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«Красноярский государственный медицинский  
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Министерства здравоохранения Российской Федерации

Кафедра латинского и иностранных языков

О. А. Гаврилюк

## **Деловой английский язык**

Рабочая тетрадь для студента 2 курса (IV семестр),  
обучающегося по специальности 37.05.01 Клиническая психология

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Ф. И. О.

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группа

Красноярск  
2021

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## **Введение**

Данная рабочая тетрадь предназначена для студентов второго курса, обучающихся по специальности Клиническая психология и изучающих дисциплину «Деловой английский язык».

Все задания, представленные в рабочей тетради, основаны на лексике и грамматике, предусмотренной учебной программой курса дисциплины «Деловой английский язык».

Каждый раздел рабочей тетради направлен на тренировку тематической лексики, которая может оказаться полезной в различных ситуациях практической деятельности клинического психолога.

Рабочая тетрадь включает множество развивающих упражнений на лексику и грамматику, включая задания на сопоставление, тестовые задания, задания на дополнение диалогов и схем, преобразование и категоризацию предложений в соответствии с коммуникативной ситуацией.

Предлагаемая рабочая тетрадь может быть использована для повторения и тренировки основной лексики и грамматики по темам учебной программы дисциплины и позволит улучшить навыки делового общения на английском языке.

## **Tema 1.**

### **“Getting acquainted”**

#### **Task 1.**

**Categorize the following greetings according to their type (formal or informal):**

<b>Formal greetings</b>	<b>Informal greetings</b>

- 1. Hey, Ivan! How's it going?*
- 2. Good morning, Anna.*
- 3. Good evening, sir.*
- 4. Hi! I'm Abdu Mohamed.*
- 5. Glad to meet you. – I'm glad to meet you, too.*
- 6. Good to meet you. – Same here.*
- 7. How do you do?*

#### **Task 2.**

**Match the expressions and their definitions:**

<b>Greetings</b>	<b>Usage</b>
"Hello"	<i>... is used as a greeting in formal and informal situations.</i>
"How are you?"	<i>... is an interjection for attracting attention. It is sometimes used very informally in the meaning "Hello".</i>
"Hi"	<i>...is used for saying goodbye at nighttime, especially before going to sleep.</i>

"How are you doing?"	<i>... is a typical response to "How are you?"</i>
"Hey"	<i>... is a very common greeting and a question asking about a person's health and well-being; it is used in formal and informal situations.</i>
"How do you do?"	<i>... is an informal greeting with the same meaning as "Hello".</i>
"Good night"	<i>... is a little more informal than "How are you?" and is used in the same way.</i>
Fine, thank you.	<i>... is a formal greeting used when people are getting acquainted, mostly in formal introductions. It's not a real question and doesn't require an answer.</i>

### Task 3.

#### Complete the conversation:

- Hello, Tony! How are you? - \_\_\_\_\_
- Fine, thanks. Nice weather, isn't it? - \_\_\_\_\_
- Well, it was nice seeing you. Bye! - \_\_\_\_\_

### Task 4.

#### Give a response to the following phrases:

1. Mr. Sidorov, I'd like to introduce a friend of mine, Ahmed Gamal. - \_\_\_\_\_.
2. Let me introduce myself. My name is Ivan Popov. - \_\_\_\_\_.
3. Can I call you Ivan? - \_\_\_\_\_.
4. Where are you from? - \_\_\_\_\_.
5. OK, it was nice chatting with you. I've got to get going now. - \_\_\_\_\_.

6. Glad to meet you. – \_\_\_\_\_ .
7. What do you do? - \_\_\_\_\_ .

### **Task 5.**

**Complete the following sentences using the verbs "to meet" or "to see":**

1. Hello! My name is Abdelrahman. – Nice to \_\_\_\_\_ you, Abdelrahman.
2. Hi, Nada! Nice to \_\_\_\_\_ you. How's your little sister?
3. Anna, I'd like to introduce a friend of mine, Nina Brown. Nina, this is Anna. Anna is from Russia. - I'm very glad to \_\_\_\_\_ you.

### **Task 6.**

**Completer a small talk provided below:**

- Is it your first trip to \_\_\_\_\_, Jack?
- No, I was here three years \_\_\_\_\_.
- How \_\_\_\_\_ have you been here?
- I've been here for a \_\_\_\_\_ already.
- What is your \_\_\_\_\_ of Krasnoyarsk?
- I like it very \_\_\_\_\_ . \_\_\_\_\_ is a very interesting \_\_\_\_\_.

*Krasnoyarsk, impression, city, much, week, Russia ago, long.*

### **Task 7.**

**Choose a role and practice the role play:**

**A.**

**Student 1 :** Hi! How \_\_\_\_\_ you?

**Student 2 :** Good, thanks. What's your \_\_\_\_\_ ?

**Student 1 :** \_\_\_\_\_ What's yours?

**Student 2 :** I'm \_\_\_\_\_. Nice to meet you.

**Student 1 :** Nice to meet you.

**Student 2 :** \_\_\_\_\_you Russian?



**Student 1 :** Yes, I am.

**Student 2 :** Where are you from in Russia?

**Student 1 :** I'm from Krasnoyarsk. And where are you from?

**Student 2 :** I'm from \_\_\_\_\_ .

**B.**

**Student 1:** Professor\_\_\_\_\_, I'd like to introduce a friend of mine, \_\_\_\_\_ . He is from \_\_\_\_\_ .  
\_\_\_\_\_, this is Professor \_\_\_\_\_ . Professor \_\_\_\_\_ is our \_\_\_\_\_ .

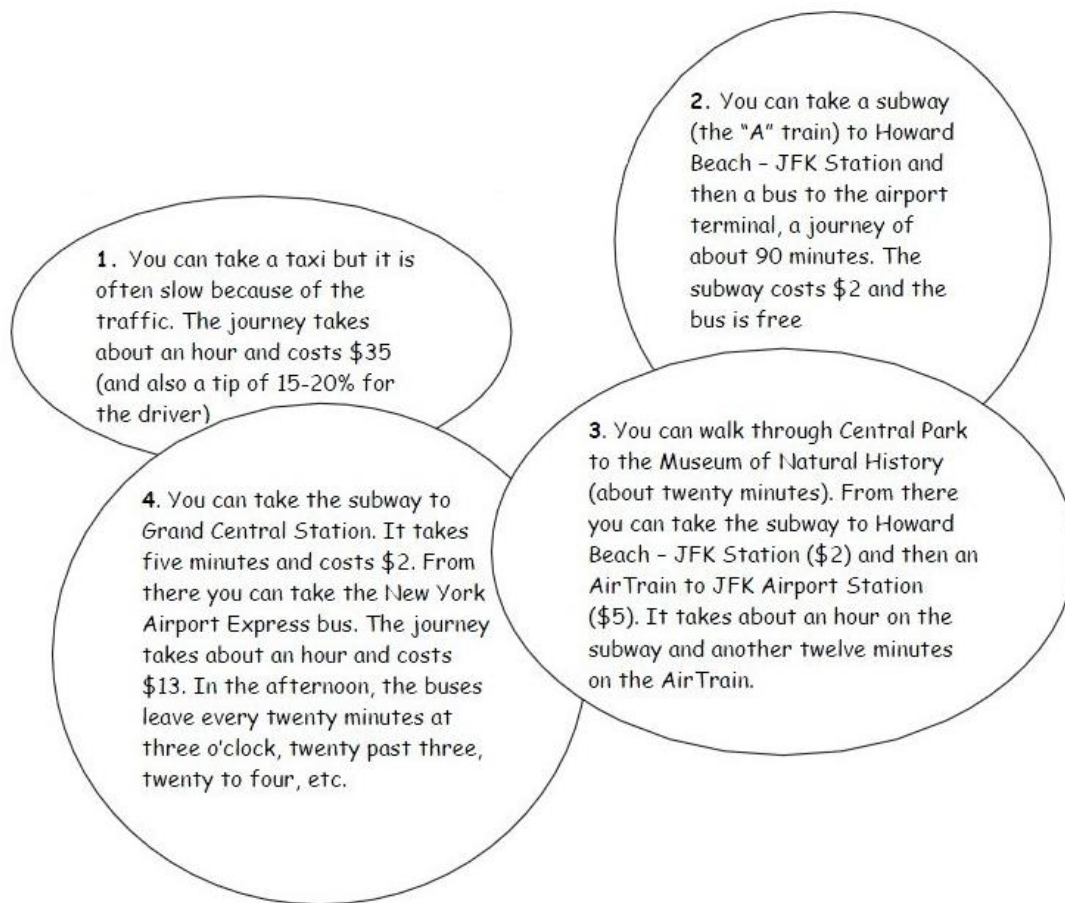
**Professor:** \_\_\_\_\_ . I'm very glad to \_\_\_\_\_ you.

**Student 2:** It's a \_\_\_\_\_ to meet you, Professor \_\_\_\_\_ .

### **Task 8.**

**Karen is at the Metropolitan Museum of Art in Manhattan, New York. She has \$25 and it's ten past three. She wants to be at JFK Airport at half past four. Read about four ways to get to JFK Airport and complete the table given below. Choose the best way for Karen to go to the Airport.**

<b>Type(s) of transport</b>	<b>Time in hours/ minutes</b>	<b>Cost</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		



### Task 9.

**You arrived at the departure airport with your baggage (you do not know its weight and you are not sure whether the rules of the airline allow you to take it on the plane). Ask some questions to the airline workers.**

**1. Ask if you have extra luggage (i.e. if your baggage's weight is allowed).**

---

**2. Ask if you have to pay for extra baggage.**

---

### **Task 10.**

**You are going abroad for the first time.**

1. Ask airport workers about procedures you have to go through before the departure. \_\_\_\_\_
2. Ask which goods and items are prohibited to carry in your baggage. \_\_\_\_\_  
\_\_\_\_\_

### **Task 11.**

**Choose the correct word / word combination to complete the following sentences:**

1. HAVE YOU EVER BEEN TO \_\_\_\_\_ EGYPT
  - 1) a
  - 2) the
  - 3) –
  - 4) an
2. HE \_\_\_\_\_ TWO FOREIGN LANGUAGES
  - 1) speak
  - 2) is speaking
  - 3) speaks
  - 4) was speaking
3. WHAT TIME \_\_\_\_\_ IT NOW
  - 1) am
  - 2) is
  - 3) are
  - 4) be
4. I DON'T MIND WAITING \_\_\_\_\_ PROFESSOR PETROV IS FREE
  - 1) if
  - 2) until
  - 3) whether
  - 4) for
5. YOU'VE BEEN WORKING ALL DAY. YOU \_\_\_\_\_ BE TIRED
  - 1) can

- 2) must
- 3) need
- 4) may

6. \_\_\_\_\_ YOU SPEAK ANY FOREIGN LANGUAGES

- 1) Can
- 2) Must
- 3) Need
- 4) May

7. I \_\_\_\_\_ CONGRATULATE YOU ON YOUR SUCCESS

- 1) have to
- 2) must
- 3) might
- 4) am to

8. I LOOK FORWARD TO \_\_\_\_\_ FROM YOU SOON

- 1) hearing
- 2) hear
- 3) seeing
- 4) meet

9. IT'S BEEN NICE TO TALK \_\_\_\_\_ YOU

- 1) to
- 2) at
- 3) within
- 4) in

10. WHEN \_\_\_\_\_ YOU PLAN TO RETURN HOME

- 1) do
- 2) are
- 3) does
- 4) have

## **Tema 2.**

### **“Travelling”**

#### **Task 1.**

**Answer the following questions about travelling by air:**

1. Why are passengers requested to arrive at the airport three hours before departure time on international flights? \_\_\_\_\_

\_\_\_\_\_

2. How can passengers check-in? \_\_\_\_\_

\_\_\_\_\_

3. What classes of travel do most airlines offer? \_\_\_\_\_

\_\_\_\_\_

4. Which class of travel is cheaper? \_\_\_\_\_

\_\_\_\_\_

5. Is there any limit for luggage when you travel by air? \_\_\_\_\_

\_\_\_\_\_

#### **Task 2.**

**Complete the conversation “Making a reservation”:**

- \_\_\_\_\_?

- You have to be there two hours before departure time.

- \_\_\_\_\_?

- Check-in time is two hours before departure time.

- \_\_\_\_\_ in Moscow?

- The plane arrives at seven o'clock local time.

### Task 3.

#### Complete the conversation "At a train station":

##### A.

- What \_\_\_\_\_ is the next train to Krasnoyarsk?
- Nine thirty on Track 1.
- Two \_\_\_\_\_, please.
- That's three thousand twenty-eight \_\_\_\_\_.
- Here.
- \_\_\_\_\_ your tickets.
- \_\_\_\_\_.

