МИНИСТЕРСТВО СЕЛЬСКОГО ХОЗЯЙСТВА

РОССИЙСКОЙ ФЕДЕРАЦИИ

ФГБОУ ВО «Кубанский государственный

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Кафедра иностранных языков

**ПРОФЕССИОНАЛЬНЫЙ ИНОСТРАННЫЙ ЯЗЫК**

**(АНГЛИЙСКИЙ)**

**Методические указания**

по выполнению контрольных работ для обучающихся

направления подготовки 38.04.01Экономика,

направленность «Учет, анализ и аудит»

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Методические указания содержат рекомендации по выполнению и оформлению контрольных работ в процессе освоения дисциплины «Профессиональный иностранный язык» (английский).

Предназначены для оказания методической помощи обучающимся по программе академической магистратуры направления подготовки 38.04.01 Экономика, направленность «Учет, анализ и аудит».

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И. Т. Трубилина», 2020

**ВВЕДЕНИЕ**

Методические указания составлены в соответствии с Федеральным стандартом высшего образования и учебным планом учетно-финансового факультета Кубанского государственного аграрного университета им. И.Т. Трубилина.

Контрольная работа является одним из видов проверки качества знаний магистрантов, изучающих дисциплину «Профессиональный иностранный язык» (английский). Успешная аттестация по дисциплине, а также выполнение контрольной работы предполагает проработку тем, предусмотренных Рабочей программой по дисциплине «Профессиональный иностранный язык», в процессе контактной и самостоятельной работы. Контрольная работа выполняется в соответствии учебным планом. Целью выполнения контрольной работы по дисциплине «Профессиональный иностранный язык» является определение уровня знаний, умений и навыков иноязычной профессиональной коммуникации. Задания контрольной работы отвечают содержанию обучения иностранному языку в профессиональной сфере и соответствуют требованиям учебного процесса. Дисциплина «Профессиональный иностранный язык» призвана обеспечить современный квалификационный уровень магистра, способного владеть иностранным языком для делового общения и извлечения информации профессионального назначения из зарубежных научных источников.

Контрольная работа содержит профессионально-ориентированные тексты и задания. Выполнение контрольных заданий предполагает актуализацию опорных знаний по изученному ранее материалу на основе профессиональной научной лексики.

**1. Требования к выполнению контрольной работы**

Обучающийся может приступить к выполнению контрольной работы после проработки тематического материала.

Контрольная работа состоит из лексико-грамматических практических заданий, текста и задания на понимание его содержания. Формулировки в заданиях позволяют конкретизировать требования к его выполнению и не допускают двойных толкований.

Обучающийся должен заранее ознакомиться с требованиями к выполнению письменной контрольной работы.

**2. Требования к оформлению контрольной работы**

Контрольная работа выполняется в тетради. На первой странице указывается только номер варианта. Контрольная работа выполняется в развернутой тетради, начиная со 2й страницы: на левой странице следует записывать задания на английском языке, на правой странице записывается выполнение заданий и перевод на русский язык. Контрольные задания должны быть выполнены в той последовательности, в которой они представлены. Работа выполняется по вариантам.

**3. Определение варианта контрольной работы**

Контрольная работа представлена в трех вариантах. Номер варианта контрольной работы определяется в соответствии с первой буквой фамилии обучающегося (см. таблицу).

|  |  |
| --- | --- |
| 1 ВАРИАНТ | А Б В Г Д Е Ж З И |
| 2 ВАРИАНТ | К Л М Н О П Р С Т |
| 3 ВАРИАНТ | У Ф Х Ц Ч Щ Э Ю Я |

**4. Подготовка к контрольной работе**

Для подготовки к контрольной работе по профессиональному иностранному языку необходимо проработать тему контрольной работы, овладеть навыками просмотрового и ознакомительного чтения текста, выполнения практических лексико-грамматических заданий и заданий по содержанию текста.

