

**ГОСУДАРСТВЕННОЕ БЮДЖЕТНОЕ ПРОФЕССИОНАЛЬНОЕ
ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ИРКУТСКОЙ ОБЛАСТИ
«ЧЕРЕМХОВСКИЙ ГОРНОТЕХНИЧЕСКИЙ КОЛЛЕДЖ
ИМ. М.И. ЩАДОВА»**

Рассмотрено на заседании

ЦК

« 22 » 06 2020 г.

Протокол № 1

Председатель

И. Моисеева Е.В.

УТВЕРЖДАЮ

зам. директора по УР

Н.А. Шаманова

« 23 » 06 2020 г.

МЕТОДИЧЕСКИЕ УКАЗАНИЯ И КОНТРОЛЬНЫЕ ЗАДАНИЯ

для студентов заочной формы обучения

по дисциплине

ОГСЭ.03 Иностранный язык в профессиональной деятельности

программы подготовки специалистов среднего звена

13.02.11 Техническая эксплуатация и обслуживание электрического и электромеханического оборудования (по отраслям)

2020 г.

СОДЕРЖАНИЕ

	СТР.
1. ПОЯСНИТЕЛЬНАЯ ЗАПИСКА	3
2. СОДЕРЖАНИЕ УЧЕБНОЙ ДИСЦИПЛИНЫ	4
3. КОНТРОЛЬНЫЕ ЗАДАНИЯ	6
4. ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ОБУЧЕНИЯ	21.
5. ЛИСТ ИЗМЕНЕНИЙ И ДОПОЛНЕНИЙ, ВНЕСЁННЫХ В МЕТОДИЧЕСКИЕ УКАЗАНИЯ	22

ПК 1.1. Выполнять наладку, регулировку и проверку электрического и электромеханического оборудования;

ПК 1.4. Составлять отчетную документацию по техническому обслуживанию и ремонту электрического и электромеханического оборудования.

ПК 2.1. Организовывать и выполнять работы по эксплуатации, обслуживанию и ремонту бытовой техники;

ПК 4.2. Организовывать и выполнять техническое обслуживание сложного электрического и электромеханического оборудования с электронным управлением;

По окончанию изучения учебной дисциплины **ОГСЭ.03 Иностранный язык в профессиональной деятельности** студент заочной формы обучения должен выполнить письменную контрольную работу. Приступая к выполнению контрольных заданий, следует проработать теоретический материал. Для улучшения его усвоения необходимо вести конспектирование и после изучения темы ответить на вопросы самоконтроля.

2. СОДЕРЖАНИЕ УЧЕБНОЙ ДИСЦИПЛИНЫ

Раздел 1. Вводно-коррективный курс.

Раздел 2. Основной курс.

Тема 2.1 Из истории электрического тока.

Номер	Содержание вопроса
1	Что вы знаете из истории электрического инженерного дела в России?
2	Какой вклад в науку внесли А. Вольт и А. Гальвани?

Методические указания

В ходе изучения данного раздела следует уделять особое внимание роли данной дисциплины в процессе освоения основной профессиональной образовательной программы по специальности.

Приступая к изучению иностранного языка студентам необходимо обратить особое внимание на освоение новой лексики и грамматического материала. Лексика, приводимая в текстах контрольных работ, является профессионально-ориентированной и направлена на развитие как общих, так и профессиональных компетенций.

Вопросы для самоконтроля

1. Как образуется множественное число имени существительного в английском языке? Какие есть правила и исключения?
2. Какие личные и притяжательные местоимения английского языка вы знаете?
3. Какие есть формы глаголов to be и to have?

Раздел 2. Основной курс.

Тема 2.3 Проводники.

Тема 2.4 Электричество.

Тема 2.5 Типы тока.

Тема 2.6 Изоляторы.

Тема 2.7 Электрическая цепь.

Номер	Содержание вопроса
1	Какие типы проводников вы знаете?
2	Какие существуют типы тока?
3	Что вы знаете о типах изоляторов?
4.	Что представляет собой последовательная и параллельная электрическая цепь?