##### B.

- When does the train for Paris \_\_\_\_\_ ?
- It leaves \_\_\_\_\_ eleven thirty.
- When does it \_\_\_\_\_ ?
- It arrives \_\_\_\_\_ 2:10 p.m.
- How \_\_\_\_\_ is the fare?
- It's thirty-two dollars one way or sixty dollars \_\_\_\_\_ trip.
- I'd like a one-way \_\_\_\_\_, please.
- Here you \_\_\_\_\_.
- Thank you. What track does it \_\_\_\_\_ from?
- Track 3. Have a nice \_\_\_\_\_.

### Task 4.

#### Complete the conversation "Taking a taxi":

- \_\_\_\_\_!
- Where \_\_\_\_\_ ?
- Lenina Street. Do you know where it is?
- \_\_\_\_\_.

- How much \_\_\_\_\_ it be?
- About one hundred \_\_\_\_\_.
- All \_\_\_\_\_.

### Task 5.

**Complete the conversation “Travelling by bus”:**

**A.**

- Where \_\_\_\_\_ the bus stop, please?
- \_\_\_\_\_ there, in front \_\_\_\_\_ the bookstore.

**B.**

- Which bus do I take \_\_\_\_\_ to the Art Museum?
- Take the Green Line bus on the other \_\_\_\_\_ of the road.
- How \_\_\_\_\_ will it take to get there?
- \_\_\_\_\_ twenty minutes.

### Task 6.

**Insert the right prepositions to complete the conversation:**

- How do I get to the flower market \_\_\_\_\_ here?
- You can take the downtown bus and get \_\_\_\_\_ at the post office.

### Task 7.

**Match AmE and BrE expressions about travelling:**

AmE:	BrE:
one-way ticket	tram
round-trip ticket	single
sleeping car	return ticket
roomette	sleeper
streetcar	compartment

## Task 8.

*Choose the correct word / word combination to complete the following sentences:*

1. EXCUSE ME, DOES THIS BUS GO \_\_\_\_\_, PLEASE

- 1) away
- 2) ahead
- 3) downtown
- 4) on

2. IS THIS THE RIGHT \_\_\_\_\_ FOR CENTRAL PARK

- 1) bus
- 2) plane
- 3) room
- 4) way

3. COULD YOU LET ME \_\_\_\_\_, PLEASE? I'M GETTING OFF AT THE NEXT STOP

- 1) in
- 2) go
- 3) pass
- 4) from

4. I'M SORRY I'M LATE. I TOOK THE \_\_\_\_\_ BUS

- 1) right
- 2) wrong
- 3) proper
- 4) incorrect

5. ARE PET DOGS AND CATS ALLOWED \_\_\_\_\_ BOARD THE TRAIN

- 1) with
- 2) on
- 3) in
- 4) at

6. ARE THERE ANY FLIGHTS TO PARIS \_\_\_\_\_ SUNDAY

- 1) with
- 2) on
- 3) in
- 4) at



7. WHAT \_\_\_\_\_ DO YOU HAVE FROM LONDON TO MADRID ON FRIDAY

- 1) planes
- 2) flights
- 3) ways
- 4) reservations

8. WHEN DOES THE PLANE \_\_\_\_\_

- 1) fly
- 2) go away
- 3) go out
- 4) depart

9. WHEN DOES FLIGHT 87 \_\_\_\_\_ VIENNA ARRIVE

- 1) from
- 2) off
- 3) in
- 4) about

10. WHEN DOES THE PLANE ARRIVE \_\_\_\_\_ DELHI

- 1) from
- 2) off
- 3) in
- 4) about

11. THE PLANE ARRIVES AT SEVEN O'CLOCK \_\_\_\_\_ TIME

- 1) local
- 2) city
- 3) country
- 4) exact

12. HOW MUCH IS AN ECONOMY \_\_\_\_\_ TICKET TO LONDON

- 1) class
- 2) type
- 3) way
- 4) seat

13. FLIGHT 560 IS DEPARTING \_\_\_\_\_ GATE 8 AT 10:30

- 1) with
- 2) of
- 3) at
- 4) from

14. WHAT IS THE BAGGAGE \_\_\_\_\_

- 1) restriction
- 2) limitation
- 3) allowance
- 4) availability

15. CAN I CARRY\_\_\_\_\_ THIS BAG

- 1) with
- 2) on
- 3) in
- 4) at

16. WHERE IS THE BAGGAGE \_\_\_\_\_ AREA

- 1) getting
- 2) claim
- 3) left
- 4) flight

### **Tema 3.**

### **“Hotel”**

#### **Task 1.**

**Answer the following questions:**

1. Where do people usually stay when they arrive at a town in which they don't live?\_\_\_\_\_

\_\_\_\_\_

2. Why is it good to reserve rooms in advance?

\_\_\_\_\_

3. What are the most common problems with accommodation?

\_\_\_\_\_

4. What are five star hotels?

\_\_\_\_\_

5. What hotel services are important for you?

\_\_\_\_\_

#### **Task 2.**

**Categorize the following sentences according to the communicative situation:**

<b>Communicative situation</b>	<b>Sentences</b>
Reserving a room on the phone	
Asking about hotel services	
Talking to the chambermaid	
Checking in at the hotel	

Checking out	

1. *Are pets allowed in the hotel?*
2. *Here's your bill, sir. One hundred seventy-six dollars.*
3. *Hello! I'd like to press these trousers. Where can I find an iron?*
4. *Yes, we'll have a nonsmoking single room available on May sixth.*
5. *Can I leave my luggage at the hotel for a couple of hours after I check out?*
6. *Here's your key. Room 777 on the seventh floor. Enjoy your stay.*
7. *You can use an iron in the valet service room. It's next to the freight elevator.*
8. *Is there a fitness center in the hotel?*
9. *I'd like a room with a bed for a child.*
10. *Please fill out the registration form.*
11. *When is breakfast served?*

### **Task 3.**

***Choose the correct word / word combination to complete the following sentences:***

1. I'LL PAY \_\_\_\_\_
- 1) cash
  - 2) USA money
  - 3) dollars
  - 4) credit card

2. WHAT IS THE HOTEL'S \_\_\_\_\_ TIME
- 1) vacant
  - 2) fill in
  - 3) sleeping
  - 4) check-out

3. I'D LIKE TO \_\_\_\_\_ A CHEESE SANDWICH AND GREEN TEA WITH LEMON, PLEASE
- 1) order
  - 2) get
  - 3) give
  - 4) sell

4. CHECK-OUT TIME IS 12:00 \_\_\_\_\_

- 1) hours
- 2) noon
- 3) in the morning
- 4) daytime

5. PREPARE MY \_\_\_\_\_, PLEASE. I'M LEAVING TOMORROW MORNING

- 1) room
- 2) money
- 3) bill
- 4) cash

6. I FEEL \_\_\_\_\_. IS THERE A DOCTOR IN THE HOTEL? COULD YOU FIND A DOCTOR FOR ME, PLEASE

- 1) tired
- 2) fresh
- 3) great
- 4) sick

7. THE BATHROOM LIGHT IN MY ROOM DOESN'T \_\_\_\_\_

- 1) work
- 2) switch on
- 3) switch off
- 4) job

8. THERE IS NO ROOM SERVICE \_\_\_\_\_ IN MY ROOM

- 1) menu
- 2) TV
- 3) towel
- 4) shower

9. CAN YOU GIVE ME A WAKE-UP AT 7:00 A.M., PLEASE

- 1) call
- 2) menu
- 3) break
- 4) bill

10. IS THERE A TELEPHONE IN THE ROOM? ARE LOCAL CALLS

- \_\_\_\_\_
- 1) expensivest
  - 2) free
  - 3) pay
  - 4) charges

11. HOW DO I GET \_\_\_\_ THE CITY CENTER FROM THE HOTEL

- 1) in
- 2) for
- 3) up
- 4) to

12. \_\_\_\_\_ YOU CALL A TAXI FOR ME, PLEASE

- 1) Shall
- 2) Must
- 3) May
- 4) Could

13. DOES THE HOTEL HAVE ANY \_\_\_\_\_ FOR CHILDREN

- 1) games
- 2) facilities
- 3) single rooms
- 4) vacant rooms

14. HELLO! DO YOU HAVE ANY \_\_\_\_\_ ? I NEED A SINGLE ROOM FOR THREE DAYS

- 1) vacancies
- 2) something
- 3) registrations
- 4) reservations

15. I HAVE A RESERVATION FOR A SINGLE ROOM. I'D LIKE TO CHECK \_\_\_\_\_

- 1) with
- 2) for
- 3) in
- 4) to

16. HERE'S YOUR \_\_\_\_\_. ROOM 201 IS ON THE SECOND FLOOR. ENJOY YOUR STAY

- 1) towels
- 2) luggage
- 3) key
- 4) baggage

17. “\_\_\_\_\_ YOU GIVE ME A ROOM FOR THE NIGHT?”, I ASKED ON ARRIVING AT THE HOTEL

- 1) Should
- 2) Might
- 3) May
- 4) Can

**Task 4.**

*You are going on a business trip abroad. Book a hotel room by phone.*

---

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**Task 5.**

*You arrived in an English-speaking country for business. You arrived at a hotel where you had a booked room. You were informed that there was a mistake and your room is occupied at the moment. Order a new room.*

---

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**Tema 4.**  
**“Telephone conversation”**

**Task 1.**

*Answer the following questions:*

1. What phrases are usually used in case you don't understand a person speaking to you on the telephone?

---

2. What rules should be observed when speaking on the phone?

---

3. What multi-word verbs are commonly used in telephone conversations?

---

4. Is it important to use the right level of formality in telephone conversations?

---

**Task 2.**

**Categorize the following sentences according to the communicative situation:**

<b>Communicative situation</b>	<b>Sentences</b>
Connecting	
Making contact	
Telephone problems	
Asking the caller to wait	
Asking for a name or information	



Leaving or taking a message	

1. *Could you ask him/her to call me back?*
2. *Where can he/she reach you?*
3. *Who's calling please?*
4. *Who's speaking?*
5. *I'm trying to contact .....*
6. *Could you hold on please?*
7. *Just a moment please.*
8. *When can he contact you?*
9. *The line is very bad ... Could you speak up please?*
10. *Could you repeat that please?*
11. *This is John Brown speaking/*
12. *I'm afraid I can't hear you.*
13. *Sorry. I didn't catch that. Could you say that again please?*
14. *Thank you for holding.*
15. *Hold the line please.*
16. *Could you give me your name please?*
17. *Where are you calling from?*
18. *Could you spell that please?*
19. *Are you sure you have the right number / name?*
20. *The line's free now ... I'll put you through.*
21. *Could I speak to ..... please?*

### **Task 3.**

***Complete the conversations given below:***

**A.**

- Hello, can I \_\_\_\_\_ with Maria, please?
- Maria isn't \_\_\_\_\_ right now.
- When will she be \_\_\_\_\_ ?
- I'm not sure. Maybe in a couple of hours. Can I take a \_\_\_\_\_?
- Could you tell her Denis called? I'll call her \_\_\_\_\_ later.
- Sure. I'll tell her you called.

**B.**

- Hello?
- Hello! Could I speak to Jack, please?
- Jack? There's no one by the name Jack here.
- What \_\_\_\_\_ are you calling?
- Is this 555-1206? (five-five-five, one-two oh-six)
- No, it isn't. You dialed the \_\_\_\_\_ number.
- Oh, I'm \_\_\_\_\_.

**Task 4.**

***Choose the correct word / word combination to complete the following sentences:***

1. \_\_\_\_\_ I SPEAK TO JANE, PLEASE
  - 1) Must
  - 2) Need
  - 3) Ought
  - 4) Can
2. I can't hear you. This is a bad \_\_\_\_\_.
  - 1) day
  - 2) line
  - 3) opportunity
  - 4) speaking
3. I \_\_\_\_\_ HAVE MISDIALED
  - 1) can
  - 2) is able to

- 3) may
- 4) must

4. COULD YOU HOLD \_\_\_\_\_PLEASE

- 1) in
- 2) to
- 3) on
- 4) up

5. I can't hear you. Would you mind \_\_\_\_\_ the number again?

- 1) dialing
- 2) calling
- 3) typing
- 4) pushing

6. THE LINE'S FREE NOW ... I'LL PUT YOU \_\_\_\_\_

- 1) on
- 2) through
- 3) to
- 4) up

7. Is this 155-1207? - No, it isn't. You dialed the \_\_\_\_\_ number

- 1) wrong
- 2) right
- 3) incorrect
- 4) other

8. HE/SHE ISN'T \_\_\_\_\_ AT THE MOMENT

- 1) in
- 2) through
- 3) of
- 4) up

9. I'M AFRAID THE LINE'S ENGAGED. COULD YOU CALL \_\_\_\_\_  
LATER

- 1) to
- 2) through
- 3) back
- 4) into

Answer the phone. \_\_\_\_\_

Ask the caller to spell his/her first and last names and the name of the company.