При выполнении контрольной работы по дисциплине «Профессиональный иностранный язык» магистрант должен

знать:

- лексические, грамматические и стилистические нормы изучаемого языка, используемые в профессиональной (экономической) и научной сфере общения;

- различные жанры текстов, относящихся к конкретной профессиональной (экономической) и научной сфере;

- речевой этикет, принятый в культуре изучаемого языка;

- отраслевую терминологию, необходимую для осуществления речевого взаимодействия и чтения литературы по конкретной специальности;

уметь:

- читать оригинальную литературу по специальности, разных функциональных стилей и жанров, предполагающих разную степень понимания и смысловой сложности прочитанного;

- оценивать, анализировать, интерпретировать информацию по конкретному вопросу;

**5. Рекомендации по работе с текстом**

При работе с текстом необходимо прежде всего ознакомиться с его содержанием и определить общее содержание текста. Затем следует составить список незнакомых слов, встречающихся в тексте, и расположить их в предварительных записях в алфавитном порядке, что сэкономит время поиска их русских эквивалентов в словаре. Кроме того, целесообразно сконцентрировать внимание на словосочетаниях и грамматических конструкциях, содержащихся в тексте. После этих предварительных этапов обработки текста можно приступить к его переводу или изучающему чтению с опорой на ключевые слова. Таким образом, осуществляется подготовка к следующему заданию: определить соответствие утверждений содержанию текста.

В контрольной работе также предлагается выполнить письменный перевод текста. Качество этого вида работы оценивается по тому, насколько глубоко и адекватно выполнен студентом перевод текста (в оценку входит также стилистическое и грамматическое оформление переводного русского текста), а также правильность выполнения заданий.

**6. Критерии оценивания знаний обучающегося**

**при написании контрольной работы**

Оценка «отлично» выставляется обучающемуся, показавшему всесторонние, систематизированные, глубокие знания вопросов контрольной работы и умение уверенно применять их на практике.

Оценка «хорошо» выставляется обучающемуся, если он твердо знает материал, грамотно и по существу излагает его, умеет применять полученные знания на практике, но допускает в ответе некоторые неточности, которые может устранить с помощью дополнительных вопросов преподавателя.

Оценка «удовлетворительно» выставляется обучающемуся, показавшему фрагментарный, разрозненный характер знаний, недостаточно правильное понимание базовых понятий, но при этом он владеет основными понятиями тем контрольной работы, необходимыми для дальнейшего обучения и может применять полученные знания по образцу в стандартной ситуации.

Оценка «неудовлетворительно» выставляется обучающемуся, который не знает большей части основного содержания тем контрольной работы, допускает грубые ошибки и не умеет использовать полученные знания.

**7. Рецензирование контрольной работы**

Выполненная контрольная работа сдается преподавателю для проверки и рецензирования. Если контрольная работа выполнена без соблюдения изложенных выше требований, она возвращается магистранту без проверки.

**8. Выполнение работы над ошибками**

На каждую контрольную работу преподаватель предоставляет краткую письменную рецензию, в которой указываются достоинства и недостатки выполненной работы. Соответственно, в нее необходимо внести исправления с учетом сделанных замечаний. Обучающиеся, не выполнившие контрольную работу или не получившие удовлетворительную оценку по ней, не допускаются к зачету по дисциплине «Профессиональный иностранный язык».

**9. Варианты контрольной работы**

**Контрольная работа**

**Вариант 1**

**I. Match the words with the definitions**

|  |  |
| --- | --- |
| 1. budget | a) how much people want something |
| 2. demand | b) money paid regularly for work done |
| 3. inflation | c) employees |
| 4. commodity | d) the amount of money a person or  organization has to spend on smth |
| 5. wages | e) someone who sets up a new  business of their own |
| 6. staff | f) what a company produces |
| 7. output | g) something you can buy or sell |
| 8. entrepreneur | h) rising prices |
| **II. Complete each sentence with a word given below:** | |  |

|  |
| --- |
| output, money, debts, packaging, care, capital, research, ownership |

1. Some say that the purpose of business is to make … ; others say that it must have social aims.

2. Mostly with money earned from energy exports, Russia began to pay off its foreign ... .

3. ... is how much of the product or service the company produces.