Методические указания

В ходе изучения данного раздела следует уделять особое внимание роли данной дисциплины в процессе освоения основной профессиональной образовательной программы по специальности.

Приступая к изучению иностранного языка студентам необходимо обратить особое внимание на освоение новой лексики и грамматического материала. Лексика, приводимая в текстах контрольных работ, является профессионально- ориентированной и направлена на развитие как общих, так и профессиональных компетенций.

Вопросы для самоконтроля

1. В чем особенности образования и употребления Present Simple, Past Simple, Future Simple, Present Continuous, Past Continuous, Future Continuous?
2. Как образуются степени сравнения имени прилагательного в английском языке? Какие исключения вы знаете?
3. Какие есть типы вопросительных предложений в английском языке? Как их составлять?

Раздел 2. Основной курс.

Тема 2.11 Трансформаторы.

Тема 2.11 Конденсаторы.

Номер	Содержание вопроса
1	Что вы знаете о трансформаторах?
2	Что такое сопряженная энергия?
3	Для чего необходимы конденсаторы?

Методические указания

В ходе изучения данного раздела следует уделять особое внимание роли данной дисциплины в процессе освоения основной профессиональной образовательной программы по специальности.

Приступая к изучению иностранного языка студентам необходимо обратить особое внимание на освоение новой лексики и грамматического материала. Лексика, приводимая в текстах контрольных работ, является профессионально- ориентированной и направлена на развитие как общих, так и профессиональных компетенций.

Вопросы для самоконтроля

- 1..Как образуются и переводятся причастия настоящего (Participle I) и прошедшего (Participle II) времени в английском языке? Какие функции может выполнять причастие в предложении?
2. Какие формы инфинитива вы знаете? Как образуются и переводятся в предложении Complex Object и Complex Subject?
3. В чем состоит особенность образования времен группы Perfect?
4. Какие модальные глаголы вы знаете? В чем отличие употребления глаголов can, may, must, should и др.?

Раздел 3. Деловой английский язык.

Тема 3.1 Профессиональная деятельность специалиста.

Номер	Содержание вопроса
1	В чем состоит отличие официальной и неофициальной переписки в английском языке?
2	Как правильно оформить и написать деловое письмо?
3	Как правильно вести переговоры и делать телефонные звонки на английском языке?

Методические указания

В ходе изучения данного раздела следует уделять особое внимание роли данной дисциплины в процессе освоения основной профессиональной образовательной программы по специальности.

Приступая к изучению иностранного языка студентам необходимо обратить особое внимание на освоение новой лексики и грамматического материала. Лексика, приводимая в текстах контрольных работ, является профессионально- ориентированной и направлена на развитие как общих, так и профессиональных компетенций.

Вопросы для самоконтроля

1. Когда используется согласование времен?
2. Как правильно переводить прямую речь в косвенную в английском языке?
3. В чем отличие образования и перевода активного залога от пассивного?
4. Каковы особенности употребления времен английского глагола группы Simple, Perfect, Continuous?
5. Как переводятся инфинитивные обороты?
6. Какие предлоги места, времени и направления есть в английском языке?

3. КОНТРОЛЬНЫЕ ЗАДАНИЯ

При выполнении контрольной работы следует соблюдать следующие требования:

1. Четко и правильно переписывать задания контрольной работы по своему варианту. Работы, выполненные по другому варианту, возвращаются при проверке.

2. Ответы на вопросы должны быть четкими, полными и аргументированными, необходимо письменно выполнить все задания к тексту.

3. Работу выполнять в печатном (письменном) варианте.

Контрольная работа №1 **Вариант № 1**

1. Make plural forms of the words:

solution, property, evidence, muscle, cause, direction, end, number, operation, metal, current, battery, reaction, man, discovery, dish, phenomenon, property, knife .

