



Автономная некоммерческая образовательная организация
высшего образования Центросоюза Российской Федерации
«Сибирский университет потребительской кооперации»

УТВЕРЖДАЮ

Проректор по учебной работе

 Л.В. Ватлина

26 марта 2026 г.

ФОНД ОЦЕНОЧНЫХ СРЕДСТВ

для текущего контроля успеваемости
и промежуточной аттестации

по дисциплине

**СГ.02 ИНОСТРАННЫЙ ЯЗЫК В ПРОФЕССИОНАЛЬНОЙ
ДЕЯТЕЛЬНОСТИ**

по специальности

38.02.02 Страхование дело (по отраслям)

(направленность программы: Страхование иное, чем страхование жизни)

квалификация выпускника:

Специалист страхового дела

Новосибирск
2026

Фонд оценочных средств для текущего контроля успеваемости и промежуточной аттестации по дисциплине *«Иностранный язык в профессиональной деятельности»* разработан в соответствии с требованиями Федерального государственного образовательного стандарта среднего общего образования, утверждённого приказом Минобрнауки Российской Федерации от 17.05.2012г. №413 (с изменениями от 29.06.2017 г. №613), федеральным государственным образовательным стандартом по специальности 38.02.02 Страховое дело (по отраслям), утверждённого приказом Министерства просвещения Российской Федерации от 21.07.2023 № 555.

РАЗРАБОТЧИК:

Е.Н. Ельшова, старший преподаватель кафедры иностранных языков и русской филологии.

РЕЦЕНЗЕНТ:

О.Ю. Чирейкина, канд. филол. наук, доцент кафедры иностранных языков и русской филологии.

Фонд оценочных средств для текущего контроля успеваемости и промежуточной аттестации по дисциплине *«Иностранный язык в профессиональной деятельности»* рассмотрен и одобрен на заседании кафедры иностранных языков и русской филологии, протокол от 26 марта 2026г., № 9.

Заведующий кафедрой
и иностранных языков и русской филологии



О.Ю. Чирейкина

Раздел 1. Паспорт оценочных средств
Оценочные средства для проверки хода освоения
дисциплины и достижения планируемых результатов обучения

Результат обучения (по ФГОС)	Код контролируемой компетенции	Контролируемые разделы (темы) дисциплины	Наименование оценочного средства
Уметь: общаться (устно и письменно) на иностранном языке на профессиональные и повседневные темы; переводить (со словарем) иностранные тексты профессиональной направленности; самостоятельно совершенствовать устную и письменную речь, пополнять словарный запас	ОК 1,2,4,9	ВСТ 1 – 3 ВЗ 1 – 3 ПП – 3 ПЗ – 2, 3 КР – 3	Раздел 1 – 4
Знать: лексический (1200 - 1400 лексических единиц) и грамматический минимум, необходимый для чтения и перевода (со словарем) иностранных текстов профессиональной направленности.	ОК 1,2,4,9	ВСТ 1 – 3 ВЗ 1 – 3 ПП – 3 ПЗ – 2, 3 КР – 3	Раздел 1 – 4

Условные обозначения:

ВЗ – вопросы к зачету; ВСТ – вопросы для собеседования по теме; ПЗ – письменные задания; КР – контрольная работа; ПП – подготовка презентации

Раздел 2. Содержание фонда оценочных средств для текущего контроля, промежуточной аттестации и диагностической работы

2.1. Оценочные материалы: текущий контроль

Текущий контроль знаний предусматривает систематическую проверку качества получаемых обучающимися знаний и умений, формируемых компетенций.

Основные методы контроля, позволяющие оценить знания и умения в рамках приобретаемых компетенций: тестовые задания, вопросы для дискуссии, ситуационные практические задания, письменные работы, презентация.

2.1.1. Тестовые задания (ТЗ)

№ ТЗ	Тестовые задания (ТЗ)
ТЗ-1,2	ТЕМА 1.1. Россия в современном мире. Экономика отрасли. ТЕМА 1.2 Роль образования в современном мире 1. The United Kingdom is a constitutional monarchy. This means: A. The power of the Monarch is unlimited. B. The Monarch's powers are defined by law and tradition, and real political power lies with elected bodies. C. The country is governed solely by written codes. D. The Monarch is elected by the people every five years. 2. Full-time compulsory education in England begins at the age of 5 and ends at: A. 16 B. 18 C. 14 D. 21 3. Match the key terms (1-5) with their definitions (A-E). 1. Devolution 2. The House of Lords 3. A-Levels 4. The Ivy League 5. A comprehensive school A. A group of prestigious private universities in the United States (e.g., Harvard, Yale). B. Advanced school-leaving qualifications in England, Wales, and Northern Ireland, usually taken at age 18. C. The transfer of certain powers from the UK Parliament to Scotland, Wales, and Northern Ireland. D. A state secondary school that admits pupils regardless of their

academic ability.

