pl) предмет потребления, товар
 to render a service – оказывать услугу
 demand deposits – вклады, подлежащие выплате по требованию
 to facilitate – облегчать, помогать, способствовать.

Grammar and Vocabulary Exercises

I. Form words after the models and translate them into Ukrainian (Russian). V – the verb.

a) V+ -ion(-tion): to produce – production

to realize; to oblige; to conduct.

b) V+ -ment: to invest – investment

to establish; to pay.

c) V+ -ing: to amount – amounting

to circulate; to operate.

II. Find in the text the English equivalents of the following words and word combinations.

Проистекать; продажа; предприниматель; как следствие; взятые займы денежные средства; дополнительные средства; сырьё; товар; платёжное средство; оборотный капитал.

III. Put questions to the underlined words.

- 1) They often need investment credit. (2)
- 2) Certain running expenses must be met promptly. (1)
- 3) Commercial banks may render a great service to businessmen. (2)
- 4) The ability to borrow from commercial banks enables businessmen to purchase at once the commodities and services they must have. (1)
- 5) A large volume of money is kept continually in circulation. (1)

IV. Define the underlined tense and voice forms of the verbs and translate the sentences into Ukrainian (Russian).

- 1) Loans are granted and money in the form of currency and demand deposits is made available for paying expenses.
- 2) Through the use of this circulating medium the exchange of goods is facilitated.
- 3) Production is carried on in anticipation of demand.
- 4) Many of the costs of production must be borne by the enterpriser for some time before any return is realized by the sale of the product.

V. Translate into English using the words and expressions from the text.

1. Способность руководить предприятием и обладание значительными денежными средствами не всегда идут рука об руку.
2. Предпринимателям часто нужны долгосрочные заёмы, составляющие значительные суммы.
3. Даже после того, как бизнес хорошо налажен, и операции производятся на выгодной основе, возможны периоды, когда предпринимателю нужны дополнительные средства.
4. Иногда предпринимателям нужны коммерческие кредиты для восполнения оборотного капитала.
5. Коммерческие банки могут оказывать бизнесменам значительные услуги.
6. С точки зрения всего общества большие суммы денег постоянно находятся в обороте.
7. Использование платёжных средств способствует обмену товарами.

VI. Answer the following questions about the text.

- 1) What fact does the businessman's need for credit arise from?

- 2) Why must many of the costs of production be borne by the enterpriser?
- 3) Why are enterprisers often obliged to put their aid of borrowed funds?
- 4) What do they often need?
- 5) What expenses must be met promptly?
- 6) What does commercial credit consists of?
- 7) What kind of ability enables businessmen to purchase at once the commodities and services they must have?

Lesson 5

Reading exercises

1. Practise reading the following words. Mind the pronunciation of the vowels in stressed syllables:

[æ] international, finance, balance, value

[ʌ] monetary, fund, currency

[ei] corporation, exchange

[ə:] certainly, concerned, purchase, diverge

[əu] gold

[i:] exceeding

[i] system

[e] domestic

2. Memorize the spelling and pronunciation of the following words:

association [ə,səʊsi'eɪʃn], financial [fai'nænʃəl], quota ['kwɒtə], quantity ['kwɒntɪti], foreign

['fɒrɪn], subject ['sʌbdʒɪkt], deficit ['defɪsɪt], providing [prə'veɪdɪŋ].

3. Practise reading the words with the -ed suffix:

concerned

established

deposited

allowed

fixed

agreed

Text

International financial institutions

The two most prominent international financial institutions of the world are certainly the International Monetary Fund (IMF) and the World Bank, the latter having two smaller offshoots, the International Development Association (the IDA) and the International Finance Corporation (the IFC).

The IMF started its operations in March 1947, each member country having deposited with the Fund a certain quota. 25 per cent of the quota is normally paid in gold and the balance in the domestic currency of the country concerned. Britain, for example, deposited gold and pounds sterling; France – gold and French francs, etc. The result of this, clearly, is that the Fund holds quantities of gold and of the currency of each member country.