---

Tell the caller that the person wanted is not available.

---

Give reasons for that. \_\_\_\_\_

Take a message. \_\_\_\_\_

## **Tema 5 .**

### **“Business meeting. Negotiation”**

#### **Task 1.**

**Categorize the following sentences according to the communicative situation they are used in:**

<b>Communicative situation</b>	<b>Sentences</b>
<b>Asking for an opinion</b>	
<b>Giving an opinion</b>	
<b>Adding information</b>	
<b>Making a suggestion</b>	
<b>Asking for clarification</b>	
<b>Explaining and clarifying</b>	
<b>Asking for agreement</b>	
<b>Agreeing</b>	
<b>Disagreeing</b>	
<b>Understanding</b>	
<b>Doubt</b>	
<b>Approval</b>	

<b>Disapproval</b>	
<b>Asking to repeat</b>	

1. *I'm afraid I haven't heard what you said.*
2. *How about using our out-of-town laboratory for this project?*
3. *What is your opinion?*
4. *What is your attitude to this problem?*
5. *I think that we should consult a specialist.*
6. *In my view, it's a difficult task.*
7. *You could publish an article about your research in a peer-reviewed journal.*
8. *What I wanted to say was that we could use volunteers.*
9. *I have to think about it.*
10. *What do you think?*
11. *What do you think?*
12. *What do you mean by saying that we don't have enough doctors?*
13. *The way I see it, it might be difficult to realize at the moment.*
14. *We could rent some dental equipment instead of buying it.*
15. *I don't like this idea.*
16. *As far as I'm concerned, time is the biggest problem.*
17. *What I am trying to say is that we don't have enough money for this project.*
18. *Why don't we get a bank loan?*
19. *As far as I know, it could be very expensive.*
20. *What do you think about it?*
21. *I think that it is a great idea.*
22. *I suppose so.*
23. *This is a crazy idea, if you ask me.*
24. *I'm sorry, but it's not quite right.*
25. *I see your point.*
26. *Is that right?*
27. *I'm not quite sure about it.*
28. *As for me, I'm not ready to discuss it.*
29. *I'm not sure that I agree with your argument.*
30. *I'm afraid I don't see it that way.*
31. *Do you mean that we should hire someone to manage the project?*
32. *What are you trying to say?*
33. *I see what you mean.*
34. *Of course. / Certainly. / Sure.*
35. *I don't think it will work*
36. *Could you be more specific, please?*
37. *You did a great job.*

- 38. *What did you say?*
- 39. *What is your point of view?*
- 40. *That's not exactly true.*
- 41. *That's true. / That's right.*
- 42. *Exactly. Definitely.*
- 43. *Maybe, but I'm not sure.*
- 44. *I'm against this plan.*
- 45. *Not really.*
- 46. *It's a good point.*
- 47. *You are right.*
- 48. *Sorry? / Beg your pardon?*
- 49. *I got it.*
- 50. *To tell you the truth, I have a different opinion.*

## **Task 2.**

***Answer the following questions:***

1. How can you interrupt the speaker?

---

2. How can you ask to repeat?

---

3. How can you ask to clarify?

---

4. What are the ways to say that you agree/ disagree?

---

5. What are the ways to express your opinion?

---

## **Task 3.**

***Choose the correct word / word combination to complete the following sentences:***

1. YOUR FIRM / HAVE MANY BRUNCHES

- 1) Do your firm have many brunches
- 2) Does your firm has many brunches
- 3) Does your firm have many brunches
- 4) Your firm have many brunches

## 2. HOW BIG / YOUR CLINIC

- 1) How is your clinic big?
- 2) How big is your clinic?
- 3) How is big your clinic?
- 4) How big has your clinic?

## 3. YOU / WORKED HERE LONG

- 1) Have you worked here long
- 2) Are you working here long
- 3) Do you work here long
- 4) You worked here long

## 4. WHO / IN CHARGE OF YOUR IN-PATIENT DEPARTMENT

- 1) Who has been in charge of your in-patient department
- 2) Who is in charge of your in-patient department
- 3) Who are in charge of your in-patient department
- 4) Who were in charge of your in-patient department

## 5. EPIDEMIOLOGICAL SITUATION / AFFECT/ YOUR ADMISSION RATE

- 1) Do epidemiological situation affect your admission rate
- 2) Is epidemiological situation affect your admission rate
- 3) Is epidemiological situation affects your admission rate
- 4) Does epidemiological situation affect your admission rate

## 6. HOW / GET HERE THIS EVENING

- 1) How have you got here this evening
- 2) How have you get here this evening
- 3) How you got here this evening
- 4) How did you got here this evening

## 7. YOU / SEE DAVID FRANKLIN OFTEN

- 1) Do you often see David Franklin
- 2) Does you often see David Franklin
- 3) You often see David Franklin
- 4) Do you often seeing David Franklin

## 8. YOU / BEEN TO NEW YORK BEFORE

- 1) Have you be to New York before
- 2) Have you been to New York before
- 3) Has you been to New York before



4) Were you to New York before

9. I'LL DO MY \_\_\_\_\_ TO ARRANGE YOUR TRIP TO RUSSIA

- 1) good
- 2) possible
- 3) best
- 4) help

10. I \_\_\_\_\_ COME TO YOUR PARTY TOMORROW. I'M GOING TO PREPARE FOR OUR BUSINESS MEETING

- 1) can't
- 2) shouldn't
- 3) mustn't
- 4) needn't

#### **Task 4.**

*You will have to make an appointment with a foreign partner that you haven't seen yet. Make a list of questions for the conversation.*

---

---

---

---

---

#### **Task 5.**

*You have an appointment that you can't visit for some valid reasons. Make a list of expressions for rescheduling the appointment.*

---

---

---

---

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**Tema 6.**  
**“Non-verbal business English”**

**Task 1.**

**Answer the following questions:**

1. What is meant under “nonverbal communication”?

---

2. Is recognizing cultural differences important in international business relations? Why?

---

---

3. How can we see hidden emotions of a person? Can they contradict verbal statements? \_\_\_\_\_

---

4. What are the forms of body language? \_\_\_\_\_

---

5. Why are facial expressions especially helpful? \_\_\_\_\_

---

6. What can failure to understand cultural differences lead to? \_\_\_\_\_

---

7. Can hand gestures break a business deal? \_\_\_\_\_

8. Are there feminine or masculine cultures? \_\_\_\_\_

9. Name some cultures where men are seen to be the more dominate force in making business decisions. \_\_\_\_\_

10. Provide an example of a more feminine culture. \_\_\_\_\_

11. What is special about Middle Eastern cultures? \_\_\_\_\_

---

12. What cultures emphasise distinct separation of power? \_\_\_\_\_

---

13. Name some cultures where shaking the hand of an individual during an important business meeting is considered to be inappropriate.

---

14. What are the main rules of business communication in your country?

---

---

### Task 2.

*Match the following elements of nonverbal communication and examples of their usage:*

Way	Specification
<b>Appearance:</b>	Silence can communicate a lack of understanding or even hard feelings in a face-to-face discussion.
<b>Body language:</b>	A speaker's clothing, hairstyle, use of cosmetics, neatness, and stature may cause a listener to form impressions about her occupation, socioeconomic level, competence, etc.
Way	Specification
<b>Sounds:</b>	A manager who puts his feet up on the desk may convey an impression of status and confidence, while an employee who leans forward to listen may convey interest

### Task 3.

*Imagine you are a famous doctor. You are giving an interview on TV.*

*Question 1:* Explain the secrets of your success. What is necessary for being successful in clinical medicine?

Your answer: \_\_\_\_\_

---

---

*Question 2:* How should a modern medical specialist behave with his international partners?

Your answer: \_\_\_\_\_

---

#### Task 4.

*Match the following ways understanding nonverbal cues can make you a more effective communicator and their specifications:*

Way	Specification
<b>To show interest:</b>	Complementing your actual words with direct eye contact and confident posture will demonstrate to others that you are giving voice to your true feelings
<b>To establish connection:</b>	Nonverbal signals are a great way to communicate attentiveness and engagement to those around you. Controlling your posture and eye contact will demonstrate to others that you are interested in what they have to say.
<b>To convey specific meaning:</b>	Nonverbal communication is a great way to establish trust. It's no accident that many cultures see some sort of physical gesture like a handshake or hug as necessary in certain types of personal interactions.
<b>To demonstrate authenticity:</b>	Learning how to complement your words with nonverbal communication can prevent misinterpretation and miscommunication.

## Task 5.

*Choose the correct word / word combination to complete the following sentences:*

### 1. CAN FACIAL EXPRESSIONS BE HELPFUL

- 1) Facial expressions are not helpful as they do not show people's emotions
- 2) Facial expressions can not be helpful as they give the same information that your verbal statements
- 3) Facial expressions are especially helpful as they may show hidden emotions that contradict verbal statements
- 4) Facial expressions can not show hidden emotions

### 2. IN CHINA AND JAPAN, FOR EXAMPLE, A FACIAL EXPRESSION THAT WOULD BE RECOGNIZED AROUND THE WORLD AS CONVEYING HAPPINESS MAY ACTUALLY \_\_\_\_\_ ANGER OR MASK SADNESS, BOTH OF WHICH ARE UNACCEPTABLE TO SHOW OVERTLY

- 1) look like
- 2) express
- 3) show
- 4) demonstrate

### 3. INTERPRETATION OF FACIAL EXPRESSIONS ACROSS CULTURES IS \_\_\_\_\_

- 1) impossible
- 2) obvious
- 3) easy
- 4) difficult

### 4. NONVOCAL ELEMENTS OF NONVERBAL COMMUNICATION INCLUDE BODY LANGUAGE SUCH AS GESTURES, FACIAL EXPRESSIONS, AND \_\_\_\_\_

- 1) eye contact
- 2) sounds
- 3) appearance
- 4) verbal statements

### 5. THE WAY THAT YOU SIT OR STAND IS YOUR \_\_\_\_\_

- 1) appearance
- 2) eye contact
- 3) gestures
- 4) posture

**6. WHAT ARE THE OTHER FORMS OF BODY LANGUAGE (APART FROM FACIAL EXPRESSIONS)**

- 1) Posture and gestures
- 2) Verbal statements and gestures
- 3) Verbal statements, posture and gestures
- 4) Verbal statements and tone of voice

**7. WHAT ARE THE THREE MAIN ELEMENTS OF NON-VERBAL COMMUNICATION?**

- 1) Appearance and sounds
- 2) Appearance, body language, and verbal statements
- 3) Appearance, body language, and sounds
- 4) Body language, gestures, and sounds

**8. WHAT IS RIGHT ABOUT NONVERBAL COMMUNICATION**

- 1) Nonverbal communication (including facial expressions, gestures, posture, and tone of voice) is not very important in personal business interactions
- 2) Nonverbal communication includes all kinds of gestures
- 3) Nonverbal communication is an important component of personal business interactions, such as facial expressions, gestures, posture, and tone of voice
- 4) Nonverbal communication represents using technical aids while making presentations

## **Tema 7.**

### **“Meeting foreign guests: entertainment”**

#### **Task 1.**

*Answer the following questions:*

1. What do you know about the "Peredvizhniki"?

---

2. What do you know about Tretyakov Gallery?

---

3. What is the best known theatre in Moscow?

---

4. What theatres do we have in Krasnoyarsk?

---

5. Do you like to go to the cinema?

---

6. Is your friend a great cinema-goer?

---

7. Do you like horror films and thrillers? Musicals? Historical films?

---

8. What film have you seen lately?

---

9. Do you frequently go to museums and art galleries?

---

10. Who are your favourite artists?

---

11. Which works of Russian artists do you like most of all?

---

12. Have you ever been to Hermitage?

---

13. Have you ever been to Tretyakov Gallery?

---

## Task 2.

*Support a conversation with a foreign guest by completing this dialogue:*

**A foreign guest:** Which is your favorite theatre?

**You :** \_\_\_\_\_

**A foreign guest:** Do you like operas? Ballet?

**You :** \_\_\_\_\_

**A foreign guest:** Have you ever been to the Bolshoi Theatre?

**You :** \_\_\_\_\_

**A foreign guest:** The "Swan Lake" is simply marvellous, isn't it?

**You :** \_\_\_\_\_

**A foreign guest:** Do you like modern plays?

**You :** \_\_\_\_\_

## Task 3.

*Choose the correct word / word combination to complete the following sentences:*

