

НАЦІОНАЛЬНА АКАДЕМІЯ СТАТИСТИКИ, ОБЛІКУ ТА АУДИТУ

Кафедра іноземних мов

**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ
ДО ВИКОНАННЯ КОНТРОЛЬНИХ РОБІТ
З ДИСЦИПЛІНИ**

«Ділова іноземна мова»

для студентів II курсу заочної форми навчання

072 «Фінанси, банківська справа та страхування»

071 «Облік і оподаткування»

051 «Економіка»

Київ

2021

НАЦІОНАЛЬНА АКАДЕМІЯ СТАТИСТИКИ, ОБЛІКУ ТА АУДИТУ

Кафедра іноземних мов

**МЕТОДИЧНІ РЕКОМЕНДАЦІЇ
ДО ВИКОНАННЯ КОНТРОЛЬНИХ РОБІТ**

з дисципліни

«Ділова іноземна мова (англійська)»

для студентів II курсу заочної форми навчання

072 «Фінанси, банківська справа та страхування»

071 «Облік і оподаткування»

051 «Економіка»

Розглянуто і схвалено
на засіданні кафедри іноземних мов
протокол №17 від «4» червня 2021 р.

Схвалено Вченою радою
фінансово-економічного факультету
протокол №11 від «21» червня 2021 р.

Київ

2021

Методичні рекомендації до виконання контрольних робіт з дисципліни «Ділова іноземна мова (англійська)» для студентів II курсу заочної форми навчання, спеціальності 072 «Фінанси, банківська справа та страхування», 071 «Облік і оподаткування», 051 «Економіка» / уклад. С.В. Волох., М.М. Горюнова. Київ: НАСОА, 2021. 30 с.

Укладачі: Волох С.В., старший викладач кафедри іноземних мов
Горюнова М. М., кандидат філологічних наук, доцент,
завідувач кафедри іноземних мов

Рецензенти: Чобан М.В., кандидат філологічних наук, доцент
Загородня О.Ф., кандидат філологічних наук, доцент кафедри
іноземних мов НАСОА

© Волох С.В., Горюнова М.М. 2021

ЗМІСТ

Пояснювальна записка.....	5
Теми навчальної дисципліни	6
Контрольна робота, варіант 1 (I семестр).....	7
Контрольна робота, варіант 2 (I семестр)	11
Контрольна робота, варіант 1 (II семестр).....	16
Контрольна робота, варіант 2 (II семестр).....	21
Додаток	28
Список рекомендованої літератури	29
Список використаних джерел.....	29

Пояснювальна записка

Головна мета навчання іноземної мови у закладах вищої освіти нефілологічного спрямування полягає у формуванні в студентів комунікативної компетенції, базою для якої є комунікативні вміння, засновані на мовних знаннях і навичках, що забезпечують входження молодого фахівця у професійний соціум. З огляду на цю мету в основу «Методичних рекомендацій до виконання контрольних робіт з дисципліни «Ділова іноземна мова (англійська)» для студентів II курсу заочної форми навчання, укладених для студентів Національної академії статистики, обліку та аудиту, покладено такі комунікативні вміння:

лінгвістичні – коректування, уніфікація та розвиток системи базових мовних знань з фонетики, граматики, лексики іноземної мови; розвиток умінь і навичок з усіх видів мовленнєвої діяльності (читання, говоріння, аудіювання, письма) у межах загальнонавчаної та загальноекономічної мови;

прагматичні – вміння користуватися мовою для досягнення функціональних цілей залежно від особливостей соціальної й професійної взаємодії – від ситуації, статусу співрозмовників й адресата мови й інших факторів, що стосуються прагматики ділового спілкування;

професійні – здатність ставити й вирішувати прикладні завдання на іноземній мові відповідно до сучасних професійних вимог.

Зміст завдань «Методичних рекомендацій» відповідає чинній Робочій програмі навчальної дисципліни «Ділова іноземна мова (англійська) для спеціальностей 072 «Фінанси, банківська справа та страхування», 071 «Облік і оподаткування», 051 «Економіка».

«Методичні рекомендації» містять контрольні роботи для I та II навчальних семестрів і представлені у двох варіантах для виконання. Кожна контрольна робота складається з двох частин – лексичної (перевірка навичок читання англійських текстів та вміння користуватися професійною лексикою) та граматичної, що містить 5 завдань.

Схеми нарахування балів за виконання завдань контрольної роботи:

Завдання 1 – 0-5 балів;

Завдання 2 – 0-20 балів;

Завдання 3 – 0-20 балів;

Завдання 4 – 0-10 балів;

Завдання 5 – 0-10 балів.

Завдання 6 – 0-10 балів;

Завдання 7 – 0-10 балів;

Завдання 8 – 0-10 балів.