4. New laws were introduced to allow private ... and businesses to exist.

5. We regularly win industry awards for our levels of customer … .

6. The ... of a product is very important: the company has to think carefully about how the product should look.

7. If you want to know what people think about a product, you do some market … .

8. ... is one of the four factors of production.

**III. These are confused pairs of words. Choose the correct alternative for each sentence**

1. ADVERTISING / ADVERTISEMENT

a) Our … budget is 10% less than last year.

b) Did you see the big … for a new Managing Director for Acme in this morning's newspapers?

2. LINE / STAFF

a) A … manager works directly on the production of goods.

b) A … manager gives service support to the managers in production.

3. PERSONNEL / PERSONAL

a) Many of her ... belongings had been stolen.

b) Smith’s company has a … problem: their employees want a 20% pay increase.

4. RAISING / RISING

a) Prices are … at a rate of about 4% per year.

b) The company is … its prices by 5% this year.

**IV. Complete each sentence with a verb in the correct form, - ing or to...**

1. Did the company promise ... you a permanent contract?

a) to give b) giving

2. I am good at ... with colleagues.

a) to communicate b) communicating

3. Julia is interested in ... her own business.

a) starting b) to start

4. After hours of negotiating, we managed ... an agreement.

a) to reach b) reaching

5. They came ... a new car.

a) purchasing b) to purchase

6. If we don't constantly innovate, we risk ... behind our competitors.

a) to fail b) failing

**V. Fill in the blanks**

1. I ... hard, so I felt very tired.

a) had worked b) have worked c) had been working

2. I ... my money into real estate.

a) invested b) have invested c) invest

3. We already ... the goods when your telegram arrived.

a) have shipped b) had shipped c) shipped

4. The invoice ... by the end of the week so we sent them a strong reminder.

a) had arrived b) hasn't arrived c) hadn't arrived

5. I ... nothing in the Internet this month.

a) have bought b) didn't buy c) haven't bought

6. This strategy seems to be good. Sales of our products ... for some time.

a) have increased b) have been increasing c) had been increasing

7. The price of petrol ... down by about 1%.

a) had gone b) has gone c) has been gone

8. Mark ... at a company for seven years before he started his own business.

a) was working b) has been working c) had been working

**VI. Rewrite the sentences in the passive**

1. Kerrie has paid the bill.

The bill ... by Kerrie.

a) was paid b) has been paid

2. Our boss will sign the contract.

The contract ... by our boss.

a) will sign b) will be signed

3. Sales were rising fast when our sales manager left the company.

Sales were rising fast when the company ... by our sales manager.

a) was left b) left

4. They sell the gold on international markets.

The gold ... on international markets.

a) is sold b) sells

5. When I came, they were signing the contract.

When I came, the contract ... .

a) was being signed b) was signed

**VII. Translate the sentences from English into Russian**

1. Though many economic laws, formulas, theories and concepts often seem far removed from everyday life, economic policies affect the life of society, families and individuals. Welfare economics considers issues of equity or fairness.

2. Economists examine how income and wealth are distributed among the population the population. And equity is realized through taxation.

3. According to those economists who share the concept of welfare economics, any economic system is unfair.

4. Governments receive revenues from different sources with taxation as the main one.

**VIII. A. Read the text**

**Inflation – Causes and Effects**

1. Older people often talk about how cheap things were when they were young. A brand new car may have cost only $5,000 compared to $20,000 today, or petrol that cost only a few cents in the 60s costs over a dollar today. Inflation happens when money loses some of its value. We measure the rise of inflation in percent. For example, 2% inflation means that a $1 bottle of milk will cost $1.02 next year.

2. Inflation has many causes. In times when the economy is good and people have enough money they want to buy more products than factories can produce, so the prices go up. Inflation can also happen when workers demand more money or when the raw materials that producers need rise in price. The end product becomes more expensive and has to be sold at a higher price.

3. Some economists say that central banks do not do enough to control how much money there is in a country. There may be more money around than there are goods. Consumers want to buy more products, the demand gets higher and prices go up. Sometimes low interest rates on loans make people borrow money to buy houses or cars. These prices go up as well. Inflation is not produced by one country alone. Sometimes a country cannot control the prices of certain goods as it would like to. A country that does not have any energy supplies of its own has to import energy. It has to pay a high price for oil and gas.