1. A/AN \_\_\_\_\_ IS A PERSON WHO STAGES A PLAY

- 1) dramatist
- 2) theatre – goer
- 3) artist
- 4) poet

2. \_\_\_\_ IS A LOUD SOUND, MADE BY PEOPLE IF THEY LIKE THE PERFORMANCE

- 1) applause
- 2) stalls
- 3) cry
- 4) stamp

3. TO PERFORM ON THE STAGE MEANS \_\_\_\_\_

- 1) to imagine
- 2) to play



- 3) to highlight
- 4) to act

4. A/AN \_\_\_\_\_ IS SOMEONE WHO ACTS IN PLAYS

- 1) artist
- 2) player
- 3) actor / performer
- 4) dancer

5. A/ AN \_\_\_\_\_ IS SOMEONE WHO DANCES IN A BALLET

- 1) ballet artist
- 2) ballet player
- 3) ballet dancer
- 4) ballet employee

6. A KIND OF PLAY WITH A SAD END IS CALLED \_\_\_\_\_

- 1) musical comedy
- 2) melodrame
- 3) drama
- 4) romance

7. A /AN \_\_\_\_ IS A PERSON WHO IS FOND OF GOING TO THE THEATRE

- 1) dramatist
- 2) theatre – goer
- 3) artist
- 4) poet

8. IT IS A LARGE GROUP OF MUSICIANS USING MANY DIFFERENT MUSICAL INSTRUMENTS TO PLAY MOSTLY CLASSICAL MUSIC

- 1) repertoire
- 2) orchestra
- 3) music team
- 4) poetry

9. A ..... ROOM IS A ROOM IN A THEATRE WHERE PEOPLE LEAVE THEIR COATS

- 1) bed
- 2) dressing
- 3) cloak
- 4) laundry

10. A/AN \_\_\_\_\_ IS A BOOKLET CONTAINING INFORMATION ABOUT A PARTICULAR PRODUCTION

- 1) applause

- 2) paper
- 3) programme
- 4) leaflet
- 5) manuscript

11. CLOTHING WORN BY AN ACTOR ON STAGE DURING A PERFORMANCE

- 1) dress-code
- 2) costume
- 3) jacket
- 4) stamp

12. A ..... OFFICE REFERS TO A PLACE WHERE YOU CAN BUY TICKETS

- 1) booking
- 2) ticket
- 3) stage
- 4) stamp

13. A PERSON WHO WATCHES A PERFORMANCE OR AN EVENT IS CALLED A \_\_\_\_

- 1) dramatist
- 2) spectator
- 3) passenger
- 4) musician

14. A/AN \_\_\_\_\_ IS A HUMOROUS PLAY WITH A HAPPY ENDING.

- 1) comedy
- 2) play
- 3) drama
- 4) opera

**Tema 8.**  
**“Krasnoyarsk tour”**  
**Task 1.**

*Answer the following questions:*

1. What do you know about Krasnoyarsk?

---

2. Are there any interesting places in Krasnoyarsk?

---

3. What famous persons do you know from this city?

---

4. What is the best place for shopping in Krasnoyarsk?

---

5. Do you frequently go to museums and art galleries?

---

6. Which works of Russian artists do you like most of all?

---

7. Which works impressed you most of all in Surikov Art Museum?

---

8. Have you ever been to Bobrov Log?

---

9. Where is the Central Park named after M. Gorky located?

### Task 2.

*In each set of words one is the odd one out: different from the others.*

*Find the word that is different, and circle it.*

- a) Vasily Surikov, Viktor Astafiev, Dmitri Hvorostovsky, Viktor Vasnetsov.
- b) the Mana Festival, The International Fireworks Festival, avant-garde Museum Night festival, the Jazz on Yenisey festival.
- c) Puppet Theatre, Drama Theatre, Classic Theater, Theatre of Music Comedy, Theatre of Opera and Ballet.

### Task 3.

*Match the words in italics with their opposites in the box on the right.*

*The first one has been done for you as an example.*

The opposite of **vacant** is occupied.

The opposite of **favourite** is \_\_\_\_\_.

The opposite of **wonderful** is \_\_\_\_\_.

The opposite of **popular** is \_\_\_\_\_.

The opposite of **frequent** is \_\_\_\_\_.

### Task 4.

*Choose the correct word / word combination to complete the following sentences:*

1. KRASNOYARSK IS THE LARGEST INDUSTRIAL AND CULTURAL CENTRE OF EASTERN SIBERIA, AND THE CAPITAL OF THE KRASNOYARSK TERRITORY. IT IS THE \_\_\_\_LARGEST REGION IN RUSSIA AFTER SAKHA (YAKUTIYA)

- 1) second
- 2) third
- 3) first
- 4) forth

2. KRASNOYARSK WAS FOUNDED IN\_\_\_\_\_ BY COSSACKS UNDER ANDREY DUBENSKIY'S COMMAND AND WAS ORIGINALLY NAMED "KRASNIY YAR"

- 1) 1678
- 2) 1628
- 3) 1688
- 4) 1648

3. THE OPERA AND BALLET THEATRE IS ONE OF THE MOST BELOVED PLACES AMONG ..... AND GUESTS OF KRASNOYARSK

- 1) residents
- 2) people
- 3) population
- 4) persons

4. BOBROVY LOG IS A SKI\_\_\_\_\_

- 1) stadium
- 2) resort
- 3) parking
- 4) institution

5. SURIKOV ART MUSEUM IS A LARGE ART MUSEUM IN KRASNOYARSK WITH SUBSTANTIAL COLLECTIONS THAT HAVE HIGH ARTISTIC \_\_\_\_\_

- 1) price
- 2) importance
- 3) value
- 4) significance

6. MUSEUMS GIVE US A WONDERFUL \_\_\_\_\_TO GET ACQUAINTED WITH THE ART OF DIFFERENT CENTURIES, COUNTRIES AND SCHOOLS

- 1) possibility
- 2) opportunity
- 3) idea
- 4) ability

7. MUSEUMS TELL US ABOUT THE \_\_\_\_\_, SCULPTORS, AND ARTISTS OF THE PAST

- 1) engineers
- 2) butchers
- 3) carpenters
- 4) painters

8. ONE OF THE BEST KNOWN \_\_\_\_\_ IN RUSSIA AND ABROAD IS THE MOSCOW TRETYAKOV GALLERY

- 1) cinemas
- 2) theatres
- 3) museums
- 4) opera houses

9. FOR THEATRE LOVERS, THE MUSIC THEATRE WILL BE A GOOD OPPORTUNITY TO DISCOVER THE RUSSIAN CULTURE THROUGH VARIOUS .....

- 1) landscapes
- 2) decorations
- 3) performances
- 4) orchestras

### Task 5.

*Complete the following sentences about the KrasSMU campus.*

The morphological building of the University is \_\_\_\_\_ to the main building. Behind the morphological building there is a \_\_\_\_\_ building of Medical University. There are \_\_\_\_\_ with the most modern \_\_\_\_\_. All this encourages the \_\_\_\_\_ activity at the university. Sports stadium "\_\_\_\_\_ " is located \_\_\_\_\_ the main building of the Krasnoyarsk State Medical University. It has a \_\_\_\_\_ with artificial turf, a basketball court, a squash court, a jogging track, and a seating area of 1,000 \_\_\_\_\_. Not far from the sports stadium there is a \_\_\_\_\_ "Medusa".

### Task 6.

*You are going to tell your foreign partner about the sightseeing platform "Tsar-Fish" (King Fish). Try to explain to a foreign guest why the sightseeing*

*platform “Tsar-Fish” (King Fish) is considered to be a symbolic image of the region. Tell about its location.*

---

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**Tema 9.**

**“Meeting foreign guests: business lunch”**

**Task 1.**

*Answer the following questions:*

1. What are usual Russian dishes?

---

2. Is it necessary to book a table in advance?

---

3. What are international dishes?

---

4. Make a list of phrases which can help you to make an order.

---

---

---

5. Is it necessary to tip the waiter in Russia?

---

### Task 2.

*Categorize the following sentences according to the communicative situation they are used in:*

Communicative situation	Sentences
Breakfast	
Lunch	
Dinner	
Waiter's questions	
Complaining	
Paying	

1. The food was delicious. Thank you very much. Here. Keep the change.
2. I'll have orange juice, cheese omelette, toast, strawberry jam, and tea with lemon.
3. Waiter! I've been waiting for my order for almost an hour already!
4. How would you like your steak?
5. I'll take tomato juice, chicken, green salad with olive oil, a piece of apple pie, and a cup of green tea, please.
6. Waiter! The check, please.
7. May I take your order?



8. I'd like a cup of onion soup, grilled salmon, steamed vegetables, and coffee to follow. No dessert, thank you.
9. Waiter, I ordered chocolate ice cream, and you brought vanilla.

### Task 3.

*Match the half-sentences in column A with the half-sentences in column B to make 6 sentences which are correct, complete and true.*

#### Column A

1. With lemon ...
2. May I.....
3. How would you like .....
4. Waiter, we ordered well-done chops,
5. I didn't order .....
6. The food.....

#### Column B

- a ..... and these are rare.
- b ..... sponge cake.
- c ..... take your order?
- d ..... was delicious.
- e ..... your coffee?
- f ..... , please.

### Task 4.

**Complete the conversation "In a restaurant":**

**Waiter:** \_\_\_\_\_?

**Mr Green:** Yes. I'll \_\_\_\_\_ the beef stew for starters.

**Waiter:** One beef stew. What would you like for the \_\_\_\_\_?

**Mr Green:** I'll have the Fried Trout with mashed potatoes.

**Waiter:** I'm afraid the trout is \_\_\_\_\_.

**Mr Green:** Oh dear. Err... What else \_\_\_\_\_?

**Waiter:** The \_\_\_\_\_ is very good.

**Mr Green:** OK. I'll have that.

**Waiter:** Would you like something to \_\_\_\_\_?

**Mr Green:** Yes, \_\_\_\_\_ . \_\_\_\_\_ I see the drinks menu?

**Waiter:** —\_\_\_\_\_. Here you are.

### Task 3.

*Match the questions in column A with the answers in column B*

#### Column A

#### Column B

What can I do for you?

Let me check the bookings.

Are there any tables available?

I would like a table for two, please.

For how many people should the reservation be?

I would prefer it to be by the window, if that's possible.

Do you have any preferences?

I would like to book a table for tomorrow evening.

### Task 4.

*Solve the anagrams by reading the clues and putting the letters in order to form words.*

pink = ARER \_\_\_\_\_

salad = DESRSNGI \_\_\_\_\_

fried eggs = BEDRCAMLS \_\_\_\_\_

eating house = TSRURTANEA \_\_\_\_\_

### Task 5.

*Circle the correct answer:*

1. IF AN IMPORTANT CALL COMES IN WHEN YOU ARE AT A BUSINESS LUNCH

1) Take the call at the table and try to be quiet so you won't disturb the other diners during the call

2) Turn your phone off completely and collect your voice mail messages afterward

3) Tell your associates at lunch that you're expecting an important call, put your phone on vibrate mode and when the call does come, excuse yourself, leave the table and go to a place where no one can hear you. When you return to the table, thank your guest for allowing you to take the call and don't apologize or talk about the nature of the call

4) Go out and take the call

**2. MAKING SMALL TALK IS VITAL FOR CONDUCTING BUSINESS TODAY BECAUSE IT**

- 1) Gives people an insight into your character
- 2) Creates rapport with people and lets them know you're human
- 3) Facilitates business communication
- 4) All of the above

**3. ONE OF YOUR FOREIGN PARTNERS USES A WHEELCHAIR. WHEN SPEAKING TO HER, YOU:**

- 1) Offer to push her chair as an act of courtesy.
- 2) Sit down so that you are at eye level with her so she won't strain her neck.
- 3) Asking her questions about her condition
- 4) Pay no attention

**4. WHEN YOU ARE A GUEST IN SOMEONE'S OFFICE, IT IS BEST TO:**

- 1) Stay long enough so they can get to know you before you begin talking about business so they'll learn to trust you
- 2) Be brief. Offer them leave-behinds. Follow up when you say you will
- 3) Answer questions you know they'll ask (before they ask them) and provide them with a full educational opportunity about your product or service
- 4) Use the time to relax and return calls or check your voice mail messages

**5. AMONG THE PRESENTED DINING DON'TS CHOOSE ONE THAT MAKES PART OF A PROPER DINING ETIQUETTE**

- 1) Liquids belong on the right, solids on the left
- 2) Leaving purses or keys or sunglasses on the table
- 3) Chewing with one's mouth open
- 4) Elbows on the table

**6. AMONG THE PRESENTED DINING DON'TS CHOOSE ONE THAT MAKES PART OF A PROPER DINING ETIQUETTE**

- 1) Eating too fast or too slowly
- 2) Touching your hair or face at the table
- 3) Pushing away the plate or bowl when you're done
- 4) Mind your posture

**7. AMONG THE PRESENTED PRINCIPLES OF A PROPER DINING ETIQUETTE CHOOSE ONE DINING ETIQUETTE BUNGLER**

- 1) Leaving purses or keys or sunglasses on the table
- 2) Relax and be yourself
- 3) Don't take calls
- 4) Don't salt and pepper your food before first trying it