Зміст тестових завдань подається на автентичних зразках нормативного мовлення, прийнятого у країнах, мова яких вивчається та відповідає сферам і тематиці професійного спілкування.

Теми навчальної дисципліни

ЗМІСТОВИЙ МОДУЛЬ 1

Тема 1. Маркетинг

Маркетинг. Маркетингові канали. Міжнародний маркетинг. Теорія Маслоу. Цікаві факти з історії маркетингу.

Тема 2. Біржі

Біржі. Фондові біржі. Товарні біржі. Висловлювання згоди чи незгоди.

Тема 3. Бухгалтерський облік та бухгалтерія

Бухгалтерський облік. Бухгалтерія. Внутрішній аудит. Робота бухгалтера в банку. Цікаві факти з історії бухобліку.

ЗМІСТОВИЙ МОДУЛЬ 2

Тема 4. Аудит

Аудит. Професійна діяльність аудитора. Звіт. Основи аудита в питаннях та відповідях. Україна: минуле та майбутнє.

Тема 5. Менеджмент та менеджер

Менеджмент. Якості менеджера. Становлення особистості в професії. Визначні українці. Факти з історії аудиту.

Тема 6. Банки

Банки. Національний банк України. Міжнародний валютний Фонд. Світовий банк. Вибір банку. Гривня.

Тема 7. Інформаційні технології

Комп'ютери. Інтернет. Великобританія. Лондон. Україна – інформаційне суспільство. Розвиток інформаційних технологій сьогодні.

1st SEMESTER
CONTROL TEST №1
VARIANT - I

LEXICAL PART

Task 1. Read the text “An Interesting Fact from the History of Marketing”. Are the sentences True or False? For each correct answer you can get 1 point. The total score for this exercise is 5 points.

An Interesting Fact from the History of Marketing

Flexibility in marketing in the process of promotion of goods is a very important feature. The history proves it.

It was the failure of Henry Ford to compromise, to be flexible enough that almost brought his company’s downfall.

Once his Model T was very popular on the car market in the USA. Every American wanted to have it.

Time changes things. There appeared General Motors. Marketing researches were carried out concerning likings of Americans at that time, introduction and promotion of General Motors cars. The price was set right. But the main thing was that the producer changed the product itself. They took into account the wants, needs and likings of consumers of that time. The fact is the consumer wanted a range of cars in many colours (including pink and violet).

In addition, they carried out a good advertising campaign. The result was that most Americans began to buy more and more General Motors cars, for all that the quality of Henry Ford’s cars remained very high. Just Americans no longer wanted the drab old Model T. They could afford in those years something newer, brighter in colours and more modern.

In short, Henry Ford broke (violated) one of the principles of Marketing Mix. He did not try to change the product in the face of competition from General Motors. From that time on Henry Ford lost his number one position, the position he has never managed to regain.

Are the sentences true or false?

- | | |
|---|-----|
| 1. Flexibility in marketing isn’t a very important feature. | T/F |
| 2. Henry Ford wasn’t flexible enough. | T/F |

3. General Motors was the main competitor of Henry Ford. T/F
 4. General Motors cars were consumer-oriented. T/F
 5. The quality of Henry Ford's cars didn't remain very high. T/F

Task 2. Match the word with its definition. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

1. marketing	a) when someone or something changes position or moves from one place to another;
2. goods	b) to tell the public about a product or service in order to persuade them to buy it;
3. movement	c) someone who buys goods or services from a shop, company etc;
4. price	d) a particular type of help or work that is provided by a business to customers, but not one that involves producing goods;
5. advertise	e) a person, company, or country that makes or grows goods, foods, or materials;
6. sale	f) the activity of deciding how to advertise a product, what price to charge for it etc;
7. service	g) the act of giving someone something and receiving something else from them;
8. customer	h) the amount of money you have to pay for something;
9. producer	i) a period of time when shops sell their goods at lower prices than usual;
10. exchange	j) things that are produced in order to be sold.

Answer: 1 _____, 2 _____, 3 _____, 4 _____, 5 _____, 6 _____, 7 _____,
 8 _____, 9 _____, 10 _____.

Task 3. Find antonyms and synonyms to the following words. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

Find antonym to the following words:

1. producer
 a) manufacturer b) consumer c) founder
2. distribution
 b) delivery c) placement c) collection
3. development
 a) increase b) improvement c) decrease
4. wholesale
 a) retail b) total c) widespread

Find synonym to the following words:

5. aim
a) wish b) desire c) target
6. ability
a) capability b) weakness c) incapacity
7. promotion
a) decline b) advertising c) decrease
8. decline
a) failure b) improvement c) success
9. consumer
a) merchandiser b) seller c) customer
10. product
a) expense b) good c) budget

GRAMMAR PART

Task 4. Complete the sentences with the verb in brackets. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. Tomorrow (be) Friday.
2. Tomorrow (be) New Year.
3. What time the market (close)?
4. What time the train from Edinburgh (arrive)?
5. When your business course (start)?
6. Don't be late! The play (start) at eight o'clock.
7. The competition (finish) on Saturday.
8. The shop (close) for renovation at the end of the month.
9. The Mumbai flight (land) in three hours.
10. The bus (come) in ten minutes.