E. The upper house of the UK Parliament, whose members are not elected by the general public.

4. Put the typical stages of the English education system in the correct order. Put a number, 1-4, in the space.

A. __ Secondary School (ages 11-16)

B. _ Primary School (ages 5-11)

C. University (Higher Education) ____

D. Sixth Form / College (ages 16-18)

5. Which of the following is a devolved administration with its own parliament?

A. The Government of Cornwall

B. The Scottish Parliament

C. The London Assembly

D. The Council of the Isles

6. Put these sentences about the UK parliamentary elections in the best order. Put a number, 1-4, in the space.

A. ____ Usually, the leader of that party is asked by the Monarch to become the Prime Minister.

B. ____ The political party that wins the most seats in the House of Commons forms the government.

C. ____ A general election to choose Members of Parliament (MPs) must be held at least every five years.

D. ____ Citizens in each constituency vote for their preferred candidate.

7. Complete the following sentences with appropriate words from the list: (bill / constituency / GCSE / fee / referendum / semester)

A. In the UK, a Member of Parliament (MP) represents a specific geographical area called ____.

B. Pupils in England usually take national exams called ____ at the age of 16.

C) In the US, the academic year is often divided into two main periods called ____.

D) A ____ is a direct vote by the electorate on a single political question.

E. Unlike most UK universities, students at US universities pay very high annual tuition ____.

8. The phrase "His Majesty's Loyal Opposition" in the UK Parliament illustrates that:

A. The opposition party must agree with all government proposals.

- B. working
- C. applying
- D. writing

2. Choose the best word to fit the gap.

My went very well. I think I will get the job.

- A. interview
- B. interstate
- C. invitation
- D. inspecting

3. Choose the best word to fit the gap.

I see from your form that you have had three different jobs in the last 5 years.

- A. apply
- B. applying
- C. applied
- D. application

4. Choose the best word to fit the gap.

Give us some idea of what you believe are your and weaknesses.

- A. strength
- B. strengths
- C. force
- D. forces

5. What should you do research on before the interview?

- A. The company you're interviewing for.
- B. The industry you hope to work in.
- C. both A and B.

6. You're asked a really difficult question. You don't know the answer off the top of your head, so you:

- A. answer, "That's a tough question. I'm really not sure."
- B. say the first thing that comes to mind.
- C. take a deep breath and think of an answer while paraphrasing the question.

7. Which of the following is OK to do at an interview?

- A. Ask the employer questions
- B. Answer your cellphone
- C. Be a few minutes late

8. Which of these things should you bring to an interview?

- A. Copies of your resume
- B. A list of references

C. Both a and b

9. How early should you arrive to the interview?

A. 30 minutes

B. 10 minutes

C. 1 minute

10. Which one of these things should you always try to do during an interview?

A. Ask your interviewer(s) for their business card and/or contact information at the end.

B. Inquire about your salary.

C. Smile and nod at everything the interviewer says.

11. Your interviewer asks you what your greatest strengths are. How do you respond?

A. By listing five or ten qualities you think are your best ones.

B. Give two or three strengths and concrete examples of them.

C. Say all the qualities and requirements that were listed on the job description.

12. Match typical interview questions (1-5) with answers (A-E).

Questions:

1. How did you hear about the position?

2. What do you know about our company?

3. What is your greatest weakness?

4. Why are you looking to leave your current company?

5. Why did you apply for this position?

Answers:

A. I'm not particularly strong in social media marketing.

B. I've been at my company for three years, but now I'm looking for more leadership opportunities.

C. I've heard great things about the work environment here from a few colleagues. And when I saw this job posting, it seemed to match my skills very closely.

D. From what I read, your company is one of the leaders in providing security software to other businesses.

E. I found the position while looking for jobs online.

13. Complete this résumé by choosing headings from the box. There are two headings you do not need to use.

Interests

Work Experience

Education

References

Training

Languages

Marital Status

	Name: Johanna Needham Address: 27 Leys Road, London, SW1 5BW Telephone: 0181 24567813 Date of Birth: 4 June 1968 (1) : _____ Hereward Comprehensive School 1979–1984 University of East Anglia 1984–1986 (2) : _____ Marketing Assistant, Britannic Travel Ltd September 1986–July 1991 Sales Development Manager, Texington plc August 1991–present (3) : _____ Mountaineering, Painting, Reading (4) : _____ Spanish (good) French (basic) (5) : _____ Derek Francis Marketing Executive Britannic Travel Ltd Britannic House Dorking Surrey RH5 6BW Jane Holgate Sales Director Texington plc Brentford Middlesex TW5 8ST								
T3-6,7	ТЕМА 2.1 Достижения и инновации в науке и технике и их изобретатели. Отраслевые выставки. ТЕМА 3.1 Чемпионаты России по профессиональному мастерству. Демонстрационный экзамен 1. Most formal business calls or emails are organized in three parts. Match the parts (1-3) with the functions they include (A-H). Some parts include more than one function. <table> <tr> <td>1. Beginning</td><td>A. State the main purpose of your call/email</td></tr> <tr> <td>2. Middle</td><td>B. Make a polite request or proposal</td></tr> <tr> <td>3. End</td><td>C. Introduce yourself and your company</td></tr> <tr> <td></td><td>D. Use a formal closing phrase (e.g.,</td></tr> </table>	1. Beginning	A. State the main purpose of your call/email	2. Middle	B. Make a polite request or proposal	3. End	C. Introduce yourself and your company		D. Use a formal closing phrase (e.g.,
1. Beginning	A. State the main purpose of your call/email								
2. Middle	B. Make a polite request or proposal								
3. End	C. Introduce yourself and your company								
	D. Use a formal closing phrase (e.g.,								

