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ИНОСТРАННЫЙ ЯЗЫК

*Методические рекомендации к практическим занятиям
для студентов всех специальностей и направлений подготовки
дневной и заочной форм обучения*

**ТЕМЫ И ЗАДАНИЯ ПО РАЗВИТИЮ УСТНОЙ РЕЧИ
(АНГЛИЙСКИЙ ЯЗЫК)**



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1 Учебно-познавательное общение

1.1 Учеба в Белорусско-Российском университете

1 Study the following words and word combinations.

1) school leavers	выпускники школ
2) to face	столкнуться (с чем-либо)
3) training	обучение, подготовка
4) applicants	абитуриенты
5) to found	основывать, учреждать
6) to acquire	приобрести
7) to provide	обеспечить, предоставить
8) postgraduate course	аспирантура
9) state-of-the-art	современный
10) facilities	оборудование, сооружения, объекты
11) to host	проводить (мероприятие)
12) faculty	профессорско-преподавательский состав; факультет
13) associate professor	доцент
14) student construction team	студенческий строительный отряд
15) accomodation	жилье
16) dormitory/hall of residence	общежитие
17) amenities	удобства
18) to adopt	принять
19) career prospects	перспективы карьерного роста

2 Read the following text.

Belarusian-Russian University

Every year thousands of **school leavers** face a challenge of choosing an institution that best suits their needs and goals. Today the market of educational services is vast, and it is important not only to get a diploma and a profession, but also to become a highly qualified professional.

The Belarusian-Russian University is an innovative educational center using the latest educational technologies for **training** competitive specialists. The University is famous for its high level of education. This is the reason why a lot of **applicants** choose the Belarusian-Russian University.

The Belarusian-Russian University has a long history. It **was founded** as Mogilev Mechanical Engineering Institute on September 1, 1961. In 2000, the institute was transformed into Mogilev State Technical University. In 2003, the university **acquired** the status of the inter-state educational institution of higher education jointly run by the Republic of Belarus and the Russian Federation with the name "Belarusian-Russian University". It was the beginning of the history of a unique higher education institution,

which combines the best achievements of national education systems of both countries. At present, the Belarusian-Russian University is a dynamically growing higher education institution.

The Belarusian-Russian University **provides** a system of continuous training of highly qualified professionals. The University offers a variety of Bachelor's and Master's degree programs, and **postgraduate courses**. There are 7 faculties at the University: Faculty of Mechanical Engineering, Faculty of Automotive Engineering, Faculty of Construction, Faculty of Electrical Engineering, Faculty of Management and Innovations, Faculty of Engineering and Economics, Engineering Faculty of Part-Time Education.

The Belarusian-Russian University has eight academic and laboratory buildings with **state-of-the-art facilities**. These facilities include a number of research laboratories, scientific and practical centers. The most advanced software and hardware systems are used in the teaching and learning process.

The University takes an active part in international and national exhibitions. Every year the University **hosts** international scientific and technical conferences and seminars.

The University is proud of its intellectual potential. The highly educated **faculty** of the Belarusian-Russian University includes Doctor of Science and Candidate of Science degree holders, professors and **associate professors**. All of them are professionals who develop and pass down the University traditions from generation to generation.

Years at the University are not only the years of continuous study. These are also the years of bright, exciting and eventful life: socializing with fellow students and taking part in different projects, sports and creative activities. The students of the University can gain some valuable experience by taking part in the activities of youth organizations, such as the Belarusian Republican Youth Union, the Primary Trade Union Organization of Students and the University Student Council, or by joining **student construction teams** or volunteer movement.

The University has good sports facilities. The most popular sports are judo, sambo, basketball, powerlifting, arm-wrestling, hockey. The University teams are winners of regional, national and international competitions.

All nonresident students are guaranteed **accommodation** in comfortable **dormitories**, located not far from the academic buildings. The dorms have basic **amenities**, a fitness centre, cooking and study areas.

Years of study are flying fast, and it will not take long to pass from the entrance excitement to defending graduation projects. Some students decide to start their professional career, others choose to pursue further study. Master's degree courses, postgraduate studies, theses defenses, academic degrees and titles are interesting and promising options that are offered by the Belarusian-Russian University.

The graduates of the Belarusian-Russian University are competent professionals with a high level of education, capable of working with new equipment and **adopting** innovative technologies. They have good **career prospects** and can find employment in various industries. A good reputation of the Belarusian-Russian University and attractions of the city of Mogilev offer a strong incentive to live and study here.

3 Match the words in A with the words/phrases in B. Skim the text and see how these word combinations are used in the text.

A. 1) to face; 2) to become; 3) to use; 4) to acquire; 5) to combine; 6) to offer; 7) to host; 8) to pass down; 9) to gain; 10) to guarantee.

B. a) the best achievements; b) a variety of degree programs; c) the status; d) the latest educational technologies; e) experience; f) a highly qualified professional; j) a challenge; h) traditions; i) accommodation; j) conferences.

4 Match the phrases 1-10 with a-j to make sentences.

A. 1. The Belarusian-Russian University was ... 2. The Lyceum named after L.E.Manevich, the College of Architecture and Civil Engineering, the Institute of Continuing Education and Professional Development are ... 3. Design of modern vehicles, operation of its units, their specifications and the development of mobile machinery designs, road construction equipment are ... 4. The students of the Faculty of Mechanical Engineering focus ... 5. The scope of knowledge of the Construction Faculty graduates includes ... 6. The Faculty of Management and Innovations focuses ... 7. The Faculty of Electrical Engineering provides you with knowledge and skills ... 8. The Faculty of Engineering and Economics offers a number of ... 9. The academic process for part-time students is organized ... 10. The graduates of the Belarusian-Russian University have the opportunity ...

B. a) in the range of interests and academic opportunities offered by the Faculty of Automotive Engineering. b) areas of studies: software engineering, biotechnical systems and technologies, applied mathematics, regional studies, etc. c) founded in 1961 as the Mogilev Mechanical-Engineering Institute. d) structural units of the Belarusian-Russian University. e) in advanced information technologies and systems, automated electric drives, non-destructive testing equipment, etc. f) on such areas as machine building, equipment for machine-building industry, welding, automation of production processes, state-of-the-art machine tools, new equipment and technologies. g) to use their skills and training as a springboard to a wide range of careers. h) construction technology, planning solutions, building materials, structures, etc. i) in the form of introductory, laboratory and examination sessions. j) on training competent specialists in the field of electronic economy and transport logistics.

5 Replace the words in bold with a synonym from the box.

a) companies; b) work; c) popular event; d) established; e) important; f) take part; g) timetable; h) invited; i) organizes; j) gives; k) modern

1. The Belarusian-Russian University **offers** a good chance of finding employment. 2. Students are **encouraged** to participate in creative and sporting activities. 3. The University has close links with many Belarusian **enterprises**. 4. Students get familiar with the **state-of-the-art** industrial equipment and production processes. 5. Research work is an **essential** part of the Belarusian-Russian University activities. 6. To encourage students to **participate** in sports activities, the University offers a range of sports facilities including three gyms, ski facilities and outdoor sports

grounds. 7. The university was **founded** as a Machine Building Institute; today it is a major scientific and educational centre. 8. The graduates of the Faculty of Construction **are employed** in both industrial and civil engineering and in road and airfield construction. 9. The Belarusian-Russian University annually **hosts** the Mogilev Science Festival, which brings together scientists and students from different countries of the world. 10. The festival of creativity of international students “Friendship of Peoples” has become a **well-established tradition** of the Belarusian-Russian University. 11. In the first year, students have a busy **schedule** filled with lectures, tutorials and labs.