4. Inflation is a sign that the economy is growing. It is normal when prices go up only a few percent every year. High inflation, on the other hand, leads to uncertainty in the population. Industries may not want to borrow money and invest when inflation is high. People don’t want to buy goods any more. Factories may get stuck with products they cannot sell and as a result workers get unemployed. It is very difficult to fight inflation. Governments have an effect on inflation when they raise or lower taxes. They can also try to control wages and prices as far as possible.

**B. Mark the sentences**

А) T (True)

B) F (False)

C) NG (Not Given)

1. Sometimes low interest rates on loans make people lend money to buy houses or cars.

2. People with fixed incomes suffer most of all from rising inflation.

3. Inflation occurs when money loses some of its value.

**Вариант 2**

**I. Match the words with the definitions**

|  |  |
| --- | --- |
| 1. earnings | a) financial protection |
| 2. consumption | b) income |
| 3. recession | c) the members of the population able to work |
| 4. workforce | d) the amount of a product that  people buy or use |
| 5. imports | e) the people who control a country and make laws |
| 6. insurance | f) when there is not enough of something |
| 7. government | g) goods and services a country buy abroad |
| 8. shortage | h) a serious slowing down of the economy |

**II. Complete each sentence with a word given below**

pensioners, discount, auction, manufacturers, structure, demand, interest, rates, price

1. Unfortunately, ... for our products raised a little last year.

2. They have lowered the ... of the product because the average customer can't afford it.

3. The Bank of England has again lowered ...; this time from 5% to 4.5%.

4. … produce new goods from raw materials.

5. Companies usually have a … with senior managers at the top and employees at the bottom.

6. In an … , the item for sale is sold to the customer who offers the highest price.

7. In the winter sales the shops often give a … of up to 50%.

8. Because retired people usually receive a pension, they are often called … .

**III. These are confused pairs of words. Choose the correct alternative for each sentence**

1. INTERVIEWEE / INTERVIEWER

a) The person who usually asks most of the questions at an interview is the …

b) The person who usually answers most of the questions at an interview is the … .

2. FOREIGNERS / STRANGERS

a) Our company has been bought by a German multinational. More and more ... are coming from abroad to work in our office.

b) There were two … at the corner table in the restaurant where the employees usually go for lunch: no one had ever seen them before.

3. WHITE-COLLAR / BLUE-COLLAR

a) … workers work in the factory.

b) … workers work in the office.

4. TRAVEL / TRIP

a) Zangief is doing too much business … and wants to cut the number of visits to foreign clients next year.

b) However, he still has to make one important … to the agent in Singapore.

**IV. Complete each sentence with a verb in the correct form, - ing or to...**

1. I am interested in ... more about your special offers.

a) to hear b) hearing

2. I regret ... so much money last week.

a) spending b) to spend

3. The buyers want ... our terms of payment.

a) knowing b) to know

4. You don't need ... into an argument over this.

a) to get b) getting

5. We should ... the software before giving it to users.

a) testing b) test

6. Did the company promise ... you a permanent job?

a) to give b) giving

**V. Choose the correct option a-c to complete the sentences**

1. How long ... in sales?

a) do you work b) have you been working c) were you working

2. By the time I came back from my business trip, a lot of things ... .

a) had changed b) has changed c) changed

3. The company is huge. It ... a thousand new jobs since the beginning of last year.

a) created b) has created c) had created

4. We ... this product since the beginning of the year.

a) have produced b) have been producing c) had produced

5. I'm afraid the company is going bankrupt. It ... big problems lately.

a) had b) has had c) was having

6. So, what ... since I last saw you? What's new'?

a) have you been doing b) did you do c) were you doing

7. The number of employees cycling to work ... .

a) increased b) have increased c) has increased

8. Mary left work very late. She ... letters all day.

a) was typing b) has been typing c) had been typing

**VI. Rewrite the sentences in the passive**

1. We will employ several workers.

Several workers ... by us.

a) will employ b) will be employed

2. When I arrived at the office the secretary had sent the letter.

When I arrived at the office the letter ... .

a) had sent b) had been sent

3. The fashion magazine sponsored the exhibition.

The exhibition ... by the fashion magazine.

a) was sponsored b) is sponsored

4. I have invested my money in real estate.

My money ... in real estate.

a) has been invested b) has invested

5. Investors are putting a lot of money into China.

A lot of money ... by investors into China.

a) is put b) is being put

**VII. Translate the sentences from English into Russian**

1. A progressive taxation system operates in many countries of the world. The more money a person earns the higher the tax he pays. Governments receive revenues from different sources with taxation as the main one.