Task 5. Is the sentence Right (R) or Wrong (W)? For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. My dance class is finishing at nine tomorrow. _____
2. What time is the bus arriving at the airport? _____
3. Hurry up! The bank is closing in half an hour. _____
4. What time is his plane landing? _____
5. Mary's going camping next weekend. _____
6. Is he going to Paris by plane or by train? _____
7. The trade fair is starting next Thursday. _____
8. Am I on time? What time is the concert beginning? _____
9. I have an English lesson next Tuesday. _____
10. The summer sale ends next Sunday. _____

Task 6. In this exercise you have to put the verb into the correct form. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. How many languages (you/speak)?
2. The swimming bath..... (open) at 9.00 and (close) at 18.30 every day.
3. What time(the banks/close) in Britain?
4. I have a car but I.....(not/use) it very often.
5. How many cigarettes (you/smoke) a day?
6. 'What..... (you/do)?' 'I'm an electrical engineer.'
7. 'Where..... (your father/come) from?' 'He (come) from Scotland.'
8. If you need money, why (you/not/get) a job?
9. I (play) the piano, but I (not/play) very well.
10. I don't understand the word 'deceive'. What ('deceive'/ mean)?

Task 7. Choose the correct answer. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. Our company (start) business in 1995.
a) start b) did started c) started
2. We (order) the goods two months ago.
a) ordered b) order c) did ordered
3. I (send) you the letter last week.
a) send b) sent c) did sent
4. We (receive) your order yesterday.
a) did received b) receive c) received
5. The postman (come) in, (give)me the documents and (leave)
a) came, gave, left b) come, gave, left c) came, gave, leave
6. When I (arrive) , Anne was talking on the phone.
a) arrive b) arrived c) did arrive
7. I (get / not) your letter yesterday.
a) did get not b) didn't got c) didn't get
8. Mister O'Brian (be / not) in the office last week.
a) wasn't b) weren't c) didn't be
9. (Sarah / go) to the trade fair on Thursday?
a) Did Sarah not go b) Did Sarah went c) Did Sarah go
10. (you / ring) me ten minutes ago?
a) Did you rang b) Did you ring c) Did you rung

Task 8. Complete the sentences. Choose *will* or *to be going to*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. - If you have any problems, don't worry. I help you.
 - a) am going to
 - b) will
2. - I completely forgot about it. Give me a moment; I do it now.
 - a) am going to
 - b) will
3. - Look at those clouds - it rain any minute now.
 - a) is going to
 - b) will
4. - The weather forecast says it snow tomorrow.
 - a) will
 - b) is going to
5. - That's the phone. I answer it.
 - a) am going to
 - b) will
6. - Thanks for the offer, but I'm OK; Shanehelp me.
 - a) is going to
 - b) will
7. - Where are you going?
 - a) I am going to see a friend.
 - b) I'll see a friend.
- 8 - Tea or coffee?
 - a) - I'm going to have tea, please.
 - b) - I'll have tea, please.
9. - Did you call your mum?
 - Oh, no. I completely forgot. her now.
 - a) I'll call
 - b) I'm going to call
10. - Where are you going? Are you going shopping?
 - Yes, some things for dinner.
 - a) I'm going to buy
 - b) I'll buy

CONTROL TEST №1

VARIANT - II

LEXICAL PART

Task 1. Read the text “What is Accounting?”. Are the sentences True or False? For each correct answer you can get 1 point. The total score for this exercise is 5 points.

What is accounting?

Accounting shows a financial picture of the firm. An accounting department records and measures the activity of a business. It reports on the effects of the transactions on the firm’s financial condition.

There are three major fields of accounting: governmental, private and public accounting.

Governmental units employ accountants to maintain and check the accounting records. As the government sector in the economy has grown, this area has become a more significant employer of accountants.

Private accounting includes those accountants who are employed by private business enterprises.

Public accounting practices either as individuals or as employees of accounting firms.

The areas: financial accounting, managerial accounting and cost accounting.

Financial accounting deals with the systems, records and reports developed within a business enterprise primarily for the purpose of accountability. This accounting is reflected by the firm’s financial accounting system. The accounting for assets, liabilities, revenues, expenses is concerned with financial accounting.

Managerial accounting deals with the use of accounting data for management purposes. Analysis of financial statements, funds-flow, standard cost systems are a few managerial accounting topics.