6 Complete the texts with the correct forms of the verbs in brackets.

A. My name ... (1. be) Nikita Petrov. I ... (2. be) from Bobruisk. I ... (3. go) to secondary school until I was 17. My parents are engineers and I ... (4. decide) to choose engineering as a career. I ... always (5. fascinate) by mathematics and physics. My parents ... (6. explain) to me what engineers actually do and what role they play in the world. We also ... (7. discuss) the huge variety of career paths that are open to you as an engineer. These conversations ... (8. lead) me to one clear decision that I want to study mechanical engineering at university and start a career in manufacturing. Now I ... (9. be) a full-time student of the Belarusian-Russian University. My major ... (10. be) mechanical engineering. My goal ... (11. be) to contribute to technology development and innovative engineering practices.

B. Alex ... (1. be) in his first year at university. He ... (2. enjoy) his student life. He ... (3. live) in a dorm where he ... (4. share) a room with other two students. He already ... (5. join) the university basketball team. They ... (6. train) twice a week, with games on Thursdays and at weekends. This schedule ... (7. suit) Alex because he doesn't have to skip classes. These days he ... (8. study) really hard because of the exam next week. He ... (9. revise) for three days. He ... (10. attend) all the lectures and ... (11. take) notes, so he ... (12. hope) to pass exams with good grades.

7 Complete the text by writing one word in each space.

The Belarusian-Russian University is (1) ... in the eastern region of Belarus, the city of Mogilev. Mogilev is a city with a long (2) It is located on the (3) ... of the Dnieper River. It is one of the largest (4) ... centers of Belarus, which (5) ... a leading position in the (6) ... of elevators, chemical fibers, building (7) ... , fabrics, meat and dairy (8) The (9) ... of Mogilev is about 350,000 people. The city was (10) ... in 1267.

8 Discuss the following questions with a partner.

1. Do you agree that choosing a university is the factor that might determine your future professional life? 2. What makes the Belarusian-Russian University attractive to students? 3. What were your reasons to choose the Belarusian-Russian University? 4. How has the Belarusian-Russian University changed your life? 5. Are you going to undertake a Master's degree course? 6. Are you a morning or an evening person? Are you more productive in the evening or in the morning? 7. Would you like to change your routine? How would you like to spend your weekdays and weekends? 8. What is

your most common leisure activity? 9. Have you ever been involved in any sport? What advantages does sport provide? 10. What is a healthy lifestyle? Do you think you have a healthy lifestyle? Is it possible to have a healthy life style in modern world?

1.2 Высшее образование в Республике Беларусь. Высшее образование в Российской Федерации

1 Study the following words and word combinations.

1) higher education institution	высшее учебное заведение
2) speciality/major	специальность
3) field of study	направление подготовки
4) admission	прием (в учебное учреждение)
5) grade point average	средний балл
6) full-time study mode	очная форма обучения
7) part-time study mode	заочная форма обучения
8) undergraduates	студенты
9) academic year	учебный год
10) grading	аттестация, выставление отметок
11) pass/fail	зачет
12) academic record book	зачетная книжка
13) curriculum	программа обучения
14) academic discipline	учебная дисциплина
15) final evaluation	итоговая аттестация
16) to conform to	соответствовать
17) educational standard	образовательный стандарт
18) graduation project	дипломный проект
19) internship	практика
20) to gain	получить
21) practical skills	практические навыки
22) graduate	выпускник
23) graduate from	заканчивать (университет)
24) transcript	приложение (к диплому)
25) academic performance	успеваемость
26) allowance	стипендия, пособие
27) provide (with)	обеспечивать
28) job placement	трудоустройство, распределение на работу
29) to participate in	принимать участие в
30) extracurricular activities	внеучебные мероприятия

2 Read the following text.

Higher Education in the Republic of Belarus

The Republic of Belarus has a well-developed education system that provides a lot of opportunities for school leavers. Higher education in Belarus is represented by universities and academies. Belarusian **higher education institutions** offer a wide range of **specialties** in a number of **fields of study**: technology and equipment; architecture and construction; natural sciences; environmental sciences; healthcare; art and design; humanities; economics; management, etc. The current structure of higher education comprises the following stages: general higher education – Bachelor's programs awarding a Bachelor's degree, advanced higher education – Master's programs awarding a Master's degree, specialist higher education – a continuous program of higher education awarding a Master's degree and qualifications.

Admission to higher education institutions is based on the results of centralized exams and tests and the **grade point average** received at the general secondary education level. Belarusian higher education institutions offer both **full-time and part-time study modes**. Most **undergraduates** choose to study full-time. The students who have to balance study with work can enroll on a part-time course of study.

The **academic year** is divided into two semesters followed by exam sessions. The **grading** options are numerical grades or **pass/fail**. Ten (10) is the highest grade achievable and one (1) is the lowest. The minimum passing grade is four (4). The results of exams are recorded in the student **academic record book**. The students who meet the requirements of the **curriculum** and pass tests and exams in **academic disciplines** can progress to the next semester or academic year.

Final evaluation is carried out to determine whether the graduates' academic achievements **conform to** the requirements of **educational standards**. The final evaluation forms of student performance are state exams and defense of the **graduation project**. During their final year at the university students undergo **internships**, which allow them **to gain practical skills** and workplace experience. Successful **graduates** receive state diplomas certifying their qualification and a **transcript** reflecting the courses taken and the grades earned by students throughout a course of study.

Higher education institutions offer accommodation to full-time non-resident students in student dormitories. Full-time students who demonstrate good **academic performance** receive monthly **allowances**. Full-time students who receive education funded from state budget **are provided with** the first **job placement**.

Higher education in Belarus does not only mean lectures, seminars and exams. Students take part in scientific conferences and competitions, student exchange programs. Besides, they have the opportunity **to participate in** a variety of **extracurricular activities**: sports, music and dance groups, theater, volunteering, etc.

3 Match a word in A with a word in B. Skim the text and see how these words are used in the text.

A. 1) to offer; 2) a field; 3) centralized; 4) study; 5) exam; 6) passing; 7) to obtain; 8) monthly; 9) job; 10) extracurricular.

B. a) sessions; b) of study; c) training; d) grade; e) activities; f) allowances; j) tests; h) placement; i) a diploma; j) modes.

4 Match the phrases 1-9 with *a-i* to make sentences.

A. 1. Higher education in Belarus is provided ... 2. Higher education institutions enable students ... 3. Most undergraduates choose ... 4. Universities offer accommodation ... 5. The results of exams are recorded ... 6. The final evaluation forms of student performance are ... 7. Successful graduates receive ... 8. Full-time students who demonstrate good academic performance ... 9. Students have the opportunity to participate ...

B. a) state exams and defence of the graduation project. b) state diplomas certifying their qualification. c) receive monthly allowances. d) by universities and academies. e) in a variety of extracurricular activities. f) to obtain a diploma of higher education in a specific major field. g) to full-time non-resident students in student residence halls. h) in student academic record books. i) full-time mode of study.