**8. AMONG THE PRESENTED PRINCIPLES OF A PROPER DINING ETIQUETTE CHOOSE ONE DINING ETIQUETTE BUNGLER**

- 1) Do your homework about the organization and its culture
- 2) Don't salt and pepper your food before first trying it
- 3) Liquids belong on the right, solids on the left
- 4) Poor posture

9. WHEN GIVING A COMPLIMENT, IT'S BEST TO

- 1) Give a compliment to someone so that many people can hear the praise you are giving them
- 2) Give compliments to everyone in the office so everyone receives regular praise
- 3) Compliment specific behaviours regarding work, avoid personal compliments
- 4) Give compliments privately so it won't embarrass anyone

**Tema 10.**

**“Structure of business letters”**

**Task 1.**

*Answer the following questions:*

1. How many styles of letter are there?

---

2. What is the order of writing addresses?

---

3. Is it necessary to make sure you use the recipient's name correctly?

---

4. What is the structure of the ordinary business letter?

---

5. Where should you place your signature?

---

## Task 2.

*Mark the false sentences and correct them.*

1. It is possible to send messages in all capital letters. \_\_\_\_\_
2. Write a short and specific description of your message in the subject line.  
\_\_\_\_\_
3. Do not try to respond to e-mails immediately. \_\_\_\_\_
4. Re-read your e-mails before you send them. \_\_\_\_\_
5. Be careful of your tone. \_\_\_\_\_
6. Check your e-mail in-box frequently. \_\_\_\_\_
7. Try not to send e-mails that are very long. \_\_\_\_\_
8. Never use automatic signatures. \_\_\_\_\_
9. Avoid using spell-check programmes. \_\_\_\_\_
10. Abbreviated forms are never used in friendly messages. \_\_\_\_\_
11. Avoid using the "Importance" command to set a higher priority for your message. \_\_\_\_\_

## Task 3.

*Write a letter using the following word combinations:*

- |                             |                      |                     |
|-----------------------------|----------------------|---------------------|
| 1. I very much appreciate   | to have a reprint    | your diagrams       |
| 2. I shall be very happy    | if you sent          | to my request       |
| 3. I would be very grateful | your attention       | this modest present |
| 4. Thank you very much      | if you accept        | of this paper       |
| 5. I should like very much  | if you would send me | the programme       |
| 6. I shall be much obliged  | for your help        | in this matter      |

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#### Task 4.

**Write the answer to the letter given below:**

*Dear Professor Petrov,*

*Hope you are doing good...*

*The way you reach your target audience in recent times has changed, and the question is... HOW?*

*We are hosting a webinar “Covid-19 Virtual 2020” on August 18-19, 2020 where you can connect with professionals working in your field. No matter where you are in the world, it's likely you've been affected by COVID-19 concerns. To support you in this crisis, we put together this resource for connecting with your target audience when you can't be there in person. Take your chance to get more knowledge!*

*What key insights will attendees benefit from:*

- *Get your abstract published with DOI*
- *Get Certified for your participation*
- *Make new connections with Significant time saving*

*For detailed information, visit: <http://mgconference.com/covid>*

*A webinar so valuable, you'd love to see your future collaborations there!!*

*You can have 50% waiver on registration now.*

*If you have any questions, please let us know.*

*I would be happy to see you on screen on Aug 18-19!!*

*Don't miss the scope to continue exploring potential researchers at Covid-19 virtual 2020.*

*Looking forward to hear from you.*

*Regards*

*Madison Ruth*

*Conference Manager / Covid-19*

*Office: +1 (702) 988-2320*

*Toll Free: 1800-883-8082 (USA & Canada)*

*What's App: +1 (540) 709 1879*

*Email: [covid19@magnusgroupllc.com](mailto:covid19@magnusgroupllc.com)*

*Twitter: @Covid19webinar*

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*1033 Sterling Rd, Unit 104*

*Herndon, VA 20170, USA*

***Your answer:***

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**Task 4.**

***What do the following abbreviations stand for? Check the ones you don't know in the dictionary. The first one has been done for you as an example.***

**Jan./ J.** = *January*

**Mo./ Mon.** = \_\_\_\_\_

**Ph.D.** = \_\_\_\_\_

**M.D.** = \_\_\_\_\_

**Co.** = \_\_\_\_\_

**Mr** = \_\_\_\_\_

**Mrs** = \_\_\_\_\_

**Abt** = \_\_\_\_\_

**Enc.** = \_\_\_\_\_

**P S** = \_\_\_\_\_

**i.e.** = \_\_\_\_\_

**No** = \_\_\_\_\_

**p.** = \_\_\_\_\_

**n/a** = \_\_\_\_\_

## Task 5.

*Categorize the following expressions according to the communicative situation they are used in:*

	Starting a letter	Closing remarks
We are writing to inform you that ...	✓	
We are writing to enquire about ...	✓	
For further details ...		
I recently read / heard about ..... and would like to know ....		
We hope you are happy with this arrangement.		
Having seen your advertisement in ..., I would like to ...		
We hope you can settle this matter to our satisfaction		
If we can be of any further assistance, please let us know.		
If I can help in any way, please do not hesitate to contact me.		
If you require more information ...		
I received your address from ... and would like to ...		
Thank you for taking this into consideration.		
I am contacting you for the following reason.		
Thank you for your help.		
I would be interested in (obtaining / receiving) ...		
I am writing to tell you about ...		

## Task 6.

*Insert necessary prepositions:*

1. I have pleasure ..... forwarding ... you a reprint ..... my report, requested ..... you.
2. I must thank ..... you ..... the trouble you have taken ..... translating my paper.
3. We would be very happy if you would arrange to forward ..... us a copy ..... your publication.
4. I am writing ..... you ..... reference ..... the following article.
5. We are very grateful that you have been able to arrange ..... the publication



..... our paper ..... the Respiratory Support Symposium.

### **Task 7.**

#### ***Correct the mistakes:***

1. I received your letter from 10th June.

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2. The conference will last from 10th June onto 14th.

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3. I received your letter of 9/10/ 2020

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### **Task 8.**

#### ***Circle the correct answer:***

1. MARK THE PHRASE THAT IS MOST TYPICAL FOR THE FIRST PARAGRAPH OF E-MAIL

- 1) We are glad to inform you
- 2) With all best wishes (regards)
- 3) We would ask you to
- 4) Please pay attention to

2. MARK THE PHRASE THAT IS MOST TYPICAL FOR THE FIRST PARAGRAPH OF E-MAIL

- 1) Please give (send, convey, extend) my best (sincere and warm) regards to
- 2) With reference to
- 3) Please pay attention to
- 4) Awaiting (In anticipation of) your reply, I remain

3. MARK THE PHRASE THAT IS MOST TYPICAL FOR THE CONCLUDING PARAGRAPH OF E-MAIL

- 1) Unfortunately we cannot
- 2) We are sorry to have to remind you
- 3) We thank you for your letter dated 3<sup>rd</sup> Jun. and write to tell you
- 4) We look forward to collaborating with you to the mutual benefit of our companies

4. MARK THE PHRASE THAT IS MOST TYPICAL FOR THE CONCLUDING PARAGRAPH OF E-MAIL

- 1) This is in reply to your letter of May 11<sup>th</sup> about (regarding, concerning)
- 2) I hope your visit will be fruitful
- 3) As we mentioned in our previous letter dated November 5th
- 4) We would ask you to
5. YOU HAVE AN ENVELOPE. COMPARE THE INFORMATION MARKED WITH THE NUMBER (1) ON THE ENVELOPE WITH WHAT IT MEANS

Design Plus 55 Stevenson Road San Francisco, CA 94015	Mr. P.T. Vitale Mutual Insurance Company 33 South Street New York, NY 3476 (1)
---	---

- 1) the ZIP Code in the return address
- 2) the addresser's city name
- 3) the ZIP Code in the mailing address
- 4) the addresser's name

6. YOU HAVE AN ENVELOPE. COMPARE THE INFORMATION MARKED WITH THE NUMBER (1) ON THE ENVELOPE WITH WHAT IT MEANS:

Design Plus 55 Stevenson Road San Francisco, CA 94015	Mr. P.T. Vitale Mutual Insurance Company (1) 33 South Street New York, NY 3476
---	---

- 1) the town the letter comes from
- 2) the addressee
- 3) the addressee's company name
- 4) the street name in the return address

7. YOU HAVE AN ENVELOPE. COMPARE THE INFORMATION MARKED WITH THE NUMBER (1) ON THE ENVELOPE WITH WHAT IT MEANS

Design Plus (1)  
55 Stevenson Road  
San Francisco, CA 94015

Mr. P.T. Vitale  
Mutual Insurance Company  
33 South Street  
New York, NY 3476

- 1) the town the letter comes from
- 2) the sender's company name
- 3) the sender
- 4) the addressee

## **Tema 11.**

### **“Types of business letters”**

#### **Task 1.**

##### ***Insert necessary articles:***

1. We have ..... pleasure of sending you herewith ..... copy of ..... article as requested.
2. Please find enclosed ..... typescript of ..... paper which we hope you will accept for ..... publication in your journal.
3. Many thanks for ..... generous gift of your book.
4. .... purpose of this letter is to inform you that ..... Journal of Biochemistry is not ..... monthly, but ..... quarterly edition.
5. I would be very happy if you would place our library on your exchange list of ..... scientific books and journals.
6. Please supply us with ..... updated publications in ..... area of liquid crystals.
7. Please find herein ..... abstract of my paper for publication in ..... Proceedings of ..... 3<sup>rd</sup> International Congress on Pulmonary Diseases.
8. I am very much obliged to you for sending me .....preprint of your paper under ... title "Coronary hear disease: evidence from Siberia".

## Task 2.

***Complete the following parts of letters using words and word combinations provided below:***

*in exchange for, to submit, to come off the press, to come across, via, field of research work, to arrange for.*

1. While reading the Journal of Ore-Mining I happened ..... an article written by you.
2. Please send us your latest publications ..... ours.
3. Will you be able ..... me an appointment with the editor-in-chief of your journal?
4. According to our information we expect the book ..... in two weeks.
5. I am sending you the list of reprints..... Professor Sidorov who will come to your country at the end of March.
6. We would like to know whether you intend ..... your paper to our journal.

## Task 3.

***Make up sentences using the following words:***

1. Receipt, of, acknowledge, your, reprint, we.

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2. Inform, impossible, journal, need, we, you, it, we, obtain, regret, you, find, now, that, to, the, to.

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3. Happy, to, abstracts, shall, be, as, I, in, journal, appear, the, send, they, further,

you.

4. Mailing, should, placed, be, like, to, your, on, list, we.

5. You, the, drawings, letter, much, I, enclosing, very, kind, your, thank. for.

6. Grateful, remarks, for, I, you, your, extremely, am, to.

7. You kindness, exhibition, thank, in, the, for, us, helping,,your, arrange, to.

8. Before, the, reply, to, would, thankful, if, be, would, letter, the, conference, opening, this, you, we, of.

#### Task 4.

*Categorize the following sentences according to the communicative situation they are used in:*

Communicative situation	Sentences
Starting	
Offering help	
Salutation	
Giving good news	

<b>Giving bad news</b>	
<b>Complaining</b>	
<b>Making a request</b>	
<b>Referring to previous contact</b>	

1. Dear Sir or Madam,
2. I am contacting you for the following reason...
3. I am writing to express my dissatisfaction with ...
4. I am interested in (obtaining / receiving) ...
5. In reply to your request, ...
6. Our clinic would be pleased to ...
7. Please note that the goods we ordered on ( date )  
have not yet arrived.
8. Dear Ms. White
9. We are writing to inform you that ...
10. It was a pleasure meeting you in London last month.
11. We would appreciate it if you would ...
12. I am delighted to inform you that ..
13. Unfortunately we cannot / we are unable to ...
14. We would be happy to ...
15. I'm afraid it would not be possible to ...

### **Task 5.**

**Categorize the following AmE and BrE words :**

<b>AmE:</b>	<b>BrE:</b>


Organize, mucus, tumour, travelled, foetus, diarrhea, usable, anaemia, enrol, pediatric, centre.