Consider now a member-country that has a balance of payments deficit and therefore wishes to obtain foreign exchange; it can exercise its purchasing rights and purchase, from the Fund, in exchange for domestic currency. The foreign currency that the Fund sells to the purchasing country comes, of course, from the Fund's holdings made up of the members' quotas. The purchasing rights, however, are subject to several conditions. For example, the Fund will never hold a quantity of any member's currency exceeding twice that member's quota, which means that a country cannot purchase a quantity of foreign exchange greater than its own quota.

As well as providing foreign exchange through the quota system, the Fund has had the responsibility of policing the exchange rates of member countries. When the Fund was established all member countries had to agree to a fixed par value of their domestic currency in terms of gold and to undertake that the price of their currency in terms of gold would not be allowed to diverge by more than 1 per cent from this agreed par value.

Vocabulary notes

1. offshoot – ответвление, зависимое общество
2. member-country – страна-участница
3. to deposit – положить в банк
4. domestic currency – внутренняя валюта
5. payments deficit – дефицит платежей
6. foreign exchange – иностранная валюта
7. to purchase – покупать
8. purchasing rights – права на покупку
9. holdings – вклады
10. to be subject to – зависеть от
11. to have the responsibility of – быть ответственным за
12. to police [pə'li:s] – управлять, контролировать

13. exchange rate – валютный курс

14. to diverge – расходиться

15. par value – паритет (валютный)

Grammar and Vocabulary Exercises

I. Form words after the models and translate them into Ukrainian (Russian). V – the verb.

a) V+ -ment: to develop – development.

to pay, to establish, to agree.

b) V+ -ion (tion): to associate – association.

to operate, to co-operate.

c) V+ -able: to obtain – obtainable.

to purchase, to exchange, to consider.

II. Find in the text the English equivalents of the following words and word combinations.

Финансовый; валютный фонд; страна-участница; заинтересованная страна; внутренняя валюта; вклады; в обмен на; превышая в два раза финансовый паритет; брать обязательства.

III. Make the sentences interrogative and negative.

1. 25 per cent of the quota is normally paid in gold.

2. The IMF started its operations in March 1947.

3. The purchasing rights are subject to several conditions.

4. It can exercise its purchasing rights.

IV. Make disjunctive questions from the following statements.

1. Each member country deposited with the Fund a certain quota.

2. The Fund's holdings are made up of the members' quotas.

3. The Fund provides foreign exchange through the quota system.

4. A country cannot purchase a quantity of foreign exchange greater than its own quota.

V. Translate into English using the words and expressions from the text.

1. Мировой Банк имеет два небольших ответвления.

2. Страна-участница желает получить иностранную валюту.

3. Вклады фонда состоят из квот стран-участниц.

4. Права покупателей зависят от ряда условий.

5. Страна не может приобрести иностранную валюту в количестве, превышающем ее собственную квоту.
6. Фонд несет ответственность за управление валютным курсом стран-участниц.
7. Все страны-участницы были вынуждены согласиться на фиксированный паритет их внутренней валюты.
8. Цена валюты в золотом выражении не может расходиться более, чем на 1%, с установленным паритетом.

VI. Answer the following questions.

- 1) What are the most prominent international financial institutions?
- 2) When did the IMF start its operations?
- 3) What part of the quota is normally paid in gold?
- 4) How can a member country exercise its purchasing rights?
- 5) What does the foreign currency that the Fund sells to the purchasing country come from?
- 6) What kind of responsibility has the Fund had?
- 7) What did all member countries have to agree to?
- 8) What did they have to undertake?

LESSON 6

I. Reading exercises

1. Practise reading the following words. Mind the pronunciation of the vowels in stressed syllables:
 - [æ] add, act, land, tackle, annual, backlog;
 - [e] let, suggest;
 - [ʌ] clutter, dump, stuff;
 - [ɑ:] pass, half, discard;
 - [ɪ] bin, admit, slip;
 - [ɪ:] stream
 - [o:] hoard, cause, afford, awful;
 - [aɪ] sign, pile, mile, file, vital;
 - [eɪ] waste, daily;
 - [aʊ] found, mountain;
 - [əʊ] load, devote;
2. Memorize the spelling and pronunciation of the following words:

distraction, procrastination, average, frustrating, suffocate, habitually, eventually, unfortunate, executive, senior, memo.