2. Through taxation governments achieve different goals. They decrease the income gap between the rich and the poor, they discourage people from consuming harmful products and they control overall supply and demand.

3. Most taxation revenues go on public goods which include national defence, street lighting, healthcare, education and others.

**VIII. A. Read the text**

**International Trade**

1. Trade happens because people need or want things that they don’t have. Trade between countries happens for the same reason. Some countries, for example, have natural resources, like coal, oil or wood which other countries might want to buy. They try to sell the goods, products or services that they have too much to other countries. They earn money from these sales and then can buy the things that they themselves need and cannot produce on their own. Both producers and consumers profit from international trade. Even though many nations have a lot of different goods to export there are countries that depend only on one or two products to get money. Saudi Arabia, Kuwait and other countries of the Middle East depend on oil exports, because it is the only thing that they can sell.

2. The difference between what a country exports and what it imports is called the balance of trade. If a country exports more than it imports we call this a trade surplus. And if a country pays more for its imports than it gets for its exports it has a trade deficit. In some countries the government controls all trade and in others it allows companies and firms to trade freely. However, all governments control trade in some way. Sometimes a government forbids companies to buy or sell dangerous or illegal products, or military technology.

3. Many governments try to help their own industries by making it more difficult to import foreign products. They put import taxes on foreign goods to make products more expensive and their own products cheaper. European countries, for example, may limit the number of cars that are imported from Japan or the USA. They want their people to buy European cars. We call this strategy protectionism because governments want to protect their companies and industries.

**B. Mark the sentences**

A) T (True)

B) F (False)

C) NG (Not Given)

1. Both manufacturers and consumers profit from international trade.

2. Many countries in Asia have an absolute advantage in producing electronic goods.

3. If a country imports more than it exports we call this a trade surplus.

**Вариант 3**

**I. Match the words with the definitions**

|  |  |
| --- | --- |
| 1. account | a) an amount of money that a  person borrows from a bank |
| 2. loan | b) a rise in the number, amount,  or degree of something |
| 3. cash | c) the work done by banks and  other financial institutions |
| 4. delivery | d) someone who pays money for  something |
| 5. accommodation | e) an arrangement in which a  bank looks after your money |
| 6. increase | f) the process of bringing  goods to a place |
| 7. payer | g) money in the form of  notes and coins |
| 8. banking | h) a place for someone to  stay, to live |

**II. Complete each sentence with a word given below**

Customers, prices, mortgage, output, agreement, bonus, negotiations, competition

1. When did the two countries sign this … ?

2. ... is how much of the product or service the company produces.

3. In the last few months, ... has become much tougher.

4. If you want to borrow money to buy a house, you should ask the bank for a……

5. And you get a special … if the company’s sales go up by more than 15% in the year.

6. Sometimes we have difficult … , but we usually sign a new contract in the end!

7. They have high … compared to their competitors, but the equipment is very high quality.

8. Our main … are hospitals, mostly in Europe and North America, but we have also entered the market in Asia.

**III. These are confused pairs of words. Choose the correct alternative for each sentence**

1. ECONOMY / ECONOMICS

a) The government has promised to boost the flagging …

b) Dillon studied … at Manchester University.

2. JOB / WORK

a) I am busy at the moment – I have a lot of … .

b) My brother has found a good … as a sales manager.

3. INTEREST / PERCENTAGE

a) We can show you how you can earn a higher rate of … .

b) Calculate what …of your income you spend on food.

4. EMIGRANT / IMMIGRANT

a) An … is someone who leaves his country of origin to settle in another.

b) It is not easy being an illegal … .