### **Task 6.**

#### ***Determine the type of business letter:***

1. RESPONSIBLE FOR TRAINING AND MENTORING SYSTEM TECHNICIANS AND SYSTEM DESIGNERS. ALSO RESPONSIBLE FOR ENSURING THAT DELEGATED TASKS ARE DONE ACCURATELY, ON-TIME, BILLED WITHIN BUDGET, AND PERFORMED WITHIN THE SCOPE OF THE CONTRACT. MUST ALSO OVERSEE A HIGH DEGREE OF REGARD TO EMPLOYEE AND SUBCONTRACTOR SAFETY. MUST ALSO OVERSEE THAT SAFETY STANDARDS ARE ADHERED TO

- 1) Letter of apology
- 2) Letter of application
- 3) CV
- 4) Contract

2. I AM WRITING TO APOLOGIZE FOR THE MIX-UP IN YOUR ORDER. WE RECENTLY BEGAN USING A NEW PACKAGING SYSTEM, WHICH STILL HAS A FEW SMALL BUGS. THIS MORNING WE STRAIGHTENED OUT YOUR ORDER AND SENT IT. TO COMPENSATE FOR THE INCONVENIENCE, WE HAVE ENCLOSED COUPONS FOR YOU TO ENJOY ON FUTURE PURCHASES AT ANY OF OUR RETAIL STORES. AGAIN, I APOLOGIZE FOR THE CONFUSION AND ANY TROUBLE THAT MAY HAVE CAUSED YOU

- 1) Memo
- 2) CV
- 3) Letter of apology
- 4) Contract

3. AUGUST 30, 2016. DEAR DR. JONES: I WISH TO ACKNOWLEDGE WITH SINCERE GRATITUDE RECEIPT OF YOUR PUBLICATION ENTITLED "FUNCTION OF ACETYLCHOLINE AS A SYNAPTIC TRANSMITTER." THIS PAPER IS EXCEEDINGLY IMPORTANT TO ME FOR MY EXPERIMENTAL WORK. IF YOU ARE INTERESTED IN

HAVING A PAPER DESCRIBING MY WORK IN THIS AREA, I SHALL BE VERY HAPPY TO SEND IT TO YOU AS SOON AS IT IS PUBLISHED. I THANK YOU ONCE AGAIN FOR YOUR KINDNESS AND TRUST TO HEAR FROM YOU SOON. WITH BEST REGARDS, SINCERELY YOURS, IGOR S. MELNIKOV

- 1) Letter of gratitude
- 2) Letter of invitation
- 3) Offer letter
- 4) letter of inquiry

4. 21TH MAY 2017 DEAR SIR, WE WISH TO INFORM YOU THAT WE ARE REGULAR BUYERS OF MEDICAL EQUIPMENT AND WE KNOW YOUR SAMPLE No 45. WE WOULD LIKE TO BUY 30 STETHOSCOPES OF THIS QUALITY. ALSO, WOULD YOU PLEASE SEND US A SAMPLE OF DIAGNOSTIC ENDOSCOPE QUOTING YOUR LOWEST PRICES AND BEST TERMS OF PAYMENT. YOUR EARLY REPLY WILL BE APPRECIATED. YOUR FAITHFULLY, CORL. MED CO. LTD

- 1) Letter of congratulation
- 2) Letter of inquiry
- 3) Letter of invitation
- 4) Letter of confirmation

5. 5 TH JUN., 2016 DEAR SIR, WE THANK YOU FOR YOUR ENQUIRY FOR OUR NEW MODEL TOPOGRAPHIC SCANNER AND ENCLOSE WITH THIS LETTER OUR LATEST LEAFLET FOR DETAILS. BUT UNFORTUNATELY THE DELIVERY DATE YOU ASKED FOR IS RATHER SHORT, AND WE HOPE YOU CAN EXTEND IT, SAY BY ANOTHER MONTH. IN THAT CASE WE ARE READY TO MAKE YOU AN OFFER. YOUR EARLY REPLY WILL BE APPRECIATED. YOURS FAITHFULLY, ...

- 1) Letter of inquiry
- 2) Letter of gratitude
- 3) Offer letter
- 4) Letter of invitation

6. DEAR MR N. BROWN, I HAVE JUST READ OF YOUR GETTING AN APPOINTMENT OF DEAN OF THE NURSING FACULTY. LET ME OFFER MY WARMEST CONGRATULATIONS. I DON'T HAVE TO TELL YOU THAT ALL OF US HERE WISH YOU THE BEST OF LUCK IN YOUR NEW POSITION. WE ARE SURE WE WILL KNOW MORE GOOD NEWS ABOUT YOU IN THE FUTURE. YOUR SINCERELY, F. IVANOV

- 1) Letter of inquiry
- 2) Letter of congratulation
- 3) Letter of invitation
- 4) Letter of gratitude



7. DEAR SIR, WE THANK YOU FOR YOUR LETTER INFORMING US THAT YOU HAVE SIGNED CONTRACT No 56 AND ARE SENDING ONE COPY BACK TO US BY TODAY'S POST. WE ARE PLEASED THAT WE HAVE ESTABLISHED BUSINESS RELATIONS WITH YOU AND ASSURE YOU THAT YOU WILL HAVE OUR FULL COOPERATION. YOURS FAITHFULLY,

- 1) Letter of invitation
- 2) Letter of gratitude
- 3) Letter of inquiry
- 4) Letter of confirmation

8. DEER SIR, PLEASE SEND ME A COPY OF YOUR NEW CATALOGUE AND PRICE LIST WHICH YOU ADVERTISED IN THE FEBRUARY NUMBER OF THE HEALTH YOURS TRULY

- 1) Letter of invitation
- 2) Letter of inquiry
- 3) Letter of gratitude
- 4) Offer letter

9. DEAR SIR OR MADAM: I WOULD LIKE TO STUDY IN THE INTENSIVE ENGLISH COURSE FOR MEDICAL DOCTORS AT YOUR LANGUAGE CENTER DURING MAY-JUNE OF 2021. PLEASE SEND ME THE NECESSARY FORMS AND DOCUMENTS. AS FAR AS I UNDERSTAND, THE TUITION AT YOUR CENTER IS \$ 700 FOR EACH MONTH. LIVING EXPENSES ARE ESTIMATED TO BE BETWEEN \$ 140 AND 180 FOR A WEEK. I AGREE TO BE RESPONSIBLE FOR THESE EXPENSES. PLEASE HELP ME ARRANGE HOUSING AT YOUR CENTER. I WOULD LIKE TO RESERVE A SHARED BEDROOM. YOUR FAITHFULLY

- 1) Cover letter
- 2) Letter of congratulation
- 3) Letter of inquiry
- 4) Letter of gratitude

10. DEER DR. JENKIN, I HOPE YOU WILL NOT CONSIDER IT AN IMPERTINENCE TO RECEIVE A LETTER FROM AN UTTER STRANGER, WHO CLAIMS NO STRONGER TIE OF ACQUAINTANCE THAN THAT HE HAPPENED TO ATTEND A POSTGRADUATE COURSE HELD AT YOUR UNIVERSITY A YEAR AGO. AT THAT TIME AND REPEATEDLY AFTERWARDS, I HEARD YOUR NAME MENTIONED IN CONNECTION WITH THE PROJECT "RESPIRATORY SUPPOR". AS I AM DOING RESEARCH IN THAT PARTICULAR FIELD I SHOULD GREATLY APPRECIATE IF YOU WOULD ALLOW ME TO CALL ON YOU ANY TIME BETWEEN 1ST NOVEMBER AND 20TH NOVEMBER. I DO

REALIZE THAT YOUR SCHEDULE IS VERY FULL AND DO NOT WISH TO TAKE UP MUCH OF YOUR TIME. I SHOULD BE VERY GRATEFUL IF YOU COULD INDICATE CONVENIENT DAY AND HOUR. YOURS SINCERELY,

- 1) Letter of invitation
- 2) Letter of congratulation
- 3) Letter of offer
- 4) Letter of confirmation

11. DEAR SIR OR MADAM: IN THE APRIL 4, 2020 BOSTON DAILY NEWS I READ ABOUT YOUR NEW CAMERA, THE XL-LITE. SINCE I AM A PHOTOGRAPHER WITH BAY STATE MAGAZINE, IT IS IMPORTANT THAT I KNOW ABOUT NEW CAMERAS. WOULD YOU PLEASE SEND ME INFORMATION ON THE CAMERA? I WOULD LIKE TO KNOW WHEN THE CAMERA WILL BE AVAILABLE AND HOW MUCH IT WILL COST. THANK YOU FOR YOUR ATTENTION

- 1) CV
- 2) contract
- 3) letter of inquiry/request
- 4) letter of complaint

12. IN THE WINTER ISSUE OF MULTIMEDIA NEWS WE READ THAT YOUR COMPANY SELLS PCR- EQUIPMENT FOR CLINICAL LABORATORIES. OUR CLINIC NEEDS A NEW PCR ANALYZER AND WE ARE LOOKING FOR THE BEST EQUIPMENT. COULD YOU PLEASE SEND US INFORMATION ON YOUR EQUIPMENT AND INCLUDE A PRICE LIST AND ORDERING INFORMATION. THANK YOU FOR YOUR ASSISTANCE. I LOOK FORWARD TO HEARING FROM YOU

- 1) letter of complaint
- 2) contract
- 3) memo
- 4) letter of inquiry/request

## **Tema 12.**

### **“Research article”**

#### **Task 1.**

*Answer the following questions:*

1. What voice is preferable in academic articles?

---

2. What part of the academic paper contains the information about the practical implications of results?

---

3. What part of the academic paper includes the information about the sample size?

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4. What part of the academic paper contains the information about any limitations of the research project?

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5. What are different ways of ordering your materials?

---

6. What are the types of scientific papers?

---

## **Task 2.**

*Look through some sample titles provided below and try to make up your own title of a scientific paper:*

**! Pay attention to the following elements that should be present in your title:**

### **Elements in a title:**

In technical and scientific writing the title is a precise description of the contents. It should include specific words to indicate the following:

**the topic**, that is, the main, general subject you are writing about **the focus**, that is, a detailed narrowing down of the topic into the particular, limited area of your research optionally, for a scientific article, **the purpose** of your writing.

This means including a word such as the following, which tells the reader what kind of argumentation to expect:

**An analysis of ... An assessment of ... A comparison of ... A description of ...**  
**A discussion of ... An evaluation of ... An explanation of ... An outline of ...**

Some sample titles:

PURPOSE	TOPIC	FOCUS
An analysis of	out-patient care management	as a tool for improving healthcare in Egypt.
An overview of	nutritional needs	before, during and after an endurance event.
A discussion of	genetic engineering technology	and its effects on the environment.
An evaluation of	body mass index	among youth experiencing homelessness

Your title \_\_\_\_\_

\_\_\_\_\_

### Task 3.

*Work with the websites of two international medical journals. Focus on the main instructions for authors and complete the table:*

Instructions	Journal 1	Journal 2
Types of articles		
Article length		
Manuscript preparation		
Submission procedure		
Charges		

#### Task 4.

##### *Determine the type of articles:*

1. THESE ARTICLES DESCRIBE, IN DETAIL, REAL PATIENT CASES FROM EITHER A CLINICAL OR MEDICAL PRACTICE. EACH OF THE CASES PRESENTED ARE CASES THAT SIGNIFICANTLY CONTRIBUTE TO ANY EXISTING KNOWLEDGE IN THAT PARTICULAR FIELD. MOST OF THESE STUDIES DISCUSS THE SYMPTOMS, DIAGNOSIS, SIGNS, AND OF COURSE, TREATMENT OF A SPECIFIC DISEASE, AND THEY ARE CONSIDERED PRIMARY LITERATURE

- 1) review articles
- 2) clinical case studies
- 3) clinical trial articles
- 4) commentary

2. THESE ARTICLES ARE SPECIFICALLY RELATED TO THE FIELD OF MEDICINE. THEY DESCRIBE THE IMPLEMENTATION, RESULTS, AND METHODOLOGY OF CONTROLLED CLINICAL STUDIES, MOST OF WHICH ARE CONDUCTED ON LARGE GROUPS OF PATIENTS. THESE ARTICLES ARE VERY LONG. TO WRITE THESE ARTICLES, THE WRITER HAS TO OFFER EXPERT RELIABILITY, HIGH STANDARDS OF ETHICS, AND A LOT OF PRACTICAL WORK EXPERIENCE, AS THE ARTICLES ARE USUALLY NOT WRITTEN BY BEGINNING WRITERS.

- 1) original research articles

- 2) clinical case studies
- 3) clinical trial articles
- 4 ) opinion articles

3. THESE ARTICLES ARE USUALLY SHORT ARTICLES THAT CONSIST OF 1,000 TO 1,500 WORDS, AND THEY DRAW ATTENTION TO, OR CRITIQUE A BOOK, REPORT, OR ARTICLE THAT IS ALREADY PUBLISHED. THESE ARTICLES EXPLAIN WHY THE ARTICLE OR BOOK INTERESTED THE WRITER AND WHY IT MIGHT BE ATTENTION GRABBING FOR THE READER AS WELL.