5 Complete the text using the words from the box.

a) job; b) employers; c) depth; d) courses; e) site; f) step;
g) information; h) skills; i) enrol in; j) life

Every year a number of prospective students choose higher education as their next (1. ...) after school. School leavers (2. ...) higher education programs by passing centralized tests. Higher education gives them a chance to study a subject in (3. ...), to acquire the (4. ...) that are highly valued by (5. ...) and get an interesting (6. ...). Having taken part in the university (7. ...) can open doors to a wide range of careers. Universities have all the relevant (8. ...) related to different (9. ...) on their website, so you can check the (10. ...) directly as well.

6 Replace the words in bold with the correct form of a synonym from the box.

a) career; b) study for; c) field of study; d) participate; e) job placement;
f) hold; g) gain; h) undergraduate; i) enterprise; j) career option

Attending and graduating from a university can expand your horizons about the world and the (1) **work opportunities** you can consider. Higher education gives you the opportunity to (2) **get** in-depth knowledge and skills in a particular (3) **subject**. Higher education can significantly increase your (4) **employment** prospects, as some positions require applicants to (5) **have** a higher education qualification. A degree not only opens doors to advanced knowledge but also develops communication, presentation and problem-solving skills. Universities can prepare (6) **students** for future (7) **jobs** by offering internships in engineering (8) **companies**. Internships allow you to get work experience and develop valuable industry specific skills. Universities can help students to build their self-confidence and independence. Living in a dorm

develops an increased level of responsibility, teaches you to be independent and solve your problems on your own. Universities have a wide range of activities you can (9) **get involved** in, including sports clubs and societies. Some graduates choose to continue their education by (10) **pursuing** a master's degree.

7 Complete the text by writing one word in each space.

1. Higher education institutions ... training in a wide range of fields of study. 2. Belarusian higher education institutions offer ... study modes. 3. The students who ... tests and exams can ... the next semester. 4. The academic year is divided into two semesters followed by exam sessions. 5. The exam results are ... in the student academic record book. 6. Final evaluation is ... to determine whether the graduates' academic performance ... to the requirements of educational standards. 7. Final year students ... internships which allow them ... practical skills and experience. 8. Full-time non-resident students are ... accomodation. 9. Students ... in scientific conferences and competitions. 10. Universities are ... by rectors. 11. The advanced higher education ... students to gain higher level skills and more specialized understanding of their subject area and ... a master's degree.

8 Discuss the following questions with a partner.

1. Why do students go to universities and what factors affect the choice of universities in Belarus? 2. What is the main objective of the higher education system? 3. What fields of study are offered at higher education institutions? 4. What is the current structure of the Belarusian higher education? 5. What are general requirements for admission to universities? 6. What study modes are available at Belarusian higher education institutions? 7. What grading system is used at Belarusian higher education institutions? 8. How are university studies organized in an academic year? 9. What documents are given to graduates? 10. What benefits are offered to higher education students? Can all students enjoy these benefits? 11. How are universities organized? 12. Once you graduate from the university, will you stop learning?

9 Prepare a presentation on the topic “Higher Education in the Russian Education”.

1.3 Республика Беларусь: географическое положение, национальные традиции и ценности, экономика и государственное устройство страны

The Republic of Belarus

The Republic of Belarus is located in the center of Europe at the intersection of many international routes. The territory of the country spans 207,600 km². The country has a predominantly flat terrain intersected by hills, flatlands, and lowlands with marshes and lakes. About 40 % of Belarus is covered by forests. There are a lot of rivers and lakes in Belarus. Three major rivers are the Dnieper, the Neman, the Pripyat. The climate features mild to cold winters, and cool and moist summers.

Natural resources include potash and rock salts, dolomite, sands, building stone,

clay raw materials, peat, basalts, fresh and mineral groundwater.

The capital of Belarus is the city of Minsk, which is the biggest political, economic, scientific and cultural center of the country. Belarus is divided into six regions called oblasts which are named after the cities that serve as their administrative centers: Brest, Gomel, Grodno, Mogilev, Minsk, and Vitebsk.

Belarus' key landmarks include castles, churches, monasteries, wildlife areas, museums and ethnographic villages, and homes of famous artists, writers, scientists and other outstanding people. Belarus is a land of a great historical past and a rich cultural heritage. Belarus is a motherland of many remarkable people, such as a pioneer in book printing Francisk Skorina, famous painter Mark Chagall, prominent authors Yanka Kupala and Yakub Kolas.

The Republic of Belarus is a country with well-developed manufacturing industry, services sector and agriculture. The most developed industrial sectors of the country include engineering, light and food industries, woodworking, petrochemical and pharmaceutical industries. The enterprises of Belarus produce vehicles and automotive components, agricultural machinery and machine tools, sophisticated devices, optics, electrical equipment, elevators, household appliances and electronics. At present the Republic of Belarus is one of the world's leading producers of food. Dairy and meat industries offer the widest range of products. Belarusian products are distinguished by a wide range and the highest quality.

The Republic of Belarus is a unitary democratic welfare rule-of-law state. The state, all of its public authorities and officials act within the limits of the Constitution and the legislative acts adopted in accordance with it. The Fundamental Law of Belarus is the Constitution of 1994 with amendments and addenda which were passed at the national referendums of 24 November 1996, 17 October 2004 and 27 February 2022. The Head of State is the President of the Republic of Belarus. The state authority in the Republic of Belarus is exercised on the basis of separation of powers into legislative, executive and judicial branches. Legislative power is exercised by the bicameral Parliament, the National Assembly of the Republic of Belarus. The lower house is the House of Representatives, the upper – the Council of the Republic. Executive power is exercised by the Government – the Council of Ministers – which is the central state administration authority. The Government is headed by the Prime Minister. The Government of the Republic of Belarus issues regulations that are binding on the entire territory of the state. Judicial power belongs to courts. Judiciary consists of the Constitutional Court and the system of courts of general jurisdiction.

Discuss the following questions with a partner.

1. Speak about the geographical position of the Republic of Belarus.
2. What remarkable people have contributed to the cultural heritage of the Republic of Belarus?
3. What festivals does the Republic of Belarus have?
4. What are the most popular tourist destinations in Belarus?
5. What are the most common traditions in Belarus?
6. What languages are spoken in Belarus?
7. What are Belarus's most famous dishes?
8. What are the major branches of industry in the Republic of Belarus?
9. What are Belarus's most famous brands?
10. When was the Constitution of the Republic of

Belarus adopted? 11. What are the branches of power? 12. How is each of the branches represented? 13. What are the national symbols of the Republic of Belarus?

1.4 Российская Федерация: географическое положение, национальные традиции и ценности, экономика и государственное устройство страны

The Russian Federation

Russia is the largest state in the world. The territory of the Russian Federation is 17.1 mln square kilometres. The capital of the Russian Federation is Moscow. The Russian Federation is made up of 24 republics, 9 territories, 48 regions, 1 autonomous region and 4 autonomous districts including three cities of federal importance Moscow, St. Petersburg and Sevastopol. The national symbols of the Russian Federation are a white-blue-red banner and a double-headed eagle.

There are a lot of rivers and lakes in Russia. There are a number of great rivers in Russia – Volga, Don, Yenisei, Lena, Amur. The world's deepest lake – Lake Baikal, with the depth of 1600 metres, is situated in Russia, too. There are several mountain chains on the territory of the country: the Urals, the Caucasus, the Altai and others. The climate in Russia varies from arctic in the north to continental in the central part of the country and subtropical in the south. The centuries-old history of Russia is rich in events. In any region, city and corner of the country you can find interesting and significant places. Its historical heritage is enormous – this is the capital of the state, the Golden Ring, St. Petersburg, Novgorod, Volgograd, Vladimir.