"Best regards")

E. Provide details, explanations, or ask questions

F. Thank the person for their time/attention

G. Summarize the agreed action points

H. Refer to previous contact or context

2. Here are some things to do at the beginning of a business phone call. Put them in a logical order. Put a number, 1-5, in the space.

A. __ Ask if it is a convenient time to talk.

B. _ Greet the person and introduce yourself (and your company). State the main purpose of your call.

C. Refer to any previous contact or context (e.g., "Regarding your email__").

D. ____ Confirm you are speaking to the right person.

3. Choose the proper way to start a formal business email.

A. Hi! I'm writing 'cause I need some info about your prices. Send them ASAP, please.

B. Dear Mr. Smith, I hope this email finds you well. I am writing to inquire about your current pricing for...

C. To whom it may concern, Give me your price list. Best, Alex.

4. Here are some standard phrases used in business communication. Match the headings (1-3) on the left with the phrases on the right (A-H).

1. Making a request

A. I look forward to hearing from you soon.

2. Referring to an attachment

B. Please find the document attached.

3. Proposing a meeting

C. Could you please send me the report by Friday?

D. Would Tuesday at 3 PM be convenient for you?

E. Thank you for your prompt response.

F. I am writing to follow up on our conversation.

G. Let me know if you need any further information.

H. I apologize for the delay in my reply.

5. Choose the proper way to clarify information during a phone call.
- A. "Yeah, yeah, I got it. Anyway, moving on..."
 - B. "Just to confirm, you need the delivery by next Wednesday, correct?"
 - C. "Huh? Could you repeat that? The line is terrible."
 - D. "I think you're wrong about that. Our records show something different."
6. Someone has sent you a complaint via email. How do you best begin your response?
- A. "We have received your complaint and are looking into it. No further updates at this time."
 - B. "Thank you for bringing this matter to our attention. We sincerely apologize for the inconvenience caused and are investigating the issue."
 - C. "Your complaint has been noted. Please refer to our terms and conditions, section 5.2."
 - D. "We get many such emails. What exactly do you want us to do about it?"
7. You are ending a business call. What do you say?
- A. "Okay, that's it. Bye."
 - B. "So, to summarize, I will send you the proposal by EOD today, and you will review it by Friday. Is that correct?... Thank you for your time. Goodbye."
 - C. "I have to go now. Talk to you later, maybe."
8. Match the formal business terms (1-5) with their more common synonyms (A-G).
- | | |
|----------------|------------------------------|
| 1. To postpone | A. to get in touch with |
| 2. To clarify | B. to put off, to reschedule |
| 3. To contact | C. main office |
| 4. Head office | D. to make clear, to explain |
| 5. To assist | E. to help, to support |
| | F. to increase, to raise |
| | G. client, buyer |
9. Match the types of business documents (1-6) with their main purposes (A-F).
- | | |
|--------------------------|---|
| 1. An invoice | A. To formally request payment for goods or services provided. |
| 2. A quotation | B. To confirm the details of a verbal agreement in writing. |
| 3. A memo (memorandum) | C. To provide a fixed price for a product or service before an order. |
| 4. A meeting agenda | D. To send a message or announcement within a company. |
| 5. A follow-up email | E. To list the topics to be discussed at a meeting. |
| 6. A confirmation letter | |

	F. To thank someone and reiterate agreed points after a meeting or call. 10. Complete the short business email by choosing the correct phrases (A-F). There is one extra phrase you do not need to use. Subject: Meeting Arrangement Dear Ms. Ivanova, (1) __ I am writing to arrange a meeting to discuss the quarterly results. (2) _ Please let me know what time would be convenient for you next week. (3) I have attached the preliminary report for your review. (4) __ Best regards, Anna Petrova Account Manager A. Looking forward to your reply, B. Thank you for your prompt response. C. I hope this email finds you well. D. Could we possibly schedule it for Tuesday or Wednesday? E. Please find the document attached. F. Let me know if you need any further information. 11. Put the sentences of a business phone call dialogue in the correct order. Put a number, 1-6, in the space. A. __ Good morning, this is Maria from Sterling Ltd. Could I speak to Mr. Brown, please? B. _ Hello, Maria. Yes, it's regarding the delivery schedule for project "Sunrise". C. Thank you. Hello, Mr. Brown. This is Maria calling about our last email. D. Good morning, Sterling Ltd. How can I help you? E. Certainly. One moment, please. I'll put you through. F. ___ Of course. I have it in front of me now. You wanted to confirm the date for the first shipment?
T3-8,9,10	ТЕМА 4.1 Страхование в России ТЕМА 4.2 Страховая терминология ТЕМА 4.3 Виды страхования 1. Choose the best word to fit the gap. Copies of the applicants' _____ for the interview panel were distributed to the HR team. A. applications B. resumes C. minutes D. agenda 2. Choose the best word to fit the gap.