3. Practise reading the following compound words:
print-out, worldwide, paperwork, photocopy, in-tray.
4. Practise reading the words with -ed. Divide them into three groups accordingly:
piled, sticky-backed, cluttered, missed, founded, wasted, accepted, posted, reached, discarded, distracted.
5. Practise reading the following adverbs formed from adjectives and translate them into Ukrainian (Russian):
effective – effectively, habitual – habitually, eventual – eventually,
unfortunate – unfortunately, perfect - perfectly.

II. Text

RULE NUMBER ONE: CLEAR THAT DESK

If your desk is piled high with letters, faxes, forms, memos, reports, print-outs and sticky-backed message slips, you might believe all this paperwork is a sign of how busy you are. But according to Declan Treacy, cluttered desks lead to lost information, distractions, missed opportunities, high stress and not a little procrastination. He founded and runs the Clear Your Desk Organisation and organises the annual International Clear Your Desk Day, which this year is being held on April 24.

His arguments for uncluttered desks are strong. ‘We file between 300 and 500 pieces of paper on the desk at any one time, a load equivalent to a 40-hour backlog of work. With 45 minutes a day wasted on frustrating searches for lost paperwork on and around the desk, it is unfortunate that the cluttered desk is the accepted norm in most organisations,’ he says. Treacy holds seminars to help companies organise their own Clear Your Desk days, when everyone from the senior managers to secretaries learn how to tackle paperwork more effectively.

Paper has become the foundation on which our organisations are built and at the beginning of the 1990s office workers around the world were using more than 15 million miles of paper every day. Over two billion business letters are posted daily worldwide. In the US, companies have over 300 billion pieces of paper on file.

While a large proportion of this paperwork is important, we have reached a situation where most organisations, both public and private, are suffocating under mountains of unwanted paper. The average British worker hoards 40 hours of unfinished paperwork at any one time: each piece of paper on the desk will distract us up to five times a day. 68 per cent of office workers admit to

habitually handling paperwork several times before deciding what to do with it; worldwide, computer printers produce over two and a half million pieces of paper every minute; 60 million photocopies are made every hour; 30 billion faxes are sent every year; and we hoard an average 20,000 pieces of paper in the office.

So what is someone to do if they have what looks like the EU paper mountain on their desk? Dump it in the bin? Well, yes, says Treacy. Or rather, he suggests following four simple rules, and dumping the stuff is number four. Rule number three is file it Number two suggests passing it to someone else; number one is the rule; no one will like: act on it.

What you shouldn't do is add to the pile of paper that's already there, says Treacy: 'Eighty per cent of all paperwork is eventually discarded, but it causes an awful lot of trouble before that happens. Unfortunately, most executives believe the myth that an empty desk is the sign of an unproductive mind. How wrong can you be? Companies cannot afford to let people work from cluttered desks. Hours of valuable time are wasted in searching for vital pieces of paper, and in being distracted by the constant stream of faxes, memos, and reports which land in our in-trays when we should be devoting time to more important work '.

And what is Treacy's desk like? Perfectly clear, of course.

III. Vocabulary notes

to pile – складывать, сваливать в кучу, заваливать, громоздить

memo – сокр. от *memorandum* заметка, записка (запись "на память", чтобы не забыть)

print-out – распечатка

sticky-backed message slips – клеящаяся бумага для записей

according (to) – согласно ч-л. заявлению; по ч-л. словам; на основании ч-л.

высказывания

to clutter – создавать/приводить в беспорядок, загромождать, заполнять, заваливать чем-л.

procrastination – откладывание, отсрочка; промедление

load equivalent – эквивалент нагрузки

backlog (of work) – залежи накопившейся работы

frustrating – напрасный

search (for) – поиски; поиск, розыск

to tackle (smth) – энергично браться, приниматься за что-л.

to suffocate – задыхаться

average – средний, типичный

to hoard – копить, накапливать

to distract – отвлекать внимание

to admit (to doing smth) – признаваться, сознаваться в ч-л

habitually – обычно

to handle – брать, перебирать руками

to dump – выгружать, разгружать, сваливать

to suggest (doing smth) – предлагать, советовать ч-л

to act (on smth) – действовать в соответствии с чем-л.