Russia has a highly developed market economy with enormous energy resources and significant deposits of many different minerals. Russia is rich in oil, coal, iron ore, natural gas, copper, nickel and other mineral resources.

The Russian Federation is a democratic federal state governed by the rule of law with a republican form of government. The President of the Russian Federation is the head of State. The country government consists of three branches: legislative, executive and judicial. The legislative power belongs to the Federal Assembly comprising two chambers: the Council of Federation (upper Chamber) and the State Duma (lower Chamber). The executive power belongs to the government headed by the Prime Minister. The judicial power belongs to the system of Courts comprising the Constitutional Court, the Supreme Court and federal courts.

Discuss the following questions with a partner.

1. Speak about the geographical position of the Russian Federation. 2. What remarkable people have contributed to the cultural heritage of the Russian Federation? 3. What festivals does the Russian Federation have? 4. What are the most popular tourist destinations in Russia? 5. Russia does not have a uniform climate, does it? 6. What languages are spoken in Russia? 7. What are the most common traditions in Russia? 8. What are traditional Russian dishes? 9. What are the main natural resources in Russia? 10. What is the economy of Russia mostly based on? 11. What political system does the Russian Federation represent? 12. How many branches are there in the political system of Russia? 13. Which institutions exercise the legislative, executive

and judicial power? 14. What are the national symbols of Russia?

2 Социокультурное общение

2.1 Молодежь в современном обществе

1 Study the following words and word combinations.

1) a range of	ряд
2) issue	проблема, вопрос
3) to refer (to as)	называть
4) digital natives	«цифровые аборигены»
5) accustomed to	привыкший к
6) rapid	быстрый
7) social media	социальные сети
8) instant message	мгновенное сообщение
9) to shape	формировать
10) essential	важный
11) to stay up-to-date on	быть в курсе событий
12) sedentary lifestyle	сидячий образ жизни
13) consequences	последствия
14) lack	нехватка
15) self-esteem	самооценка
16) habit	привычка
17) exercise	физические упражнения
18) sufficient	достаточный
19) coursework deadline	срок выполнения курсовых работ
20) procrastination	прокрастинация, склонность откладывать дела на последний момент
21) distractions	отвлекающие факторы
22) to decrease	уменьшать
23) to engage in	принимать участие (в чем-либо)
24) social interactions	социальные взаимодействия
25) to tackle (a problem)	решать (проблему)

2 Read the following text.

Young People in Modern Society

Youth is both a beautiful and challenging period in a person's life. It brings great opportunities and potential for growth, development and learning. However, young people are facing **a range of** challenges and difficulties such as stress, family **issues**, relationships with friends.

Today's young people are often **referred to as** Generation Z. They are known as **digital natives** – the first fully digital generation, **accustomed to rapid** communication via **social media**, **instant** messaging, and video platforms. This constant tech connection has **shaped** their view of the world, making technology not just a toolbox but an **essential** part of life. Gen Z uses tech for everything from communicating, sharing their experiences and relaxing to **staying up-to-date on** current events, learning new skills and working. However, technology promotes a very **sedentary lifestyle**, which leads to **consequences** such as **lack** of sleep, decreased physical activity and unhealthy eating habits. Besides, constant exposure to social media can cause feelings of isolation, comparison and low **self-esteem**. To solve these problems, it is essential to minimize screen time, spend time with friends in real life and encourage healthy **habits** such as regular breaks, **exercise**, a balanced diet, **sufficient** sleep.

Being a student is undoubtedly an exciting experience, but it also presents some difficulties. Young people may feel stressed about starting university, difficult classes, exams, more homework, **coursework deadlines**, **procrastination**, living with people you do not know. With many **distractions**, such as social media, video games, and streaming services, it is not surprising that some students find it challenging to organize their time or stay focused on their studies. This lack of focus can **decrease** productivity and lower academic performance. Dealing with many assignments and deadlines to meet is another problem for students. They tend to procrastinate due to poor time management, laziness, difficulty of tasks and lack of concentration due to digital distractions.

The challenges that face today's young people are complex and varied. **Engaging in** offline activities like sports, reading, and **social interactions** is essential for a well-rounded life. Besides, it is important to have strong and positive relationships with parents and friends as they help tackle those challenges.

3 Match the words in A with the words/phrases in B. Skim the text and see how these word combinations are used in the text.

A. 1) to bring; 2) to face; 3) accustomed to; 4) to shape; 5) to share; 6) to stay up-to-date; 7) to learn; 8) to lead to; 9) to minimize; 10) to encourage; 11) to present; 12) to organize; 13) to lower; 14) to meet; 15) to engage in.

B. a) offline activities; b) on current events; c) a view; d) new skills; e) experiences; f) academic performance; j) screen time; h) opportunities; i) difficulties; j); challenges/difficulties k) healthy habits; l) rapid communication; m) time; n) deadlines; o) consequences.

4 Match the phrases 1-11 with a-k to make sentences.

A. 1. Young people are fond ... 2. Zoomers have grown up with technology at their fingertips, ... 3. The fact that students spend more time in front of their cellphones causes them ... 4. The ability to use a smartphone to text, take and share photos on social media is very different ... 5. Procrastination involves ... 6. Young people spend hours ... 7. By living away from home with other students, you will learn ... 8. Differences in values, opinions, and communication styles from different

generations can ... 9. Older generations may prefer direct, face-to-face communication, while ... 10. Effective communication and mutual respect are useful strategies ... 11. Understanding one another is the key ...

B. a) for overcoming generational differences and building stronger and healthier relationships. b) looking at their phone screens, browsing social media, and less time interacting with each other. c) of sports, music, painting, internet, social media and video games. d) putting off a task and doing something that's less important instead. e) to neglect other aspects, such as reading textbooks. f) integrating it into nearly every aspect of their lives. g) from using a computer to do research or edit a paper using a word processing program. h) younger generations are more comfortable with digital communication methods, such as texting and social media. i) how to take care of yourself, do laundry, budget your money, manage your time effectively and handle your expenses. j) to laying the foundations to a healthy relationship. k) lead to misunderstandings and disagreements.

5 Complete the sentences with the most appropriate word.

1. Zoomers are known as digital natives who are ... in using technology
a) keen b) capable c) proficient
2. The study schedule is a time-management plan that will help you ... your learning goals.
a) achieve b) get c) solve
3. Young people can ... from setting clear goals and breaking tasks into sections.
a) succeed b) benefit c) take advantage
4. Procrastination is a problem that needs to be ... and can be overcome by learning how to use time effectively.
a) solved b) decided c) answered
5. Good relationships with parents can provide emotional ... and assist in the development of problem solving and social skills.
a) support b) understanding c) help
6. Reading books has a number of ... including improving your memory and vocabulary.
a) pages b) challenges c) benefits
7. The first step to solving any ... is to analyze the situation.
a) question b) problem c) puzzle
8. One of the first challenges you may ... in university is missing home.
a) face b) overcome c) meet
9. You should try to find a balance between getting good grades and ... in extra-curricular activities.
a) involving b) taking c) participating
10. Studying with friends can help you understand tricky topics, learn how to ... with others and be more active and creative.
a) discuss b) communicate c) navigate

6 Replace the words in bold with the correct form of a synonym from the box.

a) threat; b) change; c) focus; d) personalized; e) rule; f) quick;
g) application; h) share; i) effect

The (1) **rapid** advancements in technology have had a significant (2) **impact** on young people's life. Technology and innovation are (3) **revolutionizing** higher education, making it more accessible and interactive. The (4) **emphasis** on online learning, (5) **individualised** instruction, and the technology (6) **utilisation** in the classroom has increased. Because young people (7) **disclose** personal information more online, they are especially vulnerable to cyber (8) **dangers**. Stronger cybersecurity (9) **procedures**, such as two-factor authentication and encryption, are now required.