**IV. Complete each sentence with a verb in the correct form, - ing or to...**

1. After hours of negotiating, we managed ... an agreement.

a) to reach b) reaching

2. There is no need ... a chief marketing officer.

a) to hire b) hiring

3. We determined ... the project by the end of the next year.

a) finishing b) to finish

4. He is interested in ... his own business.

a) starting b) to start

5. They must increase the salary ... the right applicants.

a) attracting b) to attract

6. We suggest ... the manufacturer directly.

a) contacting b) to contact

**V. Choose the correct option a-c to complete the sentences**

1. We ... to an agreement on the terms of payment before you arrived.

a) have come b) had come c) came

2. The company representatives ... a contract for 2 hours.

a) have been negotiated b) have been negotiating c) have negotiated

3. Since the 1980s they ... extremely successful.

a) have been b) were c) had been

4. I ..........the approval of three committee members before Bob signed off on the project.

a) got b) had gotten c) have gotten

5. We ... any final decisions yet.

a) didn't make b) haven't made c) have made

6. My boss was in a very good mood today because he ... a better price for some components.

a) negotiated b) had negotiated c) has negotiated

7. We ... this product since the beginning of the year.

a) were producing b) produced c) have been producing

8. He ... five letters to the manager by the time he finally received an answer.

a) has written b) wrote c) had written

**VI. Rewrite the sentences in the passive**

1. Sales were rising fast when our sales manager left the company.

Sales were rising fast when the company ... by our sales manager.

a) was left b) left

2. Our boss will sign the contract.

The contract ... by our boss.

a) will sign b) will be signed

3. Kerrie has paid the bill.

The bill ... by Kerrie.

a) was paid b) has been paid

4. They sell the gold on international markets.

The gold ... on international markets.

a) is sold b) sells

5. When I came, they were signing the contract.

When I came, the contract ... .

a) was being signed b) was signed

**VII. Translate the sentences from English into Russian**

1. Monetary policy involves making changes to the interest rate and controlling the money circulating in the economy.

2. The interest rate is usually set by the central bank of a country, which also serves as a lender for commercial banks.

3. If the interest rate is low, companies invest and expand their business, the national currency value falls and national goods and services become cheaper for foreign buyers. Exports begin to grow and more money comes into the economy.

**VIII. A. Read the text**

**Globalisation**

1.Your shirt was made in Mexico and your shoes in China. Your CD player comes from Japan. Today goods are made and sold all over the world, thanks to globalization. We can exchange goods, money and ideas faster and cheaper than ever before. Modern communication and technology, like the Internet, cell phones or satellite TV help us in our daily lives. Globalization is not new. For thousands of years people have been trading goods and travelling across great distances. During the Middle Ages, merchants travelled along the Silk Road, which connected Europe and China. The modern age of globalization started with the Industrial Revolution at the end of the 18th century.

2. Today it is easier for companies to work in other countries. The Internet gives them the chance of reaching more customers around the world. However, there is a growing debate over globalization. Governments are in favour of globalization because the economy can grow. Other people are not so sure that there are only advantages. Here are some arguments from both sides. Globalization lets countries do what they can do best. If, for example, you buy cheap steel from another country you don’t have to make your own steel. You can focus on computers or other things. Globalization gives you a larger market. Consumers also profit from globalization. Products become cheaper and you can get new goods more quickly.

3. But globalization causes unemployment in industrialized countries because firms move their factories to places where they can get cheaper workers. Globalization may lead to more environmental problems. A company may want to build factories in other countries because environmental laws are not as strict as they are at home. Globalization can lead to financial problems . Some of the poorest countries in the world, especially in Africa, may get even poorer. Many experts say that we need a different kind of globalization in our world today.

**B. Mark the sentences**

a) T (True )

B) F (False)

C) NG (Not Given)

1.For thousands of years people have been trading commodities and travelling across great distances.

2. Early forms of globalization existed during the Roman Empire.

3. Consumers don't profit from globalization.

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**ПРОФЕССИОНАЛЬНЫЙ ИНОСТРАННЫЙ ЯЗЫК**

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