2. Read the text and answer the questions:

Generating an Electric Current

The first method used in producing an electric current was chemical in nature. Credit for its discovery is given to an Italian physician named Aloisio Galvani (1737–1798). One day while engaged in dissecting a frog, Galvani noticed the leg muscles contract whenever a nearby electric machine was in operation. Further investigation showed the same twitching effect to be obtained by simply connecting the nerve and muscle of the leg to dissimilar metals. But no such result was obtained if only one metal was used or if non-conductors were employed. There were obviously two possible sources of the phenomenon. Either the current was set up at the junction of the two metals or it was a property of the animal tissues. Galvani favoured the latter view and in 1791 announced his discovery, attributing the current to what he called "animal electricity" or as it came to be known, "galvanism". Galvani is an excellent example of a scientist who behaved most unscientifically with regard to a hypothesis which he himself had advanced. He became so prejudiced in favour of his animal magnetism theory that it was quite impossible for him to view objectively later evidence which definitely contradicted it and finally caused it to be discarded.

Another Italian, Alessandro Volta (1745–1827), a professor of physics in the University of Pavia, established the true source of the electric current. He demonstrated that it could be produced by (the action of dissimilar metals without the presence of animal tissue of any sort. In the course of his experiments in 1800 he developed the first electric battery, a device known as a voltaic pile.

Although he tried a number of different materials he found that the best results were obtained when he used silver and zink as the two metals. The pile consisted of a series of small discs of these and of cardboard, the latter having been soaked in a salt solution. Then he piled the discs up one on another in the order silver, zink, cardboard, and so forth, ending with zinc. By connecting wires to the top and bottom discs he was able to get continuous electric currents which were of substantial size.

All the essentials of a modern electric cell or battery were present in the voltaic pile. Developments since that time have been largely directed toward making cells more convenient to use and toward eliminating various undesirable chemical reactions.

Примечания

1 Credit for its discovery is given – честь его открытия принадлежит

2 twitching effect – эффект сокращения мышц

3 animal tissue – живая ткань

4 a voltaic pile –вольтов столб (гальваническая батарея)

Questions:

1. What was the first method used in producing an electric current?
2. Whom is credit for its discovery given to?
3. How many possible sources of the phenomenon were there?
4. What was Galvani's discovery?
5. What can you say about Alessandro Volta?
6. What was Volta's idea?

Вариант № 2

1. Make plural forms of the words:

blade, turbine, shaft, level, plant, head, inflow, distance, capacity, woman, child, day, river, science, power, deer, complex, consumer, process, factor, child.

2. Read the text and do the tasks:

Hydroelectric Power Plants

Hydroelectric power plants are built on rivers. Large capacity hydroelectric power plants are commonly located at considerable distances from the consumers of electric power.

The production process at these plants is rather simple: the water flows into the hydroturbine runner, acts upon the runner blades and rotates the runner and the turbine shaft. The generator shaft is connected to the turbine runner shaft. The difference in the water level influences the power capacity of a plant, i.e. the magnitude of the water head and the daily inflow of water fluctuates considerably according to the season.

The production process is different at power plants of different constructions and of different kinds. In atomic power plants, for example, it is not so simple as in hydroelectric plants.

3. Complete the sentences using the correct variant:

1. Hydroelectric power plants are built
 - a) on rivers
 - b) on waterfalls
2. Large-capacity power plants are located
 - a) at a short distance from consumers of power.
 - b) at a considerable distance from consumers of power.
3. The production process at the plants
 - a) is very complex.
 - b) is rather simple.
4. The power capacity of a plant
 - a) remains constant.
 - b) changes considerably.
 - c) is influenced by the difference in the water level.
5. The daily inflow of water
 - a) fluctuates according to the consumption.
 - b) fluctuates according to the season.
6. The production process
 - a) depends upon the construction of the plant.

b) is the same at power plants of different constructions.

4. Answer the questions:

1. On what sites are hydroelectric power plants built?
2. Are large-capacity plants located far from consumers of power?
3. Is the production process at the plants simple or is it complex?
4. What influences the power capacity of a plant?
5. According to what factors does the daily inflow of water fluctuate?
6. Does the production process at the plant depend on its construction?