Cost accounting systems are generally an integral part of the financial accounting system set up to provide cost data for a variety of purposes. It may be used to determine the least-cost method of distributing the firm’s product or to evaluate the effectiveness of particular operation. Emphasis in cost accounting systems is generally placed on unit cost.

The main qualities that make people good accountants are: good knowledge of accounting and the ability to apply its principles in practical life; a broad general outlook and understanding of economic trends and events; responsibility, decision-making ability, the knowledge of accounting techniques; the ability to get on with colleagues, personnel and people in general.

Sometimes people confuse an accountant with bookkeeper. The distinction

between them is significant enough. The accountant organizes, interprets and reports; the bookkeeper records, computes, checks and performs other duties under the supervision of an accountant.

1. An accounting department records and measures the activity of a business. T/F
2. There are three major fields of accounting: governmental, private and popular accounting. T/F
3. Private accountants are employed by private business enterprises. T/F
4. Financial accounting deals with the use of accounting data for management purposes.
T/F
5. The accountant records, computes, checks and performs other duties under the supervision.
T/F

Task 2. Match the word with its definition. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

1. an activity intended to help sell a product
a) distribution b) promotion c) development
2. the action of placing someone or something somewhere
a) distribution b) promotion c) employment
3. the amount of money you have to pay for something
a) price b) reward c) benefit
4. a business activity which involves collecting information about what goods people buy and why they buy them
a) election b) advertising campaign c) market research
5. someone who buys and uses products and services
a) employee b) consumer c) staff
6. a person, team, company etc that is competing with another
a) comrade b) competitor c) partner
7. a person or business that sells goods to customers in a shop
a) retailer b) wholesaler c) businessman
8. someone who buys and sells goods in large amounts to shops and businesses
a) salesman b) retailer c) wholesaler
9. the act of finding the right place for something
a) placement b) advertising c) distribution
10. a company that is the first to decide on a price for a particular product or service, which is then copied by other companies selling similar products or services
a) business partner b) competitor c) price leader

Task 3. Choose the correct word in a sentence. There are three extra words. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

determines, pricing, reduce, identify, competitor, identification, marketing, promotion, target market, complete, promoted, distribution, determination

1. Advertising agencies are concerned with the of a product.
2. Market analysts the target market for a particular product.
3. The combination of four P's the marketing mix.
4. In the marketplace, businesses with each other.
5. When travelling, one must not forget taking his or her
6. Last week the boss me because of my efficient work.
7. Sony is a major of General Electric.
8. An analyst makes an accurate of the company's target markets.
9. Can you the price for our first order?
10. All activities must be oriented toward creating and sustaining satisfying exchanges.

GRAMMAR PART

Task 4. Fill in the blanks with *am, is* or *are*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. You beautiful.
2. I hot.
3. I from London.
4. You a doctor.
5. Emily my sister.
6. He in the garden.
7. They on the bus.
8. We friends.
9. I 25 years old.
10. She sick.

Task 5. Fill in the missing words in a negative form of "to be". For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. He my brother. He is my friend.
2. I from China. I am from Ukraine.
3. That a cat. That is a little fluffy dog.
4. We hungry. We are thirsty.
5. I hot. I am cold.

6. They at school. They are in the yard.
7. You a bad student. You are a good student.
8. My trousers new. They are old.
9. It my puppy. It is my friend's puppy.
10. It warm. It is cold.

Task 6. Open the brackets in the correct tense *Present Simple* or *Past Simple*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. She (go) to Australia in 1994 and she liked it very much.
2. My boss usually (like) his steak well-done.
3. The policeman (talk) to the burglar yesterday.
4.(you /have) a test last week?
5. I often see her mother but she never (speak) to me.
6. The kangaroo always (carry) its baby.
7. My friend (talk) a lot every day.
8. The man (drive) to the supermarket last weekend.
9. My sisters (leave) for England every year in June.
10. I don't like that man because he often (laugh) at me.

Task 7. Choose the correct answer. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. Who this company?
a) influenced b) invested c) established
2. wake up early?
a) Did you used to b) Did you use to c) Did you use
3. I in New York, but now I live in New Jersey.
a) used to live b) used to lived c) use to live
4. my email at home, but now I always check my email at night.
a) I didn't used to check b) I didn't use to checking c) I didn't use to check
5. We that game when we were younger.
a) use to play b) used play to c) used to play
6. Nick but he gave it up.
a) used to smoke b) use to smoke c) did use to smoke
7. Claire a lot.
a) did use to travel b) used to travel c) use to travel
8. We have computers.
a) didn't use to b) didn't uses to c) didn't used to
9. Where their food before the supermarket was built?
a) did people used to buy b) did people use to buy c) did people use buy to
10. in London?
a) Did you used to live b) Did you use live to c) Did you use to live