eventually – в конечном счете, в итоге, в конце концов; со временем

to discard – избавляться от чего-л., выбрасывать за ненадобностью

vital (жизненно) – важный, насущный, существенный; необходимый

in-tray – корзина для входящих бумаг

IV. Grammar and vocabulary exercises

- Form words with opposite meaning by adding the prefix un- and translate them into Ukrainian (Russian):
productive, wanted, finished, fortunate, tidy.
- Form nouns from the verbs by adding the suffix - tion (-ion) and translate them into Ukrainian (Russian):
to inform, to distract, to procrastinate, to organize, to found, to situate.
- Form nouns from the verbs by adding the suffix - er and translate them into Ukrainian (Russian):
to manage, to work, to compute, to print.
- Form adjectives by adding the suffix - able and translate them into Ukrainian (Russian):
value, accept.
- Copy out all combinations with numerals. Write the numerals in words.
- Match the words in the list on the left with their explanations on the right.

Verbs

- | | |
|----------------|---|
| 1. act on smth | a) lose |
| 2. admit | b) place smth where it can be consulted |
| 3. afford | c) put one on top of the other |
| 4. devote | d) have difficulty in breathing |
| 5. discard | e) collect |
| 6. distract | f) handle |
| 7. dump | g) be able to do smth w/o risk to oneself |
| 8. file | h) speak the truth |
| 9. hoard | i) throw away |

- | | |
|---------------|---|
| 10. pile | j) make it difficult to concentrate |
| 11. suffocate | k) give one's time, energy etc. to smth |
| 12. tackle | l) put carelessly, in a mess |
| 13. waste | m) take action in accordance with smth |

Adjectives and adverbs

- | | |
|----------------|------------------------------|
| 1. accepted | a) usually |
| 2. constant | b) regrettable |
| 3. frustrating | c) essential, necessary |
| 4. senior | d) regarded as normal |
| 5. uncluttered | e) in the end |
| 6. unfortunate | f) higher in rank |
| 7. vital | g) useless |
| 8. eventually | h) clear |
| 9. habitually | i) happening again and again |

Nouns

- | | |
|--------------------|--|
| 1. backlog | a) delay |
| 2. bin | b) oral or written account of smth done, heard, seen etc. |
| 3. distraction | c) difficulty |
| 4. form | d) small piece of paper |
| 5. foundation | e) great amount of work |
| 6. in-tray | f) basis |
| 7. memo | g) flow |
| 8. procrastination | h) container for incoming mail |
| 9. report | i) container for rubbish |
| 10. slip | j) difficulty in concentrating attention |
| 11. stream | k) note made for future use |
| 12. trouble | l) printed or typed piece of paper with questions and spaces for answers |

7. Put down the four forms of the irregular verbs and memorize them:

to lead, to lose, to run, to hold, to learn, to build, to begin, to send, to make, to become, to let, to say.

8. Find in the text English equivalents for:

к сожалению, доводы в пользу незагроможденных столов, от 300 до 500 листков бумаги, браться за работу с бумагами, руководитель высшего звена, проводить семинары, эквивалент нагрузки, за каждый раз, по всему миру, в папках, следовать правилу, вызывать большое количество проблем, верить мифу, постоянный поток факсов, оседать в корзинках для входящих бумаг.

9. Put questions to the underlined words.

1. Declan Treacy founded the Clear Your Desk Organisation. (2)

2. Treacy holds seminars to help companies organize their own Clear Your Desk days. (1)

3. In the US companies have over 300 billion pieces of paper on file. (1)

4. Most organizations, both public and private, are suffocating under mountains of unwanted paper. (2)

10. Define the underlined tense forms and translate them into Ukrainian (Russian):

1. This year the International Clear Your Desk day is being held on April 24.

2. Paper has become the foundation on which our organizations are built.

3. Over two billion business letters are posted daily worldwide.

4. 30 billion faxes are sent every year.