Контрольная работа № 2
Вариант № 1

1. Read the text and do the tasks

Series Circuit and Parallel Circuit

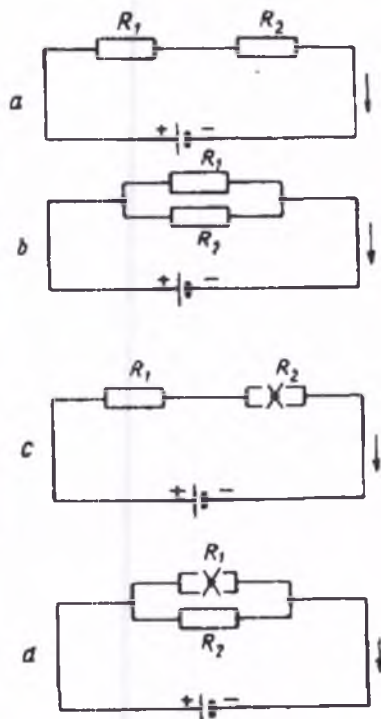


Fig.2

Compare circuits a and b. Circuit a consists of a voltage source and two resistors. The resistors are connected in series. Circuit a is a series circuit. Circuit b consists of a voltage source and two resistors. The resistors are connected in parallel. Circuit b is a parallel circuit.

A parallel circuit has the main line and parallel branches. In circuit b the value of voltage in R_1 equals the value of voltage in R_2 . The value of voltage is the same in all the elements of a parallel circuit while the value of current is different. A parallel circuit is used in order to have the same value of voltage. In circuit a the value of current in R_1 equals the value of current in R_2 . The value of current is the same in all the elements of a series circuit while the value of voltage is different. A series circuit is used in order to have the same value of current. In R_1 , $V_1 = IR_1$ is the voltage drop in R_1 . In R_2 the voltage equals

$I \times R_2$; IR_2 is the voltage drop in R_2 . In circuit c a

trouble in one element results in no current in the whole circuit. In circuit d a trouble in one branch results in no current in that branch only, a trouble in the main line results in no current in the whole circuit.

2. Complete these sentences using the correct variant:

1. A parallel circuit has
 - a) parallel branches only.
 - b) the main line and parallel branches.
2. A parallel circuit is used in order
 - a) to have the same value of current in all the elements.
 - b) to have the same value of voltage in all the elements.
3. In a parallel circuit a trouble in one branch
 - a) results in no current in that branch only.

b) results in no trouble in the whole circuit.

4. No current in a parallel circuit

a) results from a trouble in one branch.

b) results from a trouble in the main line.

5. The sum of IR voltage drops

a) equals the value of voltage in the circuit.

b) is less than the smallest voltage drop.

c) is more than the value of voltage in the circuit.

3. Answer the following questions:

1. What type of circuit has the main line and parallel branches?

2. What type of circuit is used in order to have the same value of current in all the elements?

3. What type of circuit is used in order to have the same value of voltage in all the elements?

4. What does a trouble in the main line result in?

5. What does a trouble in a branch result in?

4. Write degrees of comparison:

Nice, important, big, long, clever, slow, cheap, much.

Вариант 2

1. Read the text and do the tasks:

Conductors and Insulators

Conductors are materials having a low resistance so that current easily passes through them. The lower the resistance of the material, the more current can pass through it.

The most common conductors are metals. Silver and copper are the best of them. The advantage of copper is that it is much cheaper than silver. Thus copper is widely used to produce wire conductors. One of the common functions of wire conductors is to connect a voltage source to a load resistance. Since copper wire conductors have a very low resistance a minimum voltage drop is produced in them. Thus, all of the applied voltage can produce current in the load resistance. It should be taken into consideration that most materials change the value of resistance when their temperature changes. Metals increase their resistance when the temperature increases while carbon decreases its resistance when the temperature increases. Thus metals have a positive temperature coefficient of resistance while carbon has a negative temperature coefficient. The smaller is the temperature coefficient or the less the change of resistance with the change of temperature, the more perfect is the resistance material. Materials having a very high resistance are called insulators. Current passes through insulators with great difficulty. The most common insulators are air, paper, rubber, plastics. Any insulator can conduct current when a high enough voltage is applied to it. Currents of great value must be applied to insulators in order to make them conduct. The higher the resistance of an insulator, the greater the applied voltage must be. When an insulator is connected to a voltage source, it stores electric charge and a potential is produced on the insulator. Thus, insulators have the two main functions: 1. to isolate conducting wires and thus to prevent a short between them and 2. to store electric charge when a voltage source is applied.