- 4) original research articles
- 5) clinical case studies
- 6) clinical trial articles
- 4) commentary

4. THESE ARTICLES CONSIST ONLY OF THE AUTHOR'S VIEWPOINT ON A PARTICULAR STUDY'S INTERPRETATION, METHODS, OR ANALYSIS. THE AUTHOR CAN COMMENT ON THE STRENGTHS AND WEAKNESSES OF A CERTAIN HYPOTHESIS OR THEORY, AND THE ARTICLES ARE USUALLY BOTH BACKED BY SOUND EVIDENCE AND BASED ON CONSTRUCTIVE CRITICISM. THESE ARTICLES ARE GREAT FOR PROMOTING THE DISCUSSION OF THE MOST RECENT ISSUES RELATING TO SCIENCE, AND THEY ARE RELATIVELY SHORT IN LENGTH.

- 1) original research articles
- 2) clinical case studies
- 3) clinical trial articles
- 4) opinion articles

5. THESE ARTICLES ARE VERY DETAILED STUDIES. CONSIDERED PRIMARY LITERATURE, THEY INCLUDE THE BACKGROUND STUDY, METHODS, HYPOTHESIS, RESULTS, AND THE INTERPRETATION OF THE FINDINGS, AS WELL AS A DISCUSSION OF THE POSSIBLE IMPLICATIONS. THESE ARTICLES ARE QUITE LONG AND REQUIRE AN EXTENSIVE INVESTMENT OF TIME. THEY ARE USUALLY FROM 3,000 TO 6,000 WORDS, ALTHOUGH FOR SOME JOURNALS THE WORD COUNT CAN BE AS HIGH AS 12,000.

- 1) original research articles
- 2) clinical case studies
- 3) clinical trial articles
- 4 ) opinion articles

6. THESE ARTICLES PRESENT A CONSTRUCTIVE AND CRITICAL ANALYSIS OF EXISTING LITERATURE, ACCOMPLISHED THROUGH

ANALYSIS, COMPARISON, AND SUMMARY. THEY CAN IDENTIFY SPECIFIC PROBLEMS OR GAPS AND CAN EVEN PROVIDE RECOMMENDATIONS FOR RESEARCH IN THE FUTURE.

- 1) original research articles
- 2) review articles
- 3) clinical trial articles
- 4) commentary

### **Task 5.**

***Read the quotation below. Do you agree with it? Why? / Why not?***

*"Careful preparation before starting to write will save your time and spare you frustration later on. In publishing, as in everything else in life, it pays TO READ THE INSTRUCTIONS". (Ann M. Korner)*

Your answer: \_\_\_\_\_

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### **Task 6.**

***Complete the piece of advice for writing scientific articles:***

1. THE \_\_\_\_\_ IS THE PART OF THE PAPER IN WHICH YOU HAVE THE GREATEST FREEDOM.

- 1) Conclusion
- 2) Discussion

- 3) Summary
- 4) Introduction

2. TE THE \_\_\_\_\_ IN THE PAST TENSE, EXCEPT PERHAPS THE LAST PARAGRAPH

- 1) Conclusion
- 2) Discussion
- 3) Summary
- 4) Introduction

3. \_\_\_\_\_ IS MORE OR LESS THE SAME AS A SUMMARY. THE WORD IS USED FOR SUMMARIES THAT APPEAR AT THE BEGINNING OF ACADEMIC PAPERS, JOURNAL ARTICLES OR BOOKS.

- 1) Conclusion
- 2) Abstract
- 3) Resume
- 4) Introduction

4. SUBJECT OF A DISCUSSION OR TALK IS CALLED A/AN

- 1) objective
- 2) topic
- 3) aim
- 4) overview

### **Tema 13.**

#### **“Basic rules for academic writing”**

#### **Task 1.**

*Answer the following questions:*

1. What is a quotation?

---

2. What verbs and phrases can you use to introduce your quotation?

---

3. What are the main parts of a research article?

---



4. Which tense is usually used to describe the methods of research? Why?

---

5. What part of the article describes the theoretical background?

---

6. What part of the article explains research findings?

---

7. What is a standard structure for research articles in your field?

---

## **Task 2.**

*The eight stages of individual scientific investigation are presented below in random order (except A and H). Individually, read stages B-G, and try to find a logical sequence for the stages. Write down the letters in order. Note that there may be more than one possible sequence.*

**A:** *Select a topic for investigation*

For example, try to think about what you would like to improve in your classroom practice.

**B:** *Decide which data to collect*

For example, you can take photos, keep a classroom diary, save lesson plans, or write a simple questionnaire. Ask other mates or peers for advice.

**C:** *Evaluate your work*

For example, ask: What did my peers learn? What did I/we learn? Where is the 'evidence'? What recommendations can I/we give peers interested in the same topic?

**D:** *Preliminary exploration*

Read as much as you can find on the topic you select (books, journals, websites), and about investigating, keeping notes on your reading. Ask mates or peers for advice.

**E:** Find (a) colleague(s) to work with

When you feel fed up or stuck, working together helps you to share ideas and the workload!

**F:** Teach and collect data

Actually teach for the period you set yourself. Make sure that collecting data does not interfere too much with your studying!

**G:** Set aims and 'start small'

Do not try to do too much too quickly. Set modest aims for your investigation, for example by focusing on one thing for a limited period of time.

**H:** Share the results with colleagues

Tell peers in your group about your recommendations by making a poster about your work; or write a report or article, or give a talk at a conference.

**Your answer:** \_\_\_\_\_  
\_\_\_\_\_

### **Task 3.**

***An editor may reject your article without peer-review. Complete the most common reasons for rejection using the words given below:***

*Guide tables invalid complete readers  
keywords journal English figures*

1. Some elements are plagiarized, or currently under review at another \_\_\_\_\_ .
2. The manuscript is not \_\_\_\_\_ ; lacking key elements such as the title, authors, affiliations, \_\_\_\_\_, main text, references and all \_\_\_\_\_ and figures.
3. The \_\_\_\_\_ are not complete or are not clear enough to read.
4. The arguments are illogical, unstructured or \_\_\_\_\_ .
5. The \_\_\_\_\_ is not sufficient for the peer review process,

6. The article does not conform to the \_\_\_\_\_ for Authors for the journal it is submitted to.

7. The work is not of interest to the \_\_\_\_\_ of the specific journals.

#### **Task 4.**

*Complete the phrase from a scientific article:*

1. CLINICAL FEATURES OF THIS SYNDROME ARE \_\_\_\_\_

- 1) well elevated
- 2) well bought
- 3) well imagined
- 4) well described

2. ORGANIC DISORDERS AND FUNCTIONAL DEFICIENCY \_\_\_\_\_  
CURRENTLY \_\_\_\_\_

- 1) is ..... discussed
- 2) do .....described
- 3) discussed ..... yet
- 4) are .....discussed

3. THE INCIDENCE OF THE DISEASE AND THE PATTERNS OF ITS  
DEVELOPMENT IN VARIOUS GEOGRAPHICAL REGIONS

- \_\_\_\_\_
- 1) are presented
  - 2) is shown
  - 3) revealed
  - 4) well imagined

4. THE UPTAKE OF OXYGEN \_\_\_\_\_ TO BE THE RATE-  
DETERMINING STEP OF THE REACTION

- 1) is believed
- 2) needs
- 3) are known
- 4) explained

5. THESE DATA \_\_\_\_\_ AS BEING LARGELY APPROXIMATE:

- 1) have to count
- 2) accounts
- 3) must be considered
- 4) need to treat

6. FOUR MILLILITERS OF SOLVENT \_\_\_\_\_ TO THE MIXTURE.

- 1) have added
- 2) was added
- 3) were added
- 4) added

### Task 5.

***Make it shorter:***

The analysis presented in this paper = \_\_\_\_\_

Due to the fact that = \_\_\_\_\_

At the present time = \_\_\_\_\_

A limited number of = \_\_\_\_\_

By means of = \_\_\_\_\_

Despite the fact that= \_\_\_\_\_

The purpose of our research is to consider how ACD develops = \_\_\_\_\_

Taking into consideration our results, we can suggest = \_\_\_\_\_

A very careful attention must be devoted to the process of MI development = \_\_\_\_\_

The purpose of this study was to test the hypothesis that = \_\_\_\_\_

### Task 6.

***Correct the mistakes:***

We think that these findings are important

In total, 10 g of tissue were tested.

Our results are similar to our previous studies.

### Task 7.

*Complete the piece of advice for writing scientific articles:*

1. THE \_\_\_\_\_ SHOULD STATE THE PROBLEM, REFER TO PUBLISHED LITERATURE AND PERHAPS ASK A QUESTION

- 1) Summary
- 2) References
- 3) Introduction
- 4) Discussion

2. SOME RESEARCHERS MAY READ ONLY THE TITLE AND THE \_\_\_\_\_ . SO BOTH ARE SUPREMELY IMPORTANT

- 1) Summary
- 2) Results
- 3) Introduction
- 4) Discussion

3. STATE YOUR \_\_\_\_\_ IN THE LAST PARAGRAPH.

- 1) Results
- 2) Conclusion
- 3) Summary
- 4) Discussion

4. EDITORS REQUIRE \_\_\_\_\_ TO BE CLEAR WITHOUT REFERENCE TO THE TEXT.

- 1) Results and Discussion
- 2) Conclusion and Summary
- 3) Tables and Figures
- 4) Materials and Methods

### Task 8.

*Below is an excerpt from the Materials and Methods section of a research paper. Rewrite it in the Passive Voice.*

We recruited study participants from the blood donor clinic. We asked each participant to fill out a questionnaire, which we then used to classify each individual. A nurse evaluated each individual for heart rate, blood pressure, and temperature, at which time a phlebotomist obtained a 10-mL blood sample from each participant for routine chemistry testing. We compiled this information and created a database of patient characteristics vs. laboratory results.

[illegible]

**Tema 14.**  
**“Writing abstracts”**  
**Task 1.**

**Answer the following questions:**

- ## 1. What is an abstract?

---

- ## 2. What verbs and phrases can you use in abstracts?

---

- ### 3. What is a summary?

4. Is summary shorter than a paraphrase?

---

5. What is the biggest problem with abstract writing?

---

6. What is the usual length of a summary / abstract ?

---

## Task 2.

***Complete Do's and Don'ts of abstract writing using the words given below:***

*short   opinions   voice   why   references   length   repeat   past   sentences   keywords   title  
present   language   grammar   abbreviations*

Do meet the specific word \_\_\_\_\_ .

Do answer the questions: what, \_\_\_\_\_ , and how.

Do use familiar \_\_\_\_\_ to the reader.

Do use a few \_\_\_\_\_.

Do write \_\_\_\_\_ sentences.

Do improve transitions between the \_\_\_\_\_.

Do use active \_\_\_\_\_ .

Do begin with a clear introductory statement written in the \_\_\_\_\_ tense.

Do use \_\_\_\_\_ tense in the main body.

Do fix \_\_\_\_\_ .

Don't include \_\_\_\_\_ to the literature and to figures and tables.

Don't use \_\_\_\_\_ .

Don't add \_\_\_\_\_ .

Don't \_\_\_\_\_ information.

Don't repeat the article \_\_\_\_\_ .

### **Task 3.**

***Identify the part of an abstract:***

***1. Motivation/problem statement/purpose***

***2. Methods/procedure/approach/ problem statement/ approach/ search strategies***

***3. Results/findings/product/ proposed solutions to the problem***

***4. Conclusion/implications/outcomes***

**a.** We tested this hypothesis using..... \_\_\_\_\_

**b.** However, when p60- was tested in a mouse (in vivo), a 1000-fold reduction in virulence was observed. \_\_\_\_\_

**c.** Recent studies have suggested possible benefit of hydroxychloroquine and azithromycin, while no benefit has been seen with the combination of lopinavir and ritonavir in hospitalized adult patients with severe COVID-19 infection. However, these findings should be further investigated in larger trials.  
\_\_\_\_\_

**d.** Intracellular pathogens, such as *Mycobacterium tuberculosis* and *Listeria monocytogenes*, cause very high mortality rates in the United States. Therefore, deciphering the mechanisms through which the pathogens cause disease is of great interest. \_\_\_\_\_

**e.** A randomized controlled trial was conducted in a specialty practice for patients with heart failure. Surveys assessing doctor-patient communication, adherence, and health status were conducted at baseline, 6 months, and 1 year. Use of the system, message volume, utilization of clinical services, and mortality were monitored. \_\_\_\_\_



f. Providing patients with congestive heart failure access to an online medical record was feasible and improved adherence. An effect on health status could not be demonstrated in this pilot study. \_\_\_\_\_

g. One hundred and seven patients were enrolled (54 intervention and 53 controls). \_\_\_\_