7 Complete the following text using the words from the box.

Text 1. Generation Gap

a) advancements; b) bridge; c) needs; d) communication; e) attitudes;
f) understanding; g) norms; h) events; i) relationships; j) disagreements

Each generation has been influenced by unique historical (1) ... , technological (2) ... and cultural phenomena. Values, beliefs, and (3) ... that guide behavior change over time. These changes can lead to (4) ... between generations on key issues such as education, career choices, and lifestyle preferences. Different generations have different (5) ... towards technology, music, fashion and communication. To (6) ... the generation gap, generations should be willing to compromise and adapt to each other's (7) ... and preferences. Learning the art of effective (8) ... , respecting each other's differences and mutual (9) ... are key strategies for overcoming generational differences and building stronger, healthier (10)

Test 2. Living Environment Challenges

a) lessons; b) roommates; c) experience; d) focus; e) homework;
f) misunderstandings; g) sleeping; h) divide; i) responsibility; j) successful;
k) on your own; l) arise; m) schedule; n) respect; o) dialogue

Dorm life is a new and exciting (1) It can help you get some useful (2) ... in communal living, develop personal (3) ... as well as acquire important skills in compromising and respect. Living (4) ... for the first time, cleaning up after yourselves and managing your own schedules can be challenging. Living in a small space with a new person can lead to (5) ... and arguments. Some (6) ... do not get along, have different (7) ... schedules or have different opinions on cleanliness. If someone is messy or does not (8) ... your study habits, be open and honest and have a respectful (9) It is necessary to talk about problems with a roommate as soon as they (10) Decide together how you will (11) ... tasks and establish a clea-

ning (12) ... that you can maintain. Students might be distracted by others when trying to do (13) Study spaces in dorms provide a positive work environment that allows you to (14) ... on your tasks and avoid distractions. Understanding and respecting one another is an important part of having a (15) ... relationship. Think about how you want to be treated, and listen to how they want to be treated.

8 Complete the sentences using the correct form of the words in the box.

a) summarize; b) scroll; c) study; d) include; e) perform; f) turn;
g) break; h) focus; i) require; j) create

Preparing for Exams

A big part of transitioning to university life is learning how to study effectively. One of the most efficient study methods is to (1) ... a study schedule well in advance of your exam dates. This schedule should (2) ... what you plan to do, like reviewing specific modules, reading certain chapters of your textbooks, or writing key words or brief phrases to (3) ... the main points. (4) ... the study material for your exam into topics. Work out how much time you have to (5) ... each topic. Identify the topics that (6) ... consolidation and revision. You will (7) ... better on your exam if you start about 7–10 days in advance. Find a place that helps you (8) ... and study. (9) ... your phone off, so you are not tempted to (10) ... through social media.

9 Discuss the following questions with a partner.

1. In your opinion, what are the main areas of interest of modern young people?
2. Do you think you have changed a lot since you were a child?
3. What are the main reasons for misunderstanding between people of different generations?
4. What influences the styles, values and interests of young people?
5. What are some topics that people of different generations disagree on?
6. What role does technology change play in creating a generation gap?

2.2 Молодежные коммуникации в цифровую эпоху, молодежь в информационном пространстве. Интернет и его влияние на общество

1 Study the following words and word combinations.

1) regardless of	независимо от
2) best practices	передовой опыт
3) to co-author	создавать в соавторстве
4) to launch	запускать, начинать
5) to earn (a degree)	получить (степень)
6) to search for	искать
7) assistance	помощь
8) queue	очередь

9) utility bill	счет за коммунальные услуги
10) to withdraw (money)	снимать деньги
11) entertainment	развлечение
12) to pose a threat	представлять угрозу
13) immersed	погруженный
14) to have access to	иметь доступ к
15) to simplify	упрощать
16) to copy and paste	скопировать и вставить
17) plagiarism	плагиат
18) scam	мошенничество
19) to invade privacy	вторгаться в частную жизнь
20) to trick	обманывать, выманивать
21) attachment	прилагаемый файл, вложение
22) security software	программные средства системы безопасности
23) hazard	опасность

2 Read the following text.

The Internet and Its Impact on Society

The internet is one of the most important inventions in history. One of the biggest advantages of the internet is communication. Nowadays, with the use of the internet people can communicate with others from any part of the globe. Through the presence of the social networking sites, people can communicate with their families **regardless of** their distance from each other. With the help of the World Wide Web, you may get to know people you might have never met in person.

Universities, business organizations, hospitals share **best practices** and start new projects together. Papers can be **co-authored**, new business projects can be **launched**, degrees can be **earned** and medical advice can be given.

With the internet, it has also become much easier to **search for** jobs, business opportunities, etc., as there are a lot of forums, communities and services which offer great **assistance** in this regard.

The internet has also made lives comfortable. We don't have to wait for hours in the **queues** to pay **utility bills**, taxes or withdraw or transfer money and buy tickets or book hotels. With the help of online services, all of these can be quite conveniently done using computers or mobile phones. Apart from business and communication, the internet has also become the biggest means of **entertainment**.

One more major benefit of the internet is information. It provides lots of information that people need. But, like all the technological innovations, there are certain negative aspects of the internet which **pose a threat** to its users and society as a whole.

With social networking sites, people are getting more and more **immersed** in the virtual world. As a result, people can feel uncomfortable in making face-to-face communication.

7. Mobile phones help students ... online classes from anywhere.

- a) learn b) attend c) participate

8. One of the main disadvantages of mobile phones is that it ... students.

- a) distracts b) helps c) affects

9. Mobile phones offer significant benefits but also have some ... related to privacy.

- a) defects b) drawbacks c) tools

10. By using mobile phones responsibly and with self-control, students can learn to ... their academic responsibilities with their digital lives.

- a) follow b) fulfil c) balance

5 What do you use your phone for? Rank these from most to least important.

Internet search/web browsing, phone calls, listening to music, using social media apps, sharing/sending pictures and videos, text-messaging, making payments, taking pictures, reading e-books; shopping; watching online videos; looking for holidays; keeping up-to-date with news and sporting events; playing games; online education.

6 Discuss the following questions with a partner.

1. How is the internet different from other types of media? 2. Do you think the internet affects your relationships with others? 3. Does using the internet make you feel happier? 4. How would you feel about having no internet access for a couple of days? 5. What do you most enjoy about the internet and why? 6. How is the internet different from other types of media? 7. If the internet disappeared suddenly, what would you miss the most about it? 8. Do you agree that digital detox is a great idea?

2.3 Научно-технический прогресс и IT-технологии

1 Study the following words and word combinations.

1) to revolutionize	радикально изменить
2) to back up	поддерживать
3) to advance	прогресс, достижение
4) to investigate	исследовать
5) to put into practice	применять на практике, осуществлять
6) to contribute to	способствовать
7) to result in	привести к (чему-либо)
8) productivity	производительность
9) to apply	применять

2 Read the following text.

Science and Technology

Over the years, technology has **revolutionized** the world and affected every aspect of life. Technological progress has always been **backed up** by scientific **advances**. Scientists continually **investigate** new topics and **put** their knowledge and

experience **into practice** improving people's life. Advances in science have led to innovative products and technologies and **contributed** greatly **to** economic growth.