2. Find answers to these questions in the text above:

1. What materials are called conductors?
2. What is the advantage of copper compared with silver?
3. What is the most common function of wire conductors?
4. Why is a minimum voltage drop produced in copper conductors?
5. What is the relation between the value of resistance and the temperature in carbon?
6. What materials are called insulators?
7. What are the most common insulators?
8. What are the main functions of insulators?

3. Complete the sentences using the correct variant:

1. Insulators are materials having
 - a) low resistance.
 - b) high resistance.
2. Current passes through conductors
 - a) easily.
 - b) with great difficulty.
3. Copper and silver are
 - a) common conductors.
 - b) common insulators.
4. Air, paper and plastics are
 - a) common insulators.
 - b) common conductors.
5. In case a high voltage is applied to an insulator
 - a) it does not conduct current.
 - b) it conducts current.
6. Insulators are used
 - a) to store electric charge.
 - b) to reduce voltage.
 - c) to prevent a short between conducting wires.
7. Metals increase their resistance
 - a) when the temperature decreases.
 - b) when the temperature increases.

4. Write degrees of comparison:

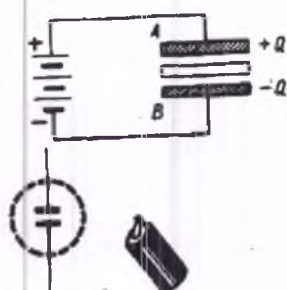
Beautiful, expensive, little, short, fast, old, difficult, many.

Контрольная работа № 3

Вариант 1

1. Read the text and do the tasks:

Capacitors



A capacitor is one of the main elements of a circuit. It is used to

store electric energy. A capacitor stores electric energy provided that a voltage source is applied to it.

The main parts of a capacitor are metal plates and insulators. The function of insulators is to isolate the metal plates and in this way to prevent a short.

In the diagram one can see two common types of capacitors in use nowadays: a fixed capacitor and a variable one. The plates of a fixed capacitor cannot be moved; for this reason its capacity does not change. The plates of a variable capacitor move; its capacity changes. The greater the distance between the plates, the less is the capacity of a capacitor. Variable capacitors are commonly used by radiomen; their function is to vary the frequency in the circuit. Fixed capacitors are used in telephone and radio work. Fixed capacitors have insulators produced of paper, ceramics and other materials; variable capacitors have air insulators. Paper capacitors are commonly used in radio and electronics; their advantage is their high capacity: it may be higher than 1,000 microfarad. Besides, electrolyte capacitors are highly in use. They also have a very high capacity: it varies from 0.5 to 2,000 microfarad. Their vantage is that they change their capacity when the temperature changes. They can operate without a change only at temperatures not lower than ---40. C. Common troubles in capacitors are an open and a short. A capacitor stops operating and does not store energy in case it has a trouble. A capacitor with a trouble should be substituted by a new one.

2. Complete these sentences using the correct variant:

1. A capacitor is used
 - a) to supply voltage.
 - b) to increase the voltage output.
 - c) to store energy.
2. The main parts of a capacitor are
 - a) insulators only.
 - b) metal plates only.
 - c) metal plates and insulators between them.
3. The function of insulators is
 - a) to store energy.
 - b) to isolate the metal plates.
 - c) to prevent a short between the metal plates.
4. The capacity of a capacitor depends on
 - a) the size of the plates.
 - b) the distance between the plates.
 - c) the material of the insulators.
5. The capacity of a fixed capacitor
 - a) is constant.
 - b) is varied.
6. Variable capacitors have
 - a) air insulators.
 - b) paper insulators.
 - c) ceramic insulators.
7. Electrolyte capacitors have
 - a) a very low capacity.

- b) a very high capacity.
 8. In case a capacitor has a trouble
 a) it operates.
 b) it stops operating.

3. Answer the questions:

1. What is a capacitor used for?
2. What are the main parts of a capacitor?
3. What is the function of insulators?
4. What does the capacity of a capacitor depend on?
5. What should be done in order to change a capacitor?