5. Eighty per cent of all paperwork is eventually discarded.

6. Hours of valuable time are wasted in being distracted by the constant stream of faxes, memos and reports.

11. Answer the following questions.

1. Is an untidy desk a sign of a busy person at work?

2. What are Treacy's arguments for uncluttered desks?

3. What does Treacy do to help companies tackle paperwork more effectively?

4. What should we do if we have what looks like the EU paper mountain on our desk?

5. What shouldn't we do?

6. Why cannot companies afford to let people work from cluttered desks?

7. Is an empty desk a sign of an unproductive mind?

8. What is Treacy's desk like?

12. Translate into English using the words and expressions from the text.

1. Согласно Деклану Трейси, захламленный стол не является показателем того, насколько человек занят. Самый лучший стол - это чистый стол.

2. Международный день по очистке столов проводится каждый год 24 апреля.

3. Офисные работники тратят по 45 минут в день в поисках документов.
4. В большинстве фирм заваленный стол считается вполне приемлемым явлением.
5. Среднестатистический британский служащий за каждый раз накапливает у себя на столе столько бумаг, что на уборку стола у него потом уходит 40 часов.
6. Два с половиной миллиона листков бумаги печатается компьютерами каждую минуту, и шестьдесят миллионов копий производится каждый час.
7. Четыре правила, которым нужно следовать, чтобы на нашем столе был порядок, это:
 - 1) отреагировать на бумагу, 2) передать ее другому,
 - 3) зарегистрировать ее, 4) выбросить в корзину для мусора.

LESSON 7

I. Reading exercises

1. Practise reading the following words. Mind the pronunciation of the vowels in stressed syllables:
 - [æ] chat, abandon, wrap, pattern, atrium
 - [e] academic, relevant, instead, cherish, decade, escalator
 - [ʌ] stuff, judge, cluster, consultant, productive
 - [ɪ] link, equip, predict, subsidiary, similar
 - [o] swap, collar, shock, occupy
 - [ɑ:] staff, glass
 - [ɪ:] keen, seek, suite, employee, increase, compete
 - [ə:] eternal, research, affirm, furniture
 - [u:] prove
 - [ju:] communicative, conducive
 - [eɪ] space, create, remaining, payroll
 - [aʊ] allow
 - [ɪə] appear, idea, series
 - [aɪə] via, entirely, require
2. Memorize the spelling and pronunciation of the following words:
 - forecast, technology, satellite, loyalty, area, subsidiary, neighbourhood, layout.
3. Practise reading the words with -ed. Divide them into three groups accordingly:
 - proved, equipped, completed, designed, wrapped, tended, cherished, based.
4. Practise reading the following adverbs formed from adjectives and translate them into Ukrainian (Russian):
 - entire - entirely, main - mainly, gradual - gradually, easy - easily.

II. Text

THE ETERNAL COFFEE BREAK

Computers and electronic communications are allowing many people to use their homes as offices. But offices will never disappear entirely. Instead, the office of the future may become more like home.

American managers who want to get more out of their white-collar workforce will be in for a shock if they seek advice from Frank Becker, a professor at Cornell University who studies the pattern of office work. His advice: companies need to devote more office space to creating places like well-tended living rooms, where employees can sit around in comfort and chat.

Mr. Becker is one of a group of academics and consultants trying to make companies more productive by linking new office technology to a better understanding of how employees work. The forecasts of a decade ago – that computers would increase office productivity, reduce white-collar payrolls and help the remaining staff to work better – have proved much too hopeful.

Mr. Becker predicts that the central office will become mainly a place where workers from satellite and home-based offices meet to discuss ideas and to reaffirm their loyalty to fellow employees and the company. This will require new thoughts about the layout of office buildings. Now, spaces for copying machines, coffee rooms, meetings and reception areas usually come second to the offices in which people spend most of the day working. Mr. Becker sees these common areas gradually becoming the heart of an office.

Managers, says Mr. Becker, will also have to abandon their long-cherished notion that a productive employee is an employee who can be seen. Appearing on time, and looking busy will soon become irrelevant. Technology and new patterns of office use will make companies judge people by what they do, not by where they spend their time.

That does not mean the end of the office, just its transformation into a social centre. New ideas about offices are catching on elsewhere. Digital Equipment Corp's subsidiary in Finland has equipped offices with reclining chairs and stuffed sofas to make them more comfortable and conducive to informal conversations and the swapping of ideas. Companies such as Apple and General Electric are experimenting along similar lines.