The lead interviewer suggested we got _____ to evaluating the candidate's experience as quickly as possible.

- A. on
- B. up
- C. down
- D. about

3. Choose the best word to fit the gap.

She made sure that everyone was able to express their points of _____ about the candidate.

- A. view
- B. opinion
- C. idea
- D. impression

4. You are conducting a job interview.

What does the interviewer say to open the interview? Choose the best option.

- A. 'Good morning, thank you for coming. Let's begin.'
- B. 'Tell me about your weaknesses first.'
- C. 'Sit down and be quiet.'

5. Match words from two columns to make as many word combinations as you can.

- | | |
|----------------|-----------------|
| 1 to assess | A. skills |
| 2 to review | B. CVs |
| 3 to shortlist | C. candidates |
| 4 to conduct | D. an interview |
| 5 to take | E. notes |
| 6 to make | F. decisions |

6. Complete the following sentences with appropriate words from the list:
interviewer CV references shortlist questions notes feedback

- A. The ... leads the interview, asks questions and manages the panel.
- B. Applicants usually send their ... when they apply for a job.
- C. Employers often ask for ... to verify a candidate's past performance.
- D. After screening, the HR team may ... a smaller group for interviews.
- E. The panel prepares key ... in advance to guide the interview.
- F. The secretary records ... during the interview for later review.
- G. After interviews, candidates should receive ... about the outcome.

7. What does the interviewer say to close the interview?

- A. 'Okay, that'll do — anyone joining me for coffee?'
- B. 'Thank you for your time. We will be in touch.'

	C. 'You're hired. Start tomorrow.' 8. A good interviewer can _____ a nervous candidate to relax and speak openly. A. satisfy B. appeal C. persuade D. encourage 9. Choose the best word to fit the gap. We are prepared to offer the position _____ a starting salary of \$40,000. A. in B. for C. with D. at 10. Choose the right tense form to fit the gap. So, we'll confirm the offer if you _____ the references by Friday. A. will provide B. provide C. provided D. won't provide 11. Choose the right tense form to fit the gap. We _____ your application if you don't attend the scheduled interview. A. will reject B. reject C. rejected D. rejects 12. Choose the most polite way to decline a job offer. A. 'I'm sorry, I must decline the offer at this time.' B. 'No thanks, not interested.' C. 'That's out of the question.' D. 'I would never accept that
ТЗ-11	Тема 4.4 Решение стандартных и нестандартных профессиональных ситуаций 1. Выберите самый уместный ответ. "Hello, I'm calling to submit my CV." A. "Thank you — could you please email it to hr@company.com?" B. "We don't take CVs by phone." C. "Ок, оставьте голосовое сообщение." D. "Кто это?"

2. Выберите самый вежливый/правильный вариант.
Тема письма при отправке резюме:
A. "Application: Marketing Manager — Ivan Ivanov"
B. "Hi — CV attached"
C. "Job please"
3. Выберите самый вежливый/правильный вариант.
Первое предложение сопроводительного письма:
A. "Dear Hiring Manager, I am writing to apply for the position of Sales Executive."
B. "Hello, I want this job."
C. "To whom it may concern, here is my CV."
4. Выберите самый вежливый/правильный вариант.
Запрашивая дополнительные документы от кандидата:
A. "Could you please provide two professional references?"
B. "Send your certificates or I won't consider you."
C. "Do you have any papers?"
5. Выберите самый вежливый/правильный вариант.
Отсрочка отправки резюме:
A. "I'm sorry, I can't send it right now — may I email it tomorrow morning?"
B. "I can't be bothered now, I'll send it later."
C. "Не сейчас, я занят(а)."
6. Выберите самый вежливый/правильный вариант.
Неожиданный звонок с уточнением по резюме:
A. "Hi, this is Anna from HR. I'm calling to confirm we received your CV — do you have a minute?"
B. "Where's your CV?"
C. "You didn't attach anything."
7. Выберите лучшее слово для пропуска.
Please ____ your CV as a PDF file.
A. attach
B. keep on
C. go on
D. stay
8. Выберите лучшее слово для пропуска.
I'm _____ that your CV does not include your current address.
A. worried
B. afraid
C. concerned
D. frightened
9. Выберите лучшее слово для пропуска.
I'll pass your CV ____ to the hiring manager.
A. over
B. off
C. through
D. on