Task 8. Complete the sentences. Choose *will* or *to be going to*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. 'I haven't got my phone.' 'That's OK. you mine.'
 - a) I'm going to
 - b) I'll lend
2. It's Julia's birthday next week, so buy her some flowers.
 - a) we're going to
 - b) we're going to
3. Will you lend me £10? I promise it back to you tomorrow.
 - a) I'll give
 - b) I'm going to give
4. a barbecue tomorrow. It's all planned, so I hope it won't rain.
 - a) We're going to have
 - b) We'll have got
5. 'Jim's starting university tomorrow.' 'What study?'
 - a) is he going to
 - b) will he
6. You that film. It's very frightening. Let's choose another one.
 - a) are going to watch
 - b) won't like
7. Do you think the presents we got for them?
 - a) they'll like
 - b) they are going to
8. Look! The coach leave! Run or we'll miss it.
 - a) will
 - b) is going to
9. - I feel dreadful; I be sick.
 - a) am going to
 - b) will
10. - Tonight, I stay in. I've rented a video.
 - a) will
 - b) am going to

2nd SEMESTER
CONTROL TEST №2
VARIANT - I

LEXICAL PART

Task 1. Read the text “Auditing”. Are the statements true (T) or false (F)? For each correct answer you can get 1 point. The total score for this exercise is 5 points.

Auditing

Auditing is an accounting function that involves the review and evolution of financial records of a company. It is done by auditors. These reviews are called audits.

Outside/ external audits are a normal and regular part of business practice. In addition, many corporations maintain a continuous internal audit by their own accounting departments. They review operating procedures and financial records and report to management on the current state of the company's fiscal affairs.

The internal auditors make suggestions to management for improvements in the standard operating procedures and check the accounting records.

Independent auditing is done by accountants who are not employees of the organisation whose books they examine. The independent accountant is always a Certified Professional. Independent accountants review the businesses operating activities; they examine financial statements and accounting records and audit can take several days for even a fairly small company.

Management must act upon the information in the financial records; the auditor ensures that this information is accurate, adequate and accessible.

- | | |
|--|-----|
| 1. Auditing is the review of financial records of a company. | T/F |
| 2. The internal auditors don't check the accounting records. | T/F |
| 3. Independent auditing is done by accountants who work in this company. | T/F |
| 4. Independent accountants examine financial statements. | T/F |
| 5. Audit can take several days. | T/F |

Task 2. Match the word with its definition. For each correct answer you can get 1 points. The total score for this exercise is 20 points.

1. an auditor	a) the belief that you have the ability to do things well or deal with situations successfully;;
2. a judge	b) an official examination of a company's financial records in order to check that they are correct;
3. a confidence	c) the way in which an organization or system is managed or organized;
4. a presentation	d) the official in control of a court, who decides

	how criminals should be punished;
5. an audit	e) to choose someone for a position or a job;
6. a staff	f); a written or spoken description of a situation or event, giving people the information they need;
7. to appoint	g) someone whose job is to officially examine a company's financial records;
8. to approve	h) the people who work for an organization;
9. a report	i) to accept a plan or proposal officially;
10. a running	j) an event at which you describe or explain a new product or idea;

Answer: 1 _____, 2 _____, 3 _____, 4 _____, 5 _____, 6 _____, 7 _____,
8 _____, 9 _____, 10 _____.

Task 3. Write one of these words to complete each sentence. There are 3 extra words, you don't need to use them. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

An auditor, an evaluation, profit, a presentation, complete, reliable, be responsible for, appoint, run, entrust, increase, staff, requirement

1. She thanked the for their dedication and enthusiasm.
2. Price alone is not a indicator of quality.
3. It is very difficult to make a detailed
4. He promised to more women to senior positions.
5. He has to his dad's company because his dad became very old.
6. The accounts are audited once a year by an
7. We a board of Edinburgh's leading businessmen to run the affairs of the organization.
8. The speaker gave an interesting on urban transport.
9. A good degree is a minimum for many jobs.
10. He only needs two more cards to the set.

GRAMMAR PART

Task 4. Open the brackets in *Past Simple* or *Present Perfect*. Choose the appropriate answer to complete the sentences. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. (I/be) to New York several times. I love it.
2. I (never/be) to Tokyo, but I'd love to go there someday.
3. (She/be) to Australia three times.
4. (you/ever/be) to China?

5. How many countries (you/be) to?
6. There's a new cinema in town. (you/be) there yet?
7. I'm ready to go. (I/finish) getting ready 5 minutes ago.
8. Susie isn't here. (she/go) to the shops for some bread two minutes ago.
9. You have a great suntan, Sally. (you/be) on holiday?
10. How many countries (he/be) ?