Steelcase, a manufacturer of office furniture, is one of the firms keenest to experiment with new office layouts and designs. The company's research centre in Grand Rapids, Michigan, is a \$11m building completed in 1989. It is designed to around a series of office "neighbourhoods" that put marketing, manufacturing and design people close to each other so that they can find it

easier to discuss ideas and solve problems. Employees on different floors can see one another through glass, and easily go from floor to floor via escalator.

Top managers work in a cluster of offices that are wrapped around an atrium in the middle of the building, rather than occupying the usual suite of top-floor offices. They can see, and be seen, by the people they manage.

But, sometimes even the most communicative employee just wants to be left alone.

III. Vocabulary notes

white-collar workforce – люди, работающие в офисе; "белые воротнички", работники умственного труда

to be in for smth – предстоять, находиться в ожидании чего-л (неприятного)

pattern – структура, модель

employee – служащий; работающий по найму

to seek advice from smb – обратиться за советом к к-л

to link (to smth) – соединять, связывать

to reduce payrolls – разг. сократить число рабочих и служащих

remaining – остальной, оставшийся

to predict – предсказывать, пророчить; прогнозировать

home-based office – главный офис

satellite office – вспомогательный офис, филиал

to reaffirm one's loyalty to smb – вновь подтверждать свою верность, преданность кому-л

layout – планировка, план, расположение

to cherish a notion – лелеять мысль

irrelevant – неуместный, неподходящий

to catch on – становиться модным

subsidiary – дочерняя компания, филиал

to equip (with smth) – оборудовать чем-л

conducive – благоприятный, подходящий; способствующий

to be keen (to do smth) – стремиться, увлекаться

to around – окружать, опоясывать, заключать в круг

via – посредством чего-л., с помощью чего-л.

cluster – группа

to wrap around – окружать, окутывать, обертывать

atrium – 1) атрий, атриум (в античном римском доме главное помещение) 2) атриум, крытый портик

suite – анфилада (комнат), квартира и т.п. состоящая из нескольких комнат

IV. Grammar and vocabulary exercises

1. Form words with opposite meaning by adding the prefixes un-, dis-, in-, im-, ir- to the proper words:
formal, appear, relevant, usual, comfortable, productive.
2. Form nouns from the verbs by adding the suffix - tion (-ion) and translate them into Ukrainian (Russian):
to communicate, to transform, to receive, to produce.
3. Form nouns from the verbs by adding the suffix - er and translate them into Ukrainian (Russian):
to manage, to manufacture, to employ.
4. Form nouns from the verbs by adding the suffix - ment and translate them into Ukrainian (Russian):
to equip, to employ.
5. Form adjectives from the verbs by adding the suffix -ive and translate them into Ukrainian (Russian):
to communicate, to produce.
6. Translate the following -ing forms into Ukrainian (Russian) as they are used in the text:
creating, understanding, building, appearing, looking, swapping;
living (room), copying (machine), reclining (chair), marketing (people), manufacturing (people),
remaining (staff).
7. Translate the following compound adjectives and think of possible partnerships (nouns) to them:
well-tended, long-cherished, home-based, top-floor, white-collar.
8. Put down the four forms of the verbs and memorize them:
to seek, to sit, to get, to mean, to catch, to meet, to come, to spend, to see,
to leave, to find, to put, to see, to go.
9. Match the words in the list on the left with their explanations on the right

Adverbs

- | | |
|--------------|------------------------|
| 1. entirely | a) chiefly, primarily |
| 2. elsewhere | b) completely |
| 3. mainly | c) in some other place |

Adjectives

- | | |
|-------------------|---|
| 1. eternal | a) eager, enthusiastic |
| 2. well-tended | b) not main, dependent |
| 3. home-based | c) without beginning or end |
| 4. satellite | d) allowing or helping smth to happen |
| 5. irrelevant | e) kept in mind or heart for a long time |
| 6. conducive | f) highest in position, rank |
| 7. similar | g) home |
| 8. long-cherished | h) with comfortable furniture etc |
| 9. keen on smth | i) having no value |
| 10. top | j) resembling smth, but not the same, alike |