	10. Выберите лучшее слово для пропуска. I would like to make an _____ to my CV. Could I send an updated version? A. influence B. amendment C. impression D. offense 11. Сопоставьте слова и выражения с близким значением. <table border="0"> <tr> <td>1. to forward the CV</td><td>A. to send on</td></tr> <tr> <td>2. to attach</td><td>B. to include file</td></tr> <tr> <td>3. to follow up</td><td>C. to check for mistakes</td></tr> <tr> <td>4. to shortlist</td><td>D. to make current/revise</td></tr> <tr> <td>5. to submit</td><td>E. to send/apply formally</td></tr> <tr> <td>6. to proofread</td><td>F. to select for next stage</td></tr> <tr> <td>7. to update</td><td>G. to call/email again for status</td></tr> </table> 12. Сопоставьте реплики (1–7) с подходящими ответами (A–G). <table border="0"> <tr> <td>1. Could you spell your surname, please?</td><td>A. Yes — it's M-A-R-T-I-N.</td></tr> <tr> <td>2. Have you attached your cover letter?</td><td>B. Yes, two references are available on request.</td></tr> <tr> <td>3. Can I leave a message for the recruiter?</td><td>C. Yes, the cover letter is attached.</td></tr> <tr> <td>4. I'm afraid the email bounced back.</td><td>D. One moment, I'll take it.</td></tr> <tr> <td>5. Could you repeat your email address?</td><td>E. I'm sorry, please try sending to hr@company.com.</td></tr> <tr> <td>6. Do you have professional references?</td><td>F. Please leave a message and we'll call back.</td></tr> <tr> <td>7. Good morning, HR Department.</td><td>G. Good morning — HR, Sara speaking.</td></tr> </table> 13. Расположите телефонный диалог о резюме в логическом порядке. Пронумеруйте строки от 1 до 9. HR: Good morning, Bright Solutions HR. How can I help you? _____ Applicant: Hello, I emailed my CV earlier and wanted to confirm you received it. _____ HR: Let me check our inbox... Could I have your name, please? _____ Applicant: It's Olga Petrov. _____ HR: Yes — I can see an email from O. Petrov. _____ Applicant: Great. Also, could you tell me when I might expect to hear about the shortlist? _____ HR: We will review applications this week and contact shortlisted candidates by Friday. _____ Applicant: Thank you — I'll wait to hear from you. _____ HR: Thank you for calling. Goodbye. _____	1. to forward the CV	A. to send on	2. to attach	B. to include file	3. to follow up	C. to check for mistakes	4. to shortlist	D. to make current/revise	5. to submit	E. to send/apply formally	6. to proofread	F. to select for next stage	7. to update	G. to call/email again for status	1. Could you spell your surname, please?	A. Yes — it's M-A-R-T-I-N.	2. Have you attached your cover letter?	B. Yes, two references are available on request.	3. Can I leave a message for the recruiter?	C. Yes, the cover letter is attached.	4. I'm afraid the email bounced back.	D. One moment, I'll take it.	5. Could you repeat your email address?	E. I'm sorry, please try sending to hr@company.com.	6. Do you have professional references?	F. Please leave a message and we'll call back.	7. Good morning, HR Department.	G. Good morning — HR, Sara speaking.
1. to forward the CV	A. to send on																												
2. to attach	B. to include file																												
3. to follow up	C. to check for mistakes																												
4. to shortlist	D. to make current/revise																												
5. to submit	E. to send/apply formally																												
6. to proofread	F. to select for next stage																												
7. to update	G. to call/email again for status																												
1. Could you spell your surname, please?	A. Yes — it's M-A-R-T-I-N.																												
2. Have you attached your cover letter?	B. Yes, two references are available on request.																												
3. Can I leave a message for the recruiter?	C. Yes, the cover letter is attached.																												
4. I'm afraid the email bounced back.	D. One moment, I'll take it.																												
5. Could you repeat your email address?	E. I'm sorry, please try sending to hr@company.com.																												
6. Do you have professional references?	F. Please leave a message and we'll call back.																												
7. Good morning, HR Department.	G. Good morning — HR, Sara speaking.																												
T3-12	Тема 4.5 Саморазвитие в профессии																												

1. Choose the most appropriate action when you arrive for a face-to-face interview. You should:
 - A. Arrive 30–40 minutes early and wait at the reception.
 - B. Arrive 10–15 minutes early, check in at reception and wait calmly.
 - C. Arrive exactly at the scheduled time or a few minutes late.
2. Choose the best response when the interviewer offers a handshake.
 - A. Refuse the handshake and nod instead.
 - B. Offer a firm, brief handshake and smile.
 - C. Shake hands for a long time and talk while shaking.
3. Choose the best opening sentence for the start of an interview.
 - A. "Right, let's get started — tell me everything about yourself."
 - B. "Good morning. Thank you for meeting me. It's a pleasure to be here."
 - C. "Where do I sit? I'm starving."
4. If an interviewer asks about your weaknesses, the best answer is to:
 - A. Admit a major failing and say you can't improve it.
 - B. Say "I have no weaknesses."
 - C. Mention a real, minor weakness and explain what you are doing to improve it.
5. You want to ask about the company's work schedule and remote-work policy. The most polite phrasing is:
 - A. "Do you allow people to work from home or are we stuck in the office?" \
 - B. "Could you tell me about the usual working hours and whether remote work or flexible arrangements are available?"
 - C. "Is overtime compulsory and unpaid?"
6. If the interviewer changes the topic and you want to return to your prepared point, say:
 - A. "Can we go back to my earlier point about my experience with X?"
 - B. "No, that's not important. Listen to me."
 - C. "Ignore that — I want to talk about my certifications."
7. Choose the most appropriate way to close the interview.
 - A. "Okay, I'm leaving now. Bye."
 - B. "Thank you for your time. I enjoyed our conversation and I look forward to hearing about the next steps."
 - C. "So when do I start? Tell me now."
8. Match the interview phrases (1–6) with their meanings (A–F).