#### **Task 4.**

*Complete the piece of advice for writing scientific articles:*

1. NUMBER THE ILLUSTRATIONS ACCORDING TO THEIR ..... IN THE TEXT

- 1) importance
- 2) eligibility
- 3) sequence
- 4) discussion

2. A CAPTION SHOULD COMPRISE A BRIEF ..... AND A DESCRIPTION OF THE ILLUSTRATION

- 1) introduction
- 2) title
- 3) paragraph
- 4) discussion

3. DO NOT SUPPLY FILES THAT ARE TOO LOW IN .....

- 1) interest
- 2) eligibility
- 3) resolution
- 4) relevance

4. SUBMIT EACH ..... AS A SEPARATE FILE

- 1) figure
- 2) picture
- 3) paragraph
- 4) footnote

5. PLACE FOOTNOTES TO TABLES BELOW THE TABLE .....AND INDICATE THEM WITH SUPERScript LOWERCASE LETTERS

- 1) body
- 2) introduction
- 3) resolution
- 4) size

6. PLEASE ENSURE THAT EVERY ..... CITED IN THE TEXT IS ALSO PRESENT IN THE REFERENCE LIST (AND VICE VERSA)

- 1) reference
- 2) footnote
- 3) citation
- 4) journal

7. IN INTRODUCTION, STATE THE ..... OF THE WORK AND PROVIDE AN ADEQUATE BACKGROUND, AVOIDING A DETAILED LITERATURE SURVEY OR A SUMMARY OF THE RESULTS

- 1) methods
- 2) objectives
- 3) results
- 4) limitations

8. IN MATERIALS AND METHODS, PROVIDE SUFFICIENT DETAIL TO ALLOW THE WORK TO BE ....

- 1) explained
- 2) discovered
- 3) interpreted
- 4) reproduced

9. THE ABSTRACT SHOULD STATE BRIEFLY THE ..... OF THE RESEARCH, THE PRINCIPAL RESULTS AND MAJOR CONCLUSIONS

- 1) idea
- 2) purpose
- 3) limitations
- 4) methods

### **Task 5.**

*Choose the option which complies with magazine rules: keywords should be written in bold, times roman 12 lowercase:*

1. **Keywords:** bicuspid aortic valve, trileaflet aortic valve, computed tomography, permanent pacemaker, transcatheter aortic valve replacement

2. **Keywords:** bicuspid aortic valve, trileaflet aortic valve, computed tomography, permanent pacemaker, transcatheter aortic valve replacement

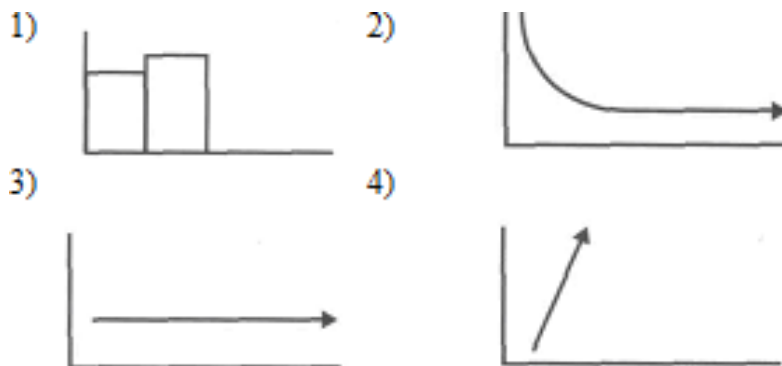
3. **KEYWORDS:** BICUSPID AORTIC VALVE, TRILEAFLET AORTIC VALVE, COMPUTED TOMOGRAPHY, PERMANENT PACEMAKER, TRANSCATHETER AORTIC VALVE REPLACEMENT

4. **Keywords:** bicuspid aortic valve, trileaflet aortic valve, computed tomography, permanent pacemaker, transcatheter aortic valve replacement

**Your answer:** \_\_\_\_\_

#### Task 6.

*Choose the right picture to describe that the level of morbidity has remained constant:*



#### Tema 15.

##### *“Participation in a scientific conference”*

#### Task 1.

*Answer the following questions:*

1. When did you last attend a conference?

---

2. What were the good and bad points in your experience of that conference?

---

3. What are the stages of preparation for a conference?

---

4. What is a conference planning timeline?

---

5. Do you like to participate in academic events?

---

## **Task 2.**

*Use the checklist below to decide what you hope to achieve at a conference. Add your personal goals.*

*When I go to a conference I want to do the following:*

- *listen to a presentation by a "big name" in my field; \_\_\_\_\_*
- *meet "big names"; \_\_\_\_\_*
- *make new contacts for possible exchanges; \_\_\_\_\_*
- *learn new methods / techniques; \_\_\_\_\_*
- *make a professional presentation; \_\_\_\_\_*
- *share ideas with colleagues who have interests in common with me; \_\_\_\_\_*
- *become active in the professional organization; \_\_\_\_\_*
- *get an overview of current directions in my field so that I can summarize them for local colleagues. \_\_\_\_\_*
- \_\_\_\_\_
- \_\_\_\_\_

## **Task 3.**

*Use the word combinations provided below to give advice to a person who wants to take part in a conference.*

***Preparation and delivery***

1. **mastering the topic** *You should master the topic.*

2. preparing notes \_\_\_\_\_

\_\_\_\_\_

3. practicing or rehearsing \_\_\_\_\_

\_\_\_\_\_

4. recording oneself \_\_\_\_\_

\_\_\_\_\_

5. getting feedback from others \_\_\_\_\_

\_\_\_\_\_

6. speaking in a clear and well-modulated voice \_\_\_\_\_

\_\_\_\_\_

7. maintaining eye contact \_\_\_\_\_

\_\_\_\_\_

8. using natural and communicative gestures \_\_\_\_\_

\_\_\_\_\_

***Providing input***

1. stating the objectives and/or focus of the topic \_\_\_\_\_

\_\_\_\_\_

2. using visuals and other aids appropriately \_\_\_\_\_  
\_\_\_\_\_
3. using handouts appropriately \_\_\_\_\_  
\_\_\_\_\_
4. using appropriate language (not too technical) \_\_\_\_\_  
\_\_\_\_\_
5. including only essential information \_\_\_\_\_  
\_\_\_\_\_
6. presenting points in a logical order \_\_\_\_\_  
\_\_\_\_\_
7. giving examples to concretize ideas \_\_\_\_\_  
\_\_\_\_\_
8. using humor, anecdotes and analogies to clarify and liven up the ideas  
\_\_\_\_\_

#### **Task 4.**

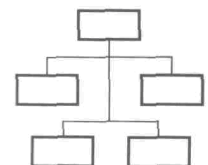
***Choose the right option:***

1. ANYTHING (REPORT, SAMPLE) HANDED OR GIVEN TO PEOPLE AT APRESENTATION IS CALLED ...

- 1) a pointer
- 2) a handout
- 3) visual aids
- 4) a flip chart

2. DEFINE THE TYPE OF THE CHART GIVEN BELOW:

- 1) a pie chart
- 2) a flow chart
- 3) a bar chart
- 4) an organigram



3. THE PHRASE “MY OBJECTIVE IS TO” IS USED TO ...

- 1) introduce the first point
- 2) explain why you are giving this presentation
- 3) give more details
- 4) refer back to an earlier point

4. WHAT PHRASES CAN HELP YOU TO SUMMARIZE THE INFORMATION FOR PRESENTATION

- 1) I'd like to digress here for a moment
- 2) I'd like to turn to something completely different
- 3) I'd like to illustrate this by showing you ...
- 4) I'd like to recap the main points of my presentation

5. BRIEF DESCRIPTION OR PRESENTATION IS CALLED

- 1) objective
- 2) outline
- 3) key point
- 4) guidelines

6. PAD OF LARGE PAPER SHEETS ON A STAND FOR PRESENTING INFORMATION IS CALLED

- 1) slide
- 2) diagram
- 3) flip chart
- 4) graph

7. SHEET OF INFORMATION IN THE FORM OF A TABLE, GRAPH OR DIAGRAM IS CALLED

- 1) a chart
- 2) a flip chart
- 3) a slide
- 4) an overview

8. A/AN \_\_\_\_\_ EXPLAINS WHAT EACH COLOR REPRESENTS

- 1) legend
- 2) diagram
- 3) capture
- 4) graph

9. THE PHRASE “LET'S START / BEGIN WITH ” IS USED TO :

- 1) Introducing the first point
- 2) Change to a different topic

- 3) Give more details
- 4) Sum up

## **Tema 16.**

### ***“Public presentations”***

#### **Task 1.**

***Answer the following questions:***

1. Have you ever made a Poser-Point presentation?  

---
2. What do you consider the most difficult in making this type of presentations?  

---
3. What are the main elements of Power-Point presentation ?  

---
4. What are the main requirements for Power-Point presentation design?  

---
5. What should the first (title) slide contain?  

---
6. Have you got any experience in public presentations?  

---
7. What is Q&A session?  

---
8. How can you ask a presenter to go deeper and explain some background behind the theory?  

---
9. What word combinations will you use to express your opinion?  

---
10. What vocabulary will you use to summarise your ideas?  

---
11. What vocabulary will you use to welcome the audience?  

---



12. What vocabulary will you use to introduce yourself?

---

13. You are giving a presentation. What will you say if you want to change to a different topic?

---

14. What are the ways to make conclusion?

---

15. What word combinations will you use to express your opinion?

---

### Task 2.

*Read the words in the thought bubbles and decide what the topic of the presentation might be. What helped you to decide?*

---

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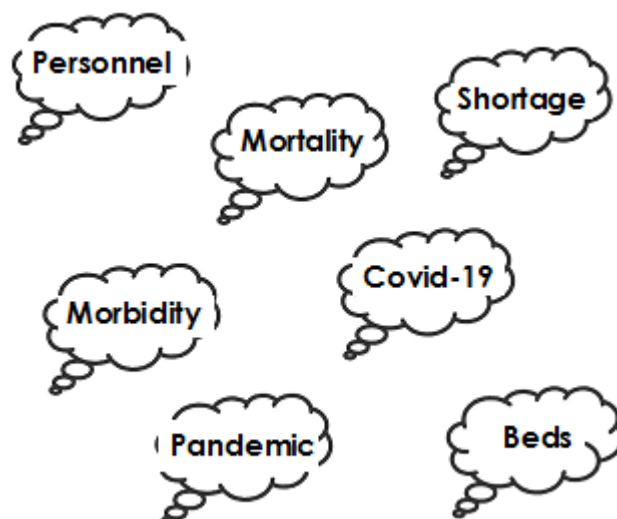
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### Task 3.

*Complete the tips for an effective presentation:*

1. STUDIES SUGGEST THAT PEOPLE REMEMBER THREE POINTS \_\_\_\_\_. SO STRUCTURE YOUR TALK INTO THREE MAIN SECTIONS.

1) confident

2) directly

- 3) easily
- 4) often

2. USE A GOOD QUOTE OR AN INTERESTING ANECDOTE –  
THEY MAKE YOUR TALK MORE \_\_\_\_\_

- 1) confident
- 2) interesting
- 3) nervous
- 4) effective

3. DURING TALK PEOPLE TAKE IN 7% OF INFORMATION  
FROM THE TEXT, 55% OF VISUAL INFORMATION AND 38%  
FROM VOICE, SO USE - DIAGRAMS, GRAPHS, PICTURES AND  
OTHER \_\_\_\_\_

- 1) gestures
- 2) visuals
- 3) anecdotes
- 4) works

4. DEEP BREATHING IS AN \_\_\_\_\_ WAY TO  
REDUCE NERVES

- 1) interesting
- 2) great
- 3) effective
- 4) simple

5. FIRST IMPRESSIONS COUNT. SMILE, STAND UP  
STRAIGHT AND LOOK \_\_\_\_\_ AT THE AUDIENCE

- 1) directly
- 2) easily
- 3) nervously
- 4) surprised

6. IMMEDIATELY FOLLOWING YOUR PRESENTATIONS, SEEK  
\_\_\_\_\_ FROM YOUR LISTENERS

- 1) audience
- 2) attention
- 3) feedback
- 4) visuals

#### Task 4.

*Choose the right option:*

1. THE USE OF NUMBERS TO SUPPORT THE IDEA IS CALLED \_\_\_\_\_

- 1) rhetorical question
- 2) calculation
- 3) exaggeration
- 4) statistics

2. OVER THE TOP USE OF LANGUAGE IS CALLED \_\_\_\_\_

- 1) rhetorical question
- 2) repetition
- 3) exaggeration
- 4) emotive language

3. THE USE OF WORDS WHICH ARE FULL OF EMOTIONS (SUCH AS “SHOKING”) IS CALLED ..

- 1) strong speech
- 2) emotive language
- 3) exaggeration
- 4) humour

4. THE PHRASE “I'D LIKE TO EXPAND ON THIS ASPECT/PROBLEM/POINT ...” IS USED TO

- 1) introduce the first point
- 2) give more details
- 3) show graphics, slides, etc.
- 4) refer back to an earlier point

5. THE PHRASE “I'D LIKE TO ILLUSTRATE THIS BY SHOWING YOU...” IS USED TO

- 1) give less details
- 2) show graphics, slides, etc.
- 3) refer back to an earlier point
- 4) change to a different topic