4. Use modal verbs (can, may, must):

1. _____ you see anything in this dark room?
2. _____ I borrow your rubber, please? Yes, of course you _____.
3. Kate _____ speak English.
4. Mike has got many books so he _____ read them.
5. _____ I borrow your pen?
6. Only a person who knows the language very well _____ answer such a question.
7. Most children _____ slide on the ice very well.
8. I _____ do my homework.

Вариант № 2

1. Put down the Russian for:

iron core, closed core, input voltage, output voltage, primary winding, secondary winding, step-up transformer, step-down transformer.

2. Read the text and do the tasks:

Transformers

A transformer is used to transfer energy. Due to the transformer electric power may be transferred at a high voltage and reduced at the point where it must be used to any value.

Besides, a transformer is used to change the voltage and current value in a circuit.

A two-winding transformer consists of a closed core and two coils (windings).

The primary winding is connected to The voltage source. It receives energy.

The secondary winding is connected to the load

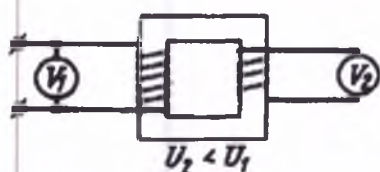


Fig.10

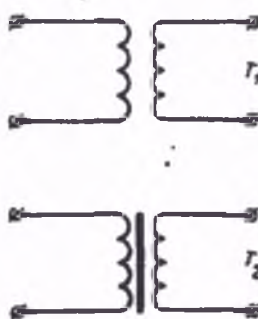


Fig.11

resistance and supplies energy to the load.

The value of voltage across the secondary terminal depends on the number of turns in it. In case it is equal to the number of turns in the primary winding the voltage in the secondary winding is the same as in the primary.

In case the secondary has more turns than the primary the output voltage is greater than the input voltage. The voltage in the secondary is greater than the voltage in the primary by as many times as the number of turns in the secondary is greater than the number of turns in the primary. A transformer of this type increases or steps up the voltage and is called a step up transformer. In case the secondary has fewer turns than the primary the output voltage is lower than the input. Such a transformer decreases or steps down the voltage, it is called a step-down transformer.

Compare T1 and T2 in the diagram. T1 has an iron core. For this reason it is used for low - frequency currents. T2 has an air core and is used for high frequencies.

Common troubles in transformers are an open in the winding, a short between the primary and the secondary, and a short between turns. In case a transformer has a trouble it stops operating or operates badly. A transformer with a trouble should be substituted.

Complete the sentences using the correct variant:

1. A transformer is used
 - a) to store charge.
 - b) to prevent the change of energy.
 - c) to transfer energy.
 - d) to change the voltage and current value in a circuit.
2. Electric power is transferred at a high voltage and reduced to any value
 - a) due to resistors.
 - b) due to capacitors.
 - c) due to transformers.
3. A transformer consists of
 - a) cores only.
 - b) the primary and the secondary windings.
 - c) a core and the primary and the secondary windings.
4. The function of the primary is
 - a) to prevent the change of voltage.
 - b) to supply energy.
 - c) to receive energy.
5. The function of the secondary is
 - a) to receive energy.
 - b) to supply energy.
 - c) to transfer energy.
 - d) to decrease the value of charge.
6. A step-up transformer is used
 - a) to step down or decrease the secondary voltage.
 - b) to step up or increase the primary voltage.
7. A step-down transformer is used
 - a) to step down the secondary voltage.
 - b) to step down the primary voltage.
8. A transformer with an iron core
 - a) is used for high-frequency currents.
 - b) is used for low-frequency currents.
9. A transformer with an air core is used

- a) for high-frequency currents and for low- frequency currents.
 b) for high-frequency ccurrents only.

3. Use modal verbs (must, can, may):

1. You _____ find any kind of information on the Internet.
2. British Parliament _____ issue laws and form the budget.
3. _____ I try on this coat?
4. You _____ not talk loudly in libraries.
5. He _____ read and write in English.
6. I _____ go to school from Monday to Friday.
7. If you want to improve your English, you _____ work very hard.
8. You _____ take care of your parents.