1. Tell me about a time when..."	"A. Ask for more details or an example
2. "Do you have any questions for us?"	B. Invite the candidate to ask questions at the end
3. "We will be in touch soon."	C. Describe your role or duties in past job
4. "Could you clarify what you meant by...?"	D. Behavioral interview prompt to elicit examples
5. "I was responsible for..."	E. Polite closing about follow-up timing
6. "What are your salary expectations?"	F. Direct question about pay requirements

	9. Put the typical stages of a job interview into logical order. Number 1–7. ____ Candidate arrives and registers at reception Interviewer introduces themselves and the company/role Candidate gives a brief summary of background and experience Small talk and handshake Competency and situational questions Candidate asks questions about the job/company Interviewer explains next steps and says goodbye 10. Fill in the blanks with suitable words from the box. (box: CV, punctuality, portfolio, references, follow-up, body language, probation, salary) Dear Ms. Clark, Thank you for inviting me to the interview on Monday. I will bring a printed copy of my (1) _ and examples of my work in my (2) _ . I understand the importance of (3) _ and will arrive ten minutes early. If you need any (4) _ , I can provide contacts. I am very interested in the position and would welcome the opportunity for a (5) _ call after the meeting to discuss any further questions. Could you also confirm the length of the (6) _ period and the proposed (7) _ range? I will be mindful of professional (8) _ during our meeting. 11. Choose the most polite way to decline a second interview invitation if you accepted another offer. A. "No, I won't come. I found another job." B. "Thank you for the invitation, but I have accepted another offer. I appreciate your time and interest." C. "I don't want to continue."
Описание оценочного материала:	
	Тесты содержат вопросы по темам курса и носят компетентностно-ориентированный характер. Тесты проверяют знания основных особенностей деловой устной и письменной коммуникации, основной лексики и речевых формул делового иностранного языка, правил речевого этикета, а также умения использовать средства иностранного языка, речевые стратегии и тактики для осуществления коммуникации в типовых деловых ситуациях.
	Процедура: Обучающиеся в течение 15-20 минут письменно выполняют тест и сдают ответы преподавателю на проверку. Результаты проверки обсуждаются на следующем занятии. В случае оценки «не зачтено» работа выполняется повторно во внеаудиторное время и сдается преподавателю.
	Критерии/шкала оценивания (пример): ТЗ закрытой формы с одним правильным ответом – 1 балл ТЗ с несколькими ответами – за неполный ответ – 1 балл, за полный ответ – 2 балла ТЗ на установление последовательности – за частично правильный ответ – 1 балл, за полностью правильный ответ – 2 балла ТЗ на установление соответствия – по 0,5 балла за каждое верное соответствие ТЗ открытой формы – 2 балла. Итоговая оценка теста рассчитывается: Не зачтено – менее 60% максимального количества баллов за тест, Зачтено – от 60 до 100% максимального количества баллов за тест

2.1.2. Вопросы для дискуссии (ВД)

ВД-1-14	Тема 1.1, 1.2 1. Discuss what it means that the United Kingdom is a constitutional monarchy. How
----------------	---