Innovations have **resulted in** huge changes in agriculture and manufacturing. Machines and technological systems replaced ancient agricultural practices such as working animals and manual labor. Manufacturing robots automated repetitive tasks and increased **productivity**.

Today, people have better ways to communicate and travel, better medical care and better access to information and education. Technology has dramatically changed the teaching and learning process. Students find information on the internet, make use of different educational apps or take online courses covering different subjects.

Examples of technological changes include new kinds of media, communication systems, fuel-efficient cars, innovative construction technologies, computer and information technology. In general, technological advances have made humans more productive and improved standards of living.

Technology clearly has done a lot to make human life easier, more enjoyable and convenient. However, technological advances can have negative impacts on the environment and society if they are not **applied** in a smart and responsible way. Some of the most troubling issues associated with the increasing use of technologies are pollution caused by industrialization, depletion of natural resources, health problems.

3 Match words in A with words in B. Skim the text and see how these word combinations are used in the text. Use these words in sentences of your own.

A. 1) to put; 2) resulted; 3) to make use; 4) to take; 5) led; 6) to have negative impacts; 7) contributed; 8) better access; 9) applied; 10) associated.

B. a) to information and education; b) into practice; c) on the environment and society; d) to innovative products and technologies; e) in huge changes; f) to economic growth; g) with the increasing use of technologies; h) in a smart and responsible way; i) online courses; j) of different educational apps.

4 Find the word in the text that means the following.

a) to make or become better; b) greatly; c) using new methods or ideas; d) to put something in the place of something; e) very old; f) available through the internet; g) done with the hands; h) repeated many times and are therefore boring; i) clever and effective; j) causing worry or anxiety.

5 Match the phrases 1-7 with a-g to make sentences.

A. 1. Technology ... 2. Technological progress ... 3. Advances in science ... 4. Innovations ... 5. People ... 6. Technological changes ... 7. Technological advances ...

B. a) have better access to information and education. b) has affected every aspect of life. c) have improved standards of living. d) has always been backed up by scientific advances. e) can have negative impacts on the environment and society. f) have helped to increase business opportunities and have resulted in the production of new products and services. g) have contributed greatly to economic growth.

6 Complete the gaps using the words from the box.

a) responsibly; b) average; c) effects; d) advancements; e) tasks;
f) automation; g) businesses; h) developments; i) technology; j) innovations

1. From the first metal tools, to the wheel and the printing press, ... have changed the course of history. 2. The advancement in ... has been exceptionally fast in the 20th and 21st century. 3. Technology has helped people to carry out complex ... in a simpler and quicker manner. 4. ... in information technology specifically set the stage for more technological evolution. 5. The IT revolution of recent years is the culmination of many ... in computer technology. 6. Technologies have changed the way ... operate. 7. Medical technologies have greatly increased ... life expectancy. 8. In spite of concerns that ... would cause mass unemployment, technology has continually led to the creation of new jobs. 9. Technology has had both positive and negative ... on society. 10. Technology can be a powerful tool for change, especially when used

7 Discuss the following questions with a partner.

1. Describe the challenges that information technology brings to individual privacy. 2. How would your life be different if you lived a century ago? 3. What are the advantages of technology? 4. What are the disadvantages of using technology? 5. What are the most important technological advances of the past decade? 6. What do you think will be the next biggest technological advance? 7. Have the new advances in technology made learning easier? 8. What is the role of science and technology innovations?

8 Do you agree or disagree with the following statement? Use specific reasons and examples to support your answer. Use the vocabulary you learned in this unit.

1. Technology can help improve education offering more personalized and flexible education models. 2. Technology increases efficiency and gives us safer machines which do not have a negative effect on the environment. 3. Developments in IT are likely to have more negative effects than positive in the future. 4. Modern technology boosts productivity as well as the efficiency of human activities. 5. Green energy solutions are possible thanks to technology. 6. Technological progress and innovations are bringing humans into a new era of prosperity and well-being (economy, healthcare, telecommunications). 7. Technology may be dangerous as there are some processes which scientists cannot control and one mistake can destroy the entire ecosystem.

3 Профессионально-ориентированное общение. Безопасность на рабочем месте

1 Study the following words and word combinations.

1) prevention	профилактика несчастных случаев
2) to implement	внедрять
3) risk assessment	оценка риска
4) appropriate	соответствующий
5) to injure	травмировать
6) maintenance	техническое обслуживание
7) to interrupt	прерывать, останавливать
8) failure	отказ
9) coating	покрытие
10) fumes	испарения, газы
11) to take into consideration	учитывать
12) fatigue	усталость
13) preventive measures	профилактические меры
14) occupational diseases	профессиональные заболевания

2 Read the following text.

Safety in the Workplace

Now much attention is being paid to accident **prevention** and safety procedures in the workplace. Health and safety hazards exist in any workplace. So, employers have a responsibility to protect workers against health and safety hazards at work and **implement** safety solutions in the workshop and the office.

What are the main aspects that should be taken into consideration when we think about workplace safety? The first step is to carry out a full **risk assessment**, evaluating possible risks and hazards. Making a proper assessment of risks is a complex process, and many companies employ professional safety experts to help them develop an **appropriate** safety policy.

When working in a workshop with tools or machinery you must always be aware of the possible danger of either breaking or ruining something, or even being **injured** yourself. Regular inspection and **maintenance** should be carried out on all machines. It is important to wear the right clothing and to follow the safety instructions.

Electrical equipment should be designed and constructed so as to prevent danger from shock and fire and should always be maintained in a safe and good condition. All gas supply must be automatically **interrupted** in the case of system **failure**. Welding is another potentially hazardous process. Many materials and **coatings** give off toxic fumes during welding. Appropriate equipment suitable for the safe removal of **fumes** or dust must be used during the process of welding.

The work area temperature, the amount and quality of light and the levels of noise are common factors of the workplace environment that should be **taken into consideration**. These factors can strongly influence how a task is performed and affect productivity. For example, hot, humid conditions add to **fatigue** and cause potential health risks, and noise makes hearing of warnings impossible, causes misunderstanding and can lead to permanent loss of hearing. Techniques to regulate temperature, provide adequate lighting and reduce noise are constantly being developed.

Some jobs are more dangerous than others, and many organizations have a special team that monitors safety in order to minimize the risks of accidents. The necessary **preventive measures** should be taken to reduce risks of occupational diseases, injuries and illnesses.

3 Write the names of *hazards* and *protective equipment* in two columns.

Welding helmet, fire, ear protection, chemicals, fumes, gloves, hard hat, falling object, corrosive or irritant products, goggles, sparks, respirator, dropped tools or objects, dirt, work boots, overalls, noise, fire extinguisher.

4 Complete the safety instructions.

a) fire extinguisher; b) gloves; c) guards; d) goggles; e) the mains;
f) a mask or a handshield; g) slippery oil; h) safety rules; i) safety boots;
j) loose clothing; k) emergency exits are not blocked

1. Avoid 2. Read all ... carefully. 3. Wear ... when welding. 4. Wear ... when you work with sheets of metal or glass. 5. Watch out for ... on the floor of the gangways. 6. Take care that 7. Don't forget to wear your 8. Position the ... of your machine tool correctly. 9. Switch off ... in case of emergency. 10. Put on your ... before you start grinding. 11. Take care that the ... is always in good working order.