Контрольная работа № 4
Вариант 1

1. Put the following sentences into the correct tense: Simple Past, Simple Present, Present Continuous or Past Continuous, Present Perfect.

1. While Fred _____ (sleep), Judy _____ (watch) TV.
2. When I _____ (be) young, I _____ (think) Mary _____ (be) nice — but now I _____ (think) she's fantastic.
3. Jill _____ (walk) home when she _____ (see) her husband's car outside the cinema
4. Look there! Sue and Tim _____ (run) to school.
5. Jack's father _____ (not work) in London — he _____ (not speak) English.
6. Joe _____ (buy) a car yesterday.
7. Their father often _____ (go) to rock concerts.
8. While you _____ (sleep), mother _____ (arrive).

2. Match the expressions and their meanings:

1	We refer to your advertisement in...	a. Сообщаем Вам, что...
2	Please quote us for this merchandise	b. С сожалением сообщаем, что
3	We learn from... that you are manufactures of....	c. С удовольствием сообщаем Вам, что...
4	I have been informed that your company has a vacancy for the post of...	d. Посылаем на Ваше рассмотрение
5	Please let us know whether you are able to send us....	e. Ссылаемся на Ваш запрос от.... и высылаем Вам
6	Confirming our agreement we send you....	f. В подтверждение нашей договоренности высылаем Вам....
7	In connection with your request we forward you...	g. В связи с Вашей просьбой направляем Вам....
8	Referring to your enquiry of... we send	h. В ответ на Ваше письмо высылаем Вам

	you...	
9	In reply to your letter we are sending you...	i. Выражаем удовлетворение по поводу Вашего письма.... и высылаем Вам....
10	We appreciate your letter of... and send you....	j. Рады сообщить Вам, что...
11	We are writing to inform you...	к. Мы ссылаемся на Вашу рекламу в ...
12	We are pleased/glad to tell you that	l. Мне сообщили, что в Вашей компании есть вакантное место...
13	We send for your consideration....	m. Мы узнали от.... что Вы являетесь производителем (производите) ...
14	We are happy to tell you....	n. Просим сообщить, сможете ли Вы выслать нам...
15	We regret to inform you that	o. Просим прислать предложение на ваш товар

3. Change Russian words in brackets into English:

- (Мы были бы признательны) if you send them the information the admission requirements of your university.
- They (заинтересованы) the winter tours to Finland your agency offers for the groups of tourists.
- (В дополнение к) our letter of 8 April (направляем Вам) a list of the fruit products we had on market.
- We (направляем Вам) our new illustrated catalogue as you requested.
- (В ответ) your letter of 19 May our company would like to inform you that the date of negotiations in London you offer is acceptable.

Вариант 2

1. Put the following sentences into the correct tense: Simple Past, Simple Present, Present Continuous or Past Continuous, Present Perfect.

- I _____ (listen) to the radio while Mary _____ (cook) dinner.
- You _____ (buy) this book yesterday?
- Last Friday Jill _____ (go) home early because she _____ (want) to see a film.
- When your brother usually _____ (get) home in the evening?
- Jane always _____ (bring) us a nice present.
- What those people _____ (do) in the middle of the road?
- You _____ (read) this book?

2. Match the expressions and their meanings:

- | | |
|------------------------------|--|
| 1. I offer an apology for... | а. Благодарю Вас за один из самых приятных визитов в Вашу страну |
| 2. We are sorry that... | б. Я чрезвычайно благодарен Вам за Ваше |