	do law and tradition limit the Monarch's powers, and where does real political authority lie? 2. The UK uses devolution to transfer some powers to Scotland, Wales and Northern Ireland. Discuss advantages and challenges of devolution for the unity and governance of the UK. 3. Describe the role of the House of Lords. Should its members be elected, appointed, or kept as they are? Argue for and against reform. 4. Explain the meaning of the phrase "His Majesty's Loyal Opposition." Why is the opposition important in a parliamentary democracy? 5. Discuss how general elections work in the UK: from voting in constituencies to forming a government. What are strengths and weaknesses of the UK's electoral system (First Past the Post)? 6. The UK has multiple political institutions (Monarch, Prime Minister, Parliament). Who holds executive power in practice, and how is that power accountable to Parliament? 7. Group task (matching / debate): split into small groups. One group prepares definitions and examples for: devolution, House of Lords, constituency, bill, referendum. The other groups prepare questions and counterarguments about each item. Then present and discuss. 8. Outline the typical stages of the English education system (primary, secondary, sixth form/college, university). How does progression from one stage to the next work in practice? 9. Discuss GCSEs and A-Levels: purpose, timing, advantages and disadvantages. How do these qualifications shape students' choices and futures? 10. Compare and contrast the US and UK secondary and higher education systems. Consider terminology (High School, Sixth Form), structure (specialization vs. liberal arts), length of study, and cost. 11. Explain what the Ivy League is and discuss whether its prestige is primarily due to academic excellence, tradition, resources, or social networks. Should employers value Ivy League degrees more than others? 12. Short analytical question: What is one key structural difference between UK and US university systems (for example, duration of degree, specialization at entry, or curriculum flexibility)? Defend your answer with examples. 14. Discussion: Should university tuition and student debt be handled differently in the UK and USA? Compare funding models, accessibility and social consequences.
БД-15-21	Тема 1.3, 1.4, 1.5 15. What are the main ways companies recruit employees today (advertisements, recruiters, internal promotions, social networks)? What are the pros and cons of each method? 16. What are the most effective ways to find a job and apply for it in your country? Which online platforms and offline channels are best? 17. What are the rules and key elements of a strong CV/résumé (layout, length, structure, keywords)? Which common mistakes should be avoided? 18. How can a cover letter complement a CV? What should be included in a professional opening and closing? 19. How should you prepare for an interview (research, documents, portfolio, questions)? Draw up a 30-minute preparation plan. 20. How should you present yourself during an interview (short pitch, achievements, relevance to the role)? Give a 2–3 minute example pitch. 21. When asked about strengths and weaknesses, how should you respond? Provide sample answers using concrete examples.
БД-22-26	Тема 2.1, 3.1

	22. What are the best practices when arriving for an interview (timing, reception, first impression)? 23. How should you behave during greeting (handshake, eye contact, small talk)? Give do's and don'ts. 24. What non-verbal behaviours matter most during a meeting (posture, gestures, active listening)? 25. How should you close an interview politely and professionally? What questions should you ask at the end? 26. What documents and materials should you bring to an interview (copies of CV, references, portfolio)? Why is each important?
ВД-27-32	Тема 4.1, 4.2 26. Give practical tips for preparing and delivering a good business presentation. How do you plan content and structure? 27. How should you organize the content of a presentation? What standard parts does a presentation contain (introduction, main body, conclusion)? 28. How do you start a presentation so you capture the audience's attention immediately? Provide several opening techniques. 29. What are the rules for effective visual aids (slides, charts) and how many words per slide are appropriate? 30. What are the main reasons for holding a business meeting? What makes a meeting effective? What are the chairperson's and participants' dos and don'ts? 31. In what situations do business people negotiate? What negotiation skills are most important (preparation, listening, BATNA, persuasion)? 32. What useful phrases help you make yourself clear, politely agree or disagree, and ask for concessions in negotiations?
ВД-33-37	Тема 4.3,4.4 33. Why are business phone calls an important professional skill? How do they differ from face-to-face meetings or email? 34. Why can telephoning in English (or another foreign language) be difficult? What common problems occur? 35. What useful phrases should you use to greet callers, take and leave messages, and make appointments by phone? Give examples. 36. If you do not understand the caller, what polite phrases and tactics can you use to clarify or ask for repetition? 37. What are the basic rules of good telephone etiquette (tone, clarity, holds, voicemails, callbacks)?
ВД-38-43	Тема 4.5 38. Why is business correspondence important for companies and for personal professional reputation? 39. What are the different types of business letters and written messages (inquiry, application, complaint, confirmation, memorandum, email)? Give examples of when to use each. 40. What are the main parts of a business letter and how are they organized (letterhead, date, addressee, salutation, body, closing, signature)? 41. What typical opening and closing phrases are used in formal business letters or emails? Provide options for different contexts. 42. What rules should you follow when writing business emails (subject line, tone, brevity, attachments, proofreading)? How do emails differ from formal letters in tone and format? 43. How do you write a polite follow-up or reminder email? Give a concise template.
Описание оценочного материала:	
	Вопросы для дискуссии (ВД) включают вопросы по всем темам курса и носят

	компетентностно-ориентированный характер. Вопросы проверяют знания основных особенностей деловой устной и письменной коммуникации, основных речевых формул, стратегий и тактик, правил речевого этикета для осуществления коммуникации в типовых деловых ситуациях, а также умения использовать средства иностранного языка (лексику, грамматику) для ведения дискуссии в рамках заявленной тематики
	Форма предъявления: вопросы / темы. Процедура: Индивидуальные выступления или коллективное обсуждение на аудиторных занятиях.
	Шкала оценивания /критерии: «Зачтено» - Обучающийся знает теоретический материал, основную лексику делового иностранного языка, умеет применять теоретические знания для объяснения обсуждаемых явлений на иностранном языке, предлагает практические решения обсуждаемых проблем на основе синтеза изученного материала и личного опыта. «Не зачтено» - Обучающийся не освоил теоретический материал, не продемонстрировал умение использовать средства иностранного языка для ведения дискуссии в рамках заявленной тематики. Обучающийся отказался от ответа.