5 Complete the text using the words from the box.

a) instructions; b) fire; c) smoking; d) printers; e) put out; f) stand;
g) rules; h) pull; i) mount; j) extinguisher; k) checked; l) defective;
m) familiar; n) store; o) trigger

Prevention of Fires and Explosion

(1) ... is not allowed in the work area. Computers and (2) ... must be turned off at the end of each workday. (3) ... computers must be turned off before they are repaired. Fire extinguishers must be (4) ... monthly. In the event of a fire or explosion, keep calm. All workers must be (5) ... with the correct method of using a fire (6) Most extinguishers have (7) ... printed on the canister. The following are some basic (8) ... for using a fire extinguisher:

- do not (9) ... fire extinguisher close to the area where a fire might occur;
- to ensure that the extinguisher will be accessible (10) ... it near a door;

– for best results, (11) ... as close to the fire as is safely possible to use the extinguisher.

The recommended method of using the extinguisher is the following:

- (12) ... the top ring or pin out, while holding the canister vertically;
- aim the extinguisher hose and nozzle at the (13) ... ;
- squeeze the extinguisher (14) ... ;
- sweep toward the base of the fire using fluid movements until the fire is (15)

6 You are a safety officer of a manufacturing company; write down safety instructions for your workers.

1. Avoid 2. Don't forget 3. Wear ... when 4. Switch off ... before you open the casing. 5. Put on ... when you 6. Read the instructions carefully before 7. Never 8. Always use protective 9. Make sure ... before

7 Read the following text. Then discuss safety measures in an office covering the following issues: *size and layout of the office, furniture, equipment, air quality, health problems, safety measures.*

The office has been considered a relatively safe and healthy place to work. Despite this common belief, there can be a lot of hazards, which cause thousands of injuries and health problems among office workers. Accidents that occur in offices are frequently due to poorly designed office environments and improper office procedures. The size and layout of office areas should be flexible and suit the needs of the users and the jobs they perform. Poor design can lead to crowding, lack of privacy, slips and falls. Walkways and exits must never be used for temporary storage of things. Furniture should be positioned so that sharp edges do not create hazards. In addition to obvious hazards such as a slippery floor or an open file drawer, a modern office may also contain hazards such as poor lighting, noise, poorly designed furniture and equipment. Air quality is an important factor in work areas. If printing or copying machines are present, an exhaust ventilation system should be installed in the office. Insufficient fresh air may lead to employees suffering from tiredness, headache, dry itchy skin and eye irritation. Here are some preventive measures for office workers: learn about how to avoid pain or injury from repetitive or physically awkward tasks, take breaks as needed; learn safe lifting techniques; keep all work areas clear of clutter; set up your workstation ergonomically; know how to relax strained body parts by doing correct stretching exercises; know emergency evacuation plan.

8 Discuss the following questions with a partner.

1. Can you understand safety warnings? Can you mention some of them? 2. What equipment are you supposed to wear when working with machinery? 3. What types of precautions are you expected to take? 4. Why is it necessary to know emergency procedures? 5. What are the factors to consider for a proper safety strategy? 6. Who usually carries out assessment of risks and hazards in a company? 7. What are workplace safety requirements? 8. How do accidents occur at the workplace? 9. How can accidents at the workplace be prevented? 10. What are common hazards in the workshop/office? 11. What is the purpose of using safety equipment?

4 Деловое общение

4.1 Иностранные языки и их значение в современном мире

1 Look at the points and explain why you are studying a foreign language.

a) because it is a part of my course at the university; b) to communicate with foreign visitors to my country; c) to play computer games; d) to surf the Internet and read websites; e) to communicate better when traveling; f) out of pure interest for the language; g) to improve memory and brain function; h) because I have to; i) for other reasons.

2 Study the following words.

1) accessible	доступный
2) ability	способность
3) trust	доверие
4) relationships	отношения
5) values	ценности
6) competitive	конкурентоспособный
7) resume	резюме (при поступлении на работу)
8) environment	среда
9) cognitive	когнитивный, умственный
10) attention	внимание
11) to enhance	усилить, улучшить
12) to advance	продвигать(ся)

3 Read the following text.

Learning a Foreign Language

In today's globalized world, being able to speak a foreign language has become more important than ever before. Businesses are expanding across borders, and international travel is becoming more **accessible**. The ability to communicate with people from different cultures and backgrounds has become a key skill for success.

One of the benefits of learning a foreign language is the **ability** to communicate with people from different countries. Speaking the language of your clients or partners creates a stronger **trust** and helps establish a better **relationship**. You can better understand their culture, **values**, and business practices.

Knowing a foreign language can make you more **competitive** in the job market. Many companies look for candidates who can communicate with clients or partners from different countries. If you have a foreign language on your **resume**, it can set you apart from other candidates.

Learning a foreign language is more than just communicating with others. It can also help you understand the culture and history of the country where the language is spoken. This can lead to a greater respect for other cultures, which is critical in today's world. This can also help you to adapt to new **environments** when traveling abroad.

Learning a foreign language has been shown to have **cognitive** benefits as well. It improves memory, **attention**, and problem-solving abilities. As it requires focus and discipline, it can improve your mental abilities. Moreover, studies have shown that learning a foreign language can improve your communication skills in your native language.

In conclusion, learning a foreign language has become a critical skill in today's globalized world. Language study opens doors in many fields, including business, marketing, technology, and law. It can improve communication, increase career opportunities, promote cultural understanding, and even **enhance** cognitive function. If you are a professional looking to **advance** your career or simply want to broaden your horizons, consider learning a new language. It may be one of the best investments you can make in yourself.

4 Match the words in A with the words/phrases in B. Skim the text and see how these word combinations are used in the text.

A. 1) foreign; 2) ability; 3) to create; 4) to become; 5) to establish; 6) to understand; 7) competitive; 8) to adapt; 9) to advance; 10) to enhance; 11) to improve.

B. a) to communicate; b) accessible; c) languages; d) a trust; e) in the job market; f) relationship; g) cognitive function; h) to new environments; i) cultures and values; j) mental abilities; k) one's career.

5 Match the sentence beginnings 1-5 with the correct endings a-e.

A. 1. English is often used as a common 2. My Spanish really improved after a weeklong total 3. Senior managers do a one-month intensive training 4. He speaks fluent French, but his mother 5. I'm following a German self-... .

B. a) ... tongue is Russian; b) ... immersion course, because I had to speak Spanish all the time; c) study program in my spare time; d) ... language in multinational companies; e) program in London.