	любезное приглашение на прием по случаю...
3. Please accept our apologies for...	с. Мне будет приятно оказать Вам такое же гостеприимство....
4. Please acknowledge receipt of...	d. Я благодарен Вам за...
5. We thank you for your letter of...	e. Мы рады получить....
6. It would give us great pleasure if you- could visit...	f. Я хочу искренне поблагодарить Вас за ; Ваше любезное письмо
7. We would be grateful (to you) if you could visit...	g. К сожалению, мы не сможем принять ...
8. We regret we cannot accept...	h. С удовольствием встретимся с Вами...
9. We are sincerely happy to join you	i. Мы были бы признательны (Вам), если бы Вы смогли посетить...
10. I am (most) grateful to you for...	j. Нам было бы очень приятно, если бы Вы смогли посетить ...
11. We are pleased to receive ...	к. Просим подтвердить получение...
12. I wish to thank you most sincerely for your kind letter...	1. Благодарим Вас за Ваше письмо от...
13. I most grateful to you for your kind invitation to the reception on the occasion of...	m. Приношу извинения за...
14. I would be very pleased to reciprocate your hospitality...	n. Примите, пожалуйста, наши извинения за
15. Thank you for one of the most enjoyable visits we have had to your country...	о. Сожалеем, что...

3. Change Russian words in brackets into English:

1. They thank you for your enquiry dated October 14 but (к сожалению, вынуждены сообщить) you that our museum is under repair till the end of the year.
2. (Сожалеем, что) there was a delay in sending you information concerning the meeting to be held next year.
3. (Мы должны извиниться за то, что) a clerical error the papers were not attached to the letter.
4. Our company (чрезвычайно благодарна Вам) for you (любезное приглашение) to participate in the conference on the subject of advanced technologies in teaching foreign languages.
5. We are (приятно получить) your information letter concerning the arrangements of the meeting to be held in May of this month.

4. ИНФОРМАЦИОННОЕ ОБЕСПЕЧЕНИЕ ОБУЧЕНИЯ

Основные источники:

4.1 Печатные издания:

Основные:

О-1. Голубев А. П. *English for Technical Colleges /Английский язык для технических специальностей : учебник для студ. учреждений сред.проф. образования./* Голубев А. П Коржавый А. П., Смирнова И. Б. — М.: ИЦ Академия, 2019,- 336с.

Дополнительные:

- Д-1. Агабекян И.П. *Английский язык для ССУЗов.* – М. ООО «Проспект»:», 2009
- Д-2. Т.Ю. Полякова, Е.В. Синявская. *Английский язык для инженеров.- М.: Высшая школа, 2003, - 463 с.*
- Д-3. Луговая А.Л. *Английский язык для студентов энергетических специальностей: Учеб. пособие/ А.Л.Луговая.-5-е изд., стер.-М.: Высш.шк.,2009.-150 с.: ил.*
- Д-4. Чернявская Л.В. *Английский язык. Энергетика: учебное пособие по профессионально – ориентированному чтению.* Братск: Изд-во БрГУ.-2011,-93с.
- Д-5. Д.Бонами. *Английский язык для будущих инженеров.* –М.: Высшая школа, 1994, 288 с.
- Д-6. Маршева Т.В., Переточкина С.М., Фахрутдинова А.В. *Radiophysics and Electronics / Т.В. Маршева, С.М. Переточкина, А.В.Фахрутдинова – Казань: Казан.. ун-т, 2016. – 109 с.*

4.2 Электронные издания (электронные ресурсы)

1. Система федеральных образовательных порталов Информационно - коммуникационные технологии в образовании. [Электронный ресурс] – режим доступа: <http://www.ict.edu.ru> (2003-2017)
2. Видео уроки. [Электронный ресурс] – режим доступа: <https://en.islcollective.com/video-lessons>.
3. Английский язык для инженеров электриков и механиков [Электронный ресурс] – режим доступа: http://frenglish.ru/english_for_electrical_mechanical_engineering.html
4. Английский для инженеров: краткий словарь + 33 ресурса [Электронный ресурс] – режим доступа: <http://englex.ru/english-for-engineers/>
5. English Course • Английский язык для инженеров • Учебник и практикум • English for Engineers [Электронный ресурс] – режим доступа: https://avxhm.se/ebooks/english_for_engineers_2015.html (2015)

**5. ЛИСТ ИЗМЕНЕНИЙ И ДОПОЛНЕНИЙ, ВНЕСЕННЫХ В
МЕТОДИЧЕСКИЕ УКАЗАНИЯ**

№ изменения, дата внесения, № страницы с изменением	
Было	Стало
Основание:	
Подпись лица, внесшего изменения	