Verbs

- | | |
|------------------|--|
| 1. allow | a) prove smth once again |
| 2. seek (advice) | b) give time and energy to smth |
| 3. link | c) stop existing |
| 4. reaffirm | d) stay |
| 5. abandon | e) say in advance that smth will happen |
| 6. catch on | f) need |
| 7. disappear | g) form an opinion about smb / smth |
| 8. devote | h) ask smb for smth |
| 9. chat | i) find an answer to smth |
| 10. create | j) supply smb / smth with what is needed |
| 11. remain | k) permit |
| 12. reduce | l) come into fashion |
| 13. predict | m) leave completely and finally |
| 14. require | n) make a connection |
| 15. judge | o) make smth smaller in number |
| 16. equip | p) make |
| 17. solve | q) talk |

Nouns

- | | |
|-----------------|--|
| 1. forecast | a) number of things, cluster |
| 2. manufacturer | b) place |
| 3. research | c) people working in one and the same office |
| 4. pattern | d) set of rooms or other things |
| 5. academic | e) faithfulness |

6. decade	f) person who doesn't do any manual work
7. payroll	g) model
8. notion	h) room for meetings
9. swapping	i) informal talk
10. subsidiary	j) way in which the parts of smth are arranged
11. line	k) exchange
12. series	l) statement that says in advance about smth
13. suite	m) staff
14. space	n) one who produces smth
15. fellow employees	o) careful study
16. white-collar worker	p) ten years
17. layout	q) company which is controlled by another
18. loyalty	r) scientist
19. reception	s) thought
20. conversation	t) kind of activity

10. Find in the text English equivalents for:

хорошо обустроенная гостиная, офисные работники, модель работы офиса, десятилетние прогнозы, уменьшить количество служащих, отвести место для чего-л, главный офис, филиал, сослуживец, обмениваться идеями, приемная, лелеять мысль, экспериментировать в к-л направлении, откидное кресло, сблизать людей, служащие-маркетологи, производственный персонал, решать проблемы, перемещаться на эскалаторе.

11. Put questions to the underlined words.

1. Computers and electronic communications are allowing many people to use their homes as offices. (1)
2. The office of the future may become more like home. (1)
3. Managers will have to abandon their notion that a productive employee is an employee who can be seen. (1)
4. Digital Equipment Corp's subsidiary has equipped offices with reclining chairs and stuffed sofas to make them more comfortable and conducive to informal conversations. (2)
5. Employees on different floors can see one another through glass. (1)

12. Choose the active or the passive form of the infinitive and translate the sentences into Ukrainian (Russian):

1. This will (require/be required) new thoughts about the layout of office buildings.

2. Workers will (judge/be judged) by what they do, not by where they spend their time.
3. Top managers can (see/be seen) and (see/be seen) by the people they manage.
4. Sometimes even the most communicative employee just wants to (leave/be left) alone.

13. Answer the following questions.

1. What does Frank Becker, a professor at Cornell University, study?
2. How is he trying to make companies more productive?
3. What are his thoughts about the layout of office buildings?
4. In what way does Becker's notion of a productive employee differ from that of many managers?
5. Are his ideas about offices catching on elsewhere?
6. What is special in the design of Steelcase's research centre? What are the advantages and disadvantages of such a design?

14. Translate into English using the words and expressions from the text.

1. Фрэнк Беккер советуе́т компаниям создавать больше мест похожих на хорошо обустроенные гостиные.
2. Компьютеры не привели к росту продуктивности офисов.
3. Беккер прогнозирует, что центральный офис станет преимущественно местом, где работники из главного и вспомогательных офисов смогут встречаться и обмениваться идеями.
4. Он считает, что постепенно общественные помещения такие, как кафе, залы заседаний и приемные, станут центром офиса.
5. Многие менеджеры лелеют мысль о том, что продуктивный служащий - это служащий, который все время на виду.
6. Новые идеи в отношении офисов становятся сейчас популярными.
7. Многие фирмы любят экспериментировать с расположением офисов и их дизайном.

**Методичні вказівки
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для студентів першого курсу
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