6 Complete the text using the words from the box.

a) fluent speaker; . b) language training; c) common language; d) native speakers; e) official languages; f) working knowledge; g) evening course

1. We'll pay your course fees - we take ... seriously here. 2. Non-English speakers in English-speaking multinationals often feel that ... from the US and Britain have an unfair advantage. 3. The Vatican has two ... – Italian and Latin. 4. She often leaves work early so she can get to her ... by six o'clock. 5. I have a ... of Spanish, which means I manage most everyday situations. 6. I don't care if Tom is a ... of Japanese; he still has to do the job well. 7. Our diving instructor didn't speak English and we didn't speak Turkish, so German was our

7 Read the following text. What are the most effective strategies for learning a language?

Learning a foreign language is a valuable skill. It is a complex, time-consuming task that requires hard work. Here are some tips on starting self-learning a language:

1. Set achievable goals for your language learning journey.
2. Practice speaking and listening to the language regularly.
3. Use a variety of resources such as textbooks, online courses, free language apps.
4. Focus on vocabulary and grammar, as they are essential for understanding and communicating in a foreign language.
5. Learn phrases and sentences by heart. The trick is to memorize not lists of isolated words, but short sentences and phrases.
6. Practice reading and writing in the language to improve your overall proficiency.
7. Watch movies, TV shows and use subtitles. Listen to music in the target language to improve your listening skills. Words tend to flow more naturally when you sing, and singing makes it easier to get the pronunciation right.
8. Don't be afraid to make mistakes. You won't be able to communicate with others if you're worried about making mistakes.
9. No excuses. Spend as much free time as possible studying.
10. Learning a new language requires practice. One of the best ways to learn a language is to make it part of your everyday routine.
11. Switch your cell phone to the language you are studying.
12. Design your home environments so you will be immersed in the language. For example, you can place pictures of vocabulary words you want to remember at the walls of your homes.
13. Make sure you review the stuff you've practiced before. Writing things down (by hand) stimulates your memory! The physical effort helps to memorize words better.

4.2 Деловая этика в контексте профессиональной сферы

1 Study the following words and word combinations.

1) to cheat	обманывать
2) to treat	относиться
3) to specify	определять, устанавливать
4) competitiveness	конкурентоспособность
5) business setting	деловая обстановка
6) schedule	график
7) code of conduct	кодекс поведения
8) to fire	увольнять
9) to take responsibility	брать на себя ответственность
10) supervisor	руководитель
11) to set aside	откладывать
12) goal	цель

13) demotion	ПОНИЖЕНИЕ В ДОЛЖНОСТИ
14) in accordance with	В СООТВЕТСТВИИ С
15) to be promoted	ПОЛУЧИТЬ ПОВЫШЕНИЕ
16) to refrain from	ВОЗДЕРЖИВАТЬСЯ ОТ
17) performance of duties	ВЫПОЛНЕНИЯ ОБЯЗАННОСТЕЙ

2 Read the following text.

Workplace Ethics

Workplace ethics is a crucial part of employment. Ethical behavior means following the values and moral principles set by an organization, being honest, speaking to your colleagues with respect, not **cheating** your employer, co-workers, or customers and generally **treating** your co-workers well. Unethical workplace behavior can include being rude, making negative comments, leaving work early, inappropriate use of the Internet, outside-of-work activities, etc.

Companies **specify** what behaviors are acceptable, and they see **competitiveness**, application of moral principles in a **business setting** and teamwork as key ingredients for success. When hiring employees they usually address topics, such as work **schedule**, dress code and language, and summarize what kind of attitude is expected. Employees who fail to follow the **code of conduct** receive written and verbal warnings and can be **fired**.

It is absolutely necessary to keep professional knowledge and skills up-to-date. Besides possessing the necessary skills, being honest, doing the right thing at all times, **taking responsibility** for one's actions is another key factor of workplace behavior. Responsibility is important in the workplace because it shows your professionalism, it means you understand exactly what your job duties are and get them done on time.

Working well with others is necessary as well. It includes everyone from colleagues to **supervisors**. Not all employees like each other, but they do need to **set aside** their personal or even work-related differences to reach a larger **goal**. Engaging in unethical or unprofessional conduct can result in **demotion**. You should not allow personal interests influence professional decisions. On the other hand, those who work well and behave **in accordance with** ethical principles can **be promoted** to a higher-level position and get a higher pay.

All staff members should **refrain from** accepting any gifts or benefits from other organizations or customers that may have impact on their decision or **performance of their duties**.

3 Match the words in A with the words/phrases in B. Skim the text and see how these word combinations are used in the text.

A. 1) to follow; 2) to speak; 3) to make; 4) to hire; 5) to address; 6) to keep; 7) to possess; 8) to set aside; 9) to reach; 10) to influence; 11) to accept.

B. a) skills; b) a goal; c) employees; d) comments; e) a topic; f) up-to-date; j) the values/the code of conduct; h) differences; i) with respect; j) gifts; k) decisions.

4 Match the phrases 1-11 with *a-k* to make sentences.

A. 1. Ethics ... 2. Being ethical ... 3. Teamwork ... 4. Employees who don't follow the code of conduct ... 5. Those who work well with others ... 6. Those who behave unethically ... 7. You should refrain from taking benefits from other companies ... 8. One of the key factors of ethical behavior is ... 9. Resolving differences is ... 10. Conflicts should be ... 11. Personal relationships should not interfere ...

B. a) can advance. b) can be fired. c) that may influence performance of your duties. d) maintaining professional knowledge and skills at a high level. e) means behaving in accordance with accepted principles of right and wrong. f) with professional decision-making. g) can face demotion. h) resolved peacefully. i) is one of the key elements of success. j) is an important part of employment. k) important in ethical behavior.

5 Fill the missing words into the sentences.

a) honest; b) warning; c) information; d) reliable; e) performance;
f) mistakes; g) gifts; h) cheating; i) accepted; j) colleagues; k) fire

1. Pay increases are now being linked more closely to ... 2. Some people are not always as ... or as ... as we would like. 3. This department is making too many ... at the moment. 4. You've made the right decision to ... him. 5. My ... and several other managers warned the company about possible risks. 6. The manager of the purchasing department ... cash from suppliers in return for buying large volumes at high prices. 7. He was given a verbal ... for being late to work. 8. Don't disclose ... obtained in the course of professional service. 9. Don't accept any ... that might impair or appear to influence professional decisions or actions. 10. Being ethical means not ... your employer or co-workers.

6 Replace the words in bold with a synonym from the box.

a) rules; b) people; c) favourable; d) exchange; e) way;
f) essential; g) customers; h) instructions; i) increase

Etiquette is (1) **important** because it establishes a set of social (2) **norms** that help (3) **individuals** interact with each other in a respectful (4) **manner**. Business etiquette plays a crucial role in building strong relationships, creating a (5) **positive** impression, whether you're interacting with colleagues or (6) **clients**, and maintaining a positive work environment. When people communicate effectively, they can (7) **share** knowledge and experience to solve problems more quickly and efficiently, which helps (8) **improve** productivity.

7 Complete the text by writing the words in the correct form.

Cell Phone Etiquette at Work

Business meetings require focus, active (1. participate) ... and a (2. respect) ... atmosphere. To prevent (3. distract) ..., always switch your phone to silent mode or turn it off before entering a meeting. Don't place your phone on the table when meeting with someone. Scrolling through messages, texting or surfing the internet on your phone during a meeting can appear (4. profession) ... and (5. respect) ... to your colleagues. Never take a call if you are speaking to a person (6. direct) ... in front of you, without excusing yourself to take the call. And take (7. person) ... calls in a private place.

8 Discuss the following questions with a partner.

1. What is etiquette? Give examples of good and bad manners. Name the basic rules of business etiquette. 2. What are common unethical behaviors in the working place? 3. Do you think it is your responsibility to report unethical behavior to your boss? 4. Could you quit a job for ethical reasons? 5. If you and two other members of a five-person team did all the work on a project, would you tell management about this? Is it okay to put the other co-workers in a negative light? 6. Why business relationships are the key to successful growth? 7. Do you think regular staff meetings help to build positive relationships? 8. How do you handle a situation where something is not in compliance with the ethical standards? 9. What would you do if your friend cheated on an exam?

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