Task 5. Choose the correct answer in *Present Perfect* or *Past Perfect*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. I (always / want) to visit Venice!
 - a) have always wanted
 - b) had always wanted
2. —Where's Rick?
—Oh, you missed him. He (already / left).
 - a) has already left
 - b) had already left
3. —Where was Rick when I called?
—I don't know. He (already / left) before you called.
 - a) has already left
 - b) had already left
4. —What did Becky just say? I couldn't hear her.
—She said that her dog (just / run away) when he got off his leash in the park.
 - a) has just run away
 - b) had just run away
5. Dr. Kline is rich. She (work) as a neurosurgeon in New York until she retired at age 50.
 - a) has worked
 - b) had worked
6. I'm not busy now. Classes (finish) for the day.
 - a) have finished
 - b) had finished
7. Amy (practice) for 12 straight weeks for her dance recital, so she was well-prepared when it began.
 - a) has practiced
 - b) had practiced
8. Ken (wait) at the airport for over 3 hours before he got a text that his friend Barbie was delayed because of bad weather in eastern Europe.
 - a) has waited
 - b) had waited
9. Mr. and Mrs. Goodson were very angry when they found out that their son (have) a party in their house while they were gone on a trip.

- a) has had
- b) had had

10. Wow! Mr. Wilson (have) that old Volvo for over 25 years, and it still runs.

- a) has had
- b) had had

Task 6. Choose the correct answer in *Present Perfect Continuous* or *Present Perfect*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. I and my legs are really tired now.
 - a) 've been cycling
 - b) 've cycled
2. I'm sorry I'm late, for a long time?
 - a) have you waited
 - b) have you been waiting
3. How long Peter?
 - a) have you known
 - b) have you been knowing
4. Somebody my cookies. There are none left.
 - a) has eaten
 - b) has been eating
5. Somebody my cookies. There are very few left.
 - a) has eaten
 - b) has been eating
6. How many books ?
 - a) has she written
 - b) has she been writing
7. She must be tired. She all afternoon.
 - a) has been writing
 - b) has written
8. I all afternoon. I've read 5 chapters.
 - a) 've read
 - b) 've been reading
9. I think I chocolate since I was born.
 - a) 've been liking
 - b) 've liked
10. They for months, and they have visited three countries so far.
 - a) have been travelling
 - b) have travelled

Task 7. Transform the sentences from Active Voice to Passive Voice. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. The doctor prescribed her new medicine.
2. They often speak about him.

3. We have been looking for you the whole morning.
4. They teach three foreign languages at this school.
5. We received this letter after his departure.
6. They are selling delicious fruit ice cream there now.
7. The teacher always answers the students' questions.
8. The storm drove the ship against a rock.
9. The director will give you instructions.
10. They offered her some interesting work.

Task 8. Choose the correct answer in Passive Voice. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. The book by the students.
 - a) have already been discussed
 - b) has already being discussed
 - c) has already been discussed
2. The meat by the chef.
 - a) wasn't being cooked
 - b) wasn't being cook
 - c) wasn't been cooked
3. These documents by your secretary.
 - a) has been brought
 - b) have been brought
 - c) have been bring
4. Was the roomby them when the accident happened?
 - a) being painted
 - b) being paint
 - c) been painted
5. My sister many sweets, she is happy.
 - a) has been given
 - b) have been given
 - c) has being given
6. The flowers
 - a) has already been watered
 - b) have already being watered
 - c) have already been watered
7. The fire successfully put out before firefighters came.
 - a) had been
 - b) had being
 - c) has been
8. His letter to the wrong address.
 - a) has been sent
 - b) have been sent
 - c) has been send
9. The gold in a cave near the top of the mountain.

- a) being discovered
 - b) discovered
 - c) was discovered
10. This bench
- a) have just been painted
 - b) has just been painted
 - c) has just being painted

CONTROL TEST №2

VARIANT - II

LEXICAL PART

Task 1. Read the text “How to Become a Successful Manager”. Are the sentences True or False? For each correct answer you can get 1 point. The total score for this exercise is 5 points.

How to Become a Successful Manager

If you want to be a successful manager, it's not going to happen by accident — you must work at it. Being promoted to a management role does not guarantee success. Successful managers are effective and productive. They can lead, motivate and inspire others to achieve their best.

The habits that successful managers have:

1. *They set SMART goals.*

Success requires dedicated work. Successful managers write their goals and map out the key steps they must take to get closer to their goals every day.

2. *They manage their time.*

Time is precious and valuable. Successful managers manage their time effectively by cutting out activities that do not lead them to their goals.

3. *They invest in others.*

Successful managers continually invest in others. Investing in others includes encouraging, coaching, mentoring, and sponsoring future leaders.

4. *They communicate effectively.*

Successful managers are good communicators. Effective communication requires attentive listening and asking questions. Good communicators also respond to questions when asked and they share information that will benefit others.

5. *They invest in their professional and personal development.*

The best managers understand the importance of investing in their professional and personal development. They read books, attend seminars, and / or seek advanced degrees. Continuing education allows them to stay on top of trends that will impact their areas of business.

6. *They take risks.*

Taking risks builds confidence. Successful managers are willing to try new things and experiment with new ideas.

7. They support their teams.

Managers cannot succeed without the support of their teams. The best managers empower their teams by allowing them to take ownership for their work. Successful managers provide their teams with the encouragement, tools, and resources they need to get their jobs done.

- | | |
|--|-----|
| 1. Successful managers write their goals and reach them. | T/F |
| 2. They don't do the activities that don't lead them to their goals. | T/F |
| 3. They don't invest in future leaders. | T/F |
| 4. They don't know how to listen attentively and ask questions. | T/F |
| 5. They are ready to try new things and experiment with new ideas. | T/F |

Task 2. Match the word with its definition. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

1. an experience	a) an idea, plan, or possibility that someone proposes;
2. a management	b) someone who makes decisions and gives orders to people without asking them for their opinion
3. an innovation	c) the activity of controlling and organizing the work that a company or organization does;
4. an adaptability	d) to organize an activity so that the people involved in it work well together and achieve a good result
5. a suggestion	e) knowledge or skill that you gain from doing a job or activity;
6. a responsibility	f) able to change in order to be successful in new and different situations;
7. autocratic	g) a description of what is likely to happen in the future, based on the information that you have now
8. democratic	h) a new idea, method, or invention;
9. to co-ordinate	i) organized according to the principle that everyone has a right to be involved in making decisions

10. a forecast	j) something that you must do as part of your job or duty
----------------	---

Task 3. Write one of these words to complete each sentence. There are 3 extra words, you don't need to use them. For each correct answer you can get 2 points. The total score for this exercise is 20 points.

responsible for, entrust, forecast, objective, influence, labour, experience, environment, reliable, an innovation, require, expenses, a presentation

1. Parents have an important on children's development.
2. The company had failed to provide a safe for its workers.
3. We need to reduce our costs.
4. I need to get my approved.
5. Experts have given a gloomy economic..... .
6. Regulations that students attend at least 90% of the lectures.
7. He had no previous of managing a farm.
8. Paul is the efficient running of the office.
9. We need to encourage in industry.
10. Her main now is simply to stay in power.

Task 4. Open the brackets in *Past Simple* or *Present Perfect*. Choose the appropriate answer to complete the sentences. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. I (to live) in this flat since I moved here.
2. (to see) anyone famous when you were in New York?
3. It (to rain) on our holiday so far.
4. She loves animals but she never (to have) a pet.
5. My laptop (to stop) working last week so I'm using the computer in the office until it's fixed.
6. We (to discover) a great new coffee shop not far from our house.
7. (to turn) the heating off? It's really cold in here.
8. He (to seem) very happy for a few days last week, but this week he seems OK.
9. I (to start) taking driving lessons recently.
10. She (to see) that film.

Task 5. Choose the correct answer in *Present Perfect* or *Past Perfect*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. How long (you / live) in Aspen before you moved to Boulder?
a) have you lived

- b) had you lived
2. It's 9 p.m. By now, your son's flight (arrive) in Melbourne.
 a) has arrived
 b) had arrived
3. Hilary Hahn is a famous violinist. By the time she graduated from high school, she (already / release) several successful classical music albums.
 a) has already released
 b) had already released
4. Sarah Chang is a famous violinist. She (perform) in concert halls all over the U.S., Europe, and Asia.
 a) has performed
 b) had performed
5. There was no sign of a taxi although I it half an hour before.
 a) had ordered
 b) have ordered
6. The square looked awful. People litter everywhere.
 a) have left
 b) had left
7. We had no car at that time. We our old one.
 a) have sold
 b) had sold
8. It isn't raining now. It
 a) had stopped
 b) has stopped
9. You can have that magazine. I with it.
 a) had finished
 b) have finished
10. The square looked awful. People litter everywhere.
 a) have left
 b) had left

Task 6. Choose the correct answer in *Present Perfect Continuous* or *Present Perfect*. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. I the piano for 30 minutes.
 a) have been practicing
 b) have practiced
2. Bob 10 km.
 a) has run
 b) has been running
3. My colleagues on holiday for six days.
 a) have been being
 b) have been
4. We the bus twice this week.
 a) have been missed

- b) have missed
5. They since 5 o'clock. They just started an hour ago.
 - a) have not been working
 - b) have not worked
 6. How long for us?
 - a) has she been waiting
 - b) has she waited
 7. How often the windows this year?
 - a) have you been cleaning
 - b) have you cleaned
 8. in a castle?
 - a) Have you ever been staying
 - b) Have you ever stayed
 9. He TV all afternoon, he only switched the telly on 10 minutes ago.
 - a) has not been watching
 - b) has not watched
 10. We around Scotland for 8 days.
 - a) have been travelling
 - b) have been travelled

Task 7. Transform the sentences from Active Voice to Passive Voice. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. The company requires staff to watch a safety video every year.
2. His grandmother looked after him.
3. I will clean the house every Saturday.
4. Someone has cleaned the windows.
5. We are going to watch a movie tonight.
6. The cashier counted the money.
7. They make televisions in Japan.
8. We made an error with your account.
9. They will announce the news tomorrow.
10. The director has appointed him as a new manager.

Task 8. Choose the correct answer in Passive Voice. For each correct answer you can get 1 point. The total score for this exercise is 10 points.

1. The bridge now.
 - a) is been built
 - b) is being build
 - c) is being built
2. Was the roomby them when the accident happened?
 - a) being paint
 - b) being painted
 - c) been painted

3. I a good salary before I decided to leave my previous work.
 - a) hasn't been given
 - b) haven't been given
 - c) hadn't been given
4. The performance by 8 o'clock.
 - a) will have been finished
 - b) would have been finished
 - c) will have been finish
5. Are the donations by us?
 - a) being collect
 - b) been collected
 - c) being collected
6. VW cars in Germany and the Czech Republic.
 - a) making
 - b) made
 - c) are made
7. The homework
 - a) has just been finished
 - b) have just been finished
 - c) has just being finished
8. I'll have to come by bus as my car
 - a) is repairing
 - b) is being repaired
 - c) being repaired
9. The car will have been repaired by the next week.
 - a) will have been repaired
 - b) would have been repaired
 - c) will have been repair
10. The meeting until the end of the month.
 - a) has postponed
 - b) is been postponed
 - c) has been postponed

НАЦІОНАЛЬНА АКАДЕМІЯ СТАТИСТИКИ, ОБЛІКУ ТА АУДИТУ

Кафедра іноземних мов

КОНТРОЛЬНА РОБОТА
з дисципліни
“Ділова іноземна мова (англійська)”

Виконав (ла):
Студент (ка) II курсу
заочної форми навчання
спеціальності ... « »

(ПІБ студента (ки) у Р.в.)

Перевірив (ла):

(ПІБ викладача у Н.в.)

Київ
20 __

Список рекомендованої літератури

1. Барановська Т.В. Граматика англійської мови. Збірник вправ: Навч. посібник. Видання друге, виправлене та доповнене. Київ: ТОВ ВП Логос-М, 2006. 384 с.
2. Довгорул Л.Я. Англійська мова: Підручник для студентів вищих навчальних закладів. Київ: ДП Інформац.-аналіт. агенство, 2013. 496 с.
3. Касьяненко А.Л. English for economists: Навчальний посібник з англійської мови для студентів економічних спеціальностей. Київ: «Інформаційно-аналітичне агенство», 2010. 175 с.
4. Davis F., Rimmer W. Active Grammar: Level 2. Cambridge University Press, 2011. 216 p.
5. Dolly J., Evans V. Grammarway 3. Expressed Publishing, 2007. 272 p.

Список використаних джерел

1. Foley M., Hall D. My Grammar Lab: Intermediate. Pearson, 2019. 395 с.
2. Murphy R. English Grammar in Use: A self-study reference and practice book for intermediate students. Cambridge University Press, 2012. 380 с.
3. Офіційний сайт www.grammarway.com - [Електронний ресурс]. – Режим доступу: <https://grammarway.com/ua>
4. Офіційний сайт www.english-4u.de - [Електронний ресурс]. – Режим доступу: https://www.english-4u.de/grammar_exercises.htm
5. Офіційний www.hbr.org - [Електронний ресурс]. – Режим доступу: <https://hbr.org/>
6. Офіційний сайт www.english-online.in.ua - [Електронний ресурс]. – Режим доступу: <https://english-online.in.ua/hramatyka-anhliyskoji-movy/>
7. Офіційний сайт www.ldoceonline.com/ - [Електронний ресурс]. – Режим доступу: <https://www.ldoceonline.com/>
8. Офіційний сайт www.eltbase.com/ - [Електронний ресурс]. – Режим доступу: https://www.eltbase.com/quiz/018_01.htm
9. Офіційний сайт www.e-grammar.org/ - [Електронний ресурс]. – Режим доступу: <https://www.e-grammar.org/>
10. Офіційний сайт www.english-grammar.at/ - [Електронний ресурс]. – Режим доступу: www.english-grammar.at