2.1.3. Ситуационное практическое задание (СПЗ)

СПЗ-1	Тема 1.1, 1.2,1.3 Use the instructions given to welcome visitors.	
	Step 1 Greeting visitors	Say hello to Mr. Matthews and welcome him. Introduce yourself and your company.
	Step 2 Making visitors feel comfortable	ce yourself and your company. 2. Making the visitor comfortable (30–60 seconds) - Offer to take his coat and invite him to sit. Offer refreshments (tea, coffee, water).
	Step 3 Asking about travel and hotel	Ask about his flight and show interest. Ask where he is staying and express empathy if travel was tiring.
	Step 4 Asking about travel experience, offering help	Ask Mr. Matthews has visited the city/company before. Offer to act as a guide or help with local arrangements.
	Step 5: Discussing general business	Ask a business question: “How are things with your sales in the region?” Mention you’ve heard similar feedback recently from a local colleague (John Myers)
СПЗ-2	Тема 1.4,1.5 Choose a job ad for a position you would like to apply for. Work in pairs and act out a job interview.	
	Step 6 Getting down to business	Suggest you start the meeting. Offer to show him around town afterwards and propose getting something to eat after the meeting.

	Student 1. Prepare CV content relevant to the job (education, experience, skills, achievements). - Prepare a short pitch: “Why I am the right person for this job” (1–2 minutes). - Attend the interview and try to persuade the interviewer to hire you. Student 2. Interviewer / Hiring manager: - Prepare a list of typical interview questions plus 3 specific technical/situational questions for this position. - Evaluate the candidate after the interview and decide whether to offer the job.
CI3-3	Tema 2.1, 3.1 Choose a job ad for a position you would like to apply for (or use one of the role cards below). Work in pairs and act out a job interview. Role cards — Students A (Candidates) 1 - Name: Alex Turner - Applying for: Marketing Assistant (entry level) at Stellar Corporation - Background: BA in Marketing; 1 year internship experience at a small PR agency; good with social media campaigns; basic knowledge of Google Analytics. - Strengths: creative, good team player. - Weakness: limited budget-management experience. - Task: Prepare a short 1–2 minute pitch explaining why you are right for the role. Be ready to answer questions about your internship, social media examples, and how you would promote a new product. A2 - Name: Nina Patel - Applying for: Sales Manager at Stellar Corporation - Background: 5 years’ experience in B2B sales; managed a small team of 4; experience with CRM systems and contract negotiation. - Strengths: target-driven, strong negotiator. - Weakness: sometimes works too many hours. - Task: Prepare a 1–2 minute pitch focusing on achievements (targets met, team performance). Expect questions about leadership style and an example of closing a difficult deal. A3 - Name: Mark Ivanov - Applying for: IT Support Specialist at Stellar Corporation - Background: Diploma in IT; 2 years technical support experience; familiarity with Windows and basic network troubleshooting. - Strengths: patient, analytical. - Weakness: public speaking. - Task: Prepare a 1–2 minute pitch highlighting technical skills and a problem you solved. Expect a technical scenario question. A4 - Name: Emily Johnson - Applying for: HR Specialist at Stellar Corporation - Background: MA in HR; 3 years recruiting experience; handled recruitment

for mid-sized teams and coordinated onboarding programs.

- Strengths: good communicator, organised.
- Weakness: new to HRIS systems used here.
- Task: Prepare a 1–2 minute pitch about recruitment experience and an example of handling a difficult candidate. Expect questions about confidentiality and teamwork.

Role cards — Students B (Interviewers) B1 - Role: HR Manager (Interviewer for Marketing Assistant)

- Company: Stellar Corporation
- Job focus: cultural fit, basic marketing knowledge, learning potential.
- Priority questions: Tell me about your internship; how would you promote a new product on a small budget; strengths and weaknesses.
- Decision: Hire a candidate with enthusiasm and growth potential.

B2 - Role: Sales Director (Interviewer for Sales Manager)

- Company: Stellar Corporation
- Job focus: sales targets, team leadership, negotiation skills.
- Priority questions: Describe a sales target you met; how you motivate a team; example of a successful negotiation.
- Decision: Hire a candidate who can hit targets and lead a small team.

B3 - Role: IT Department Head (Interviewer for IT Support Specialist)

- Company: Stellar Corporation
- Job focus: technical troubleshooting, response time, customer service.
- Priority questions: Describe a technical problem you solved; how you handle an angry user; give step-by-step troubleshooting for a network issue.
- Decision: Hire a candidate with solid problem-solving and clear communication.

B4 - Role: HR Director (Interviewer for HR Specialist)

- Company: Stellar Corporation
- Job focus: recruitment process, candidate evaluation, confidentiality.
- Priority questions: How do you assess candidate fit; describe a time you handled confidential information; how you would improve onboarding.
- Decision: Hire a candidate with ethical judgement and strong organisation.

Instructions (for all students) - Pair up: Student A (Candidate) with Student B (Interviewer) matching the job role (A1–B1, A2–B2, etc.) or mix roles for variety.

- Preparation (5–7 minutes): Candidates prepare a 1–2 minute pitch and review their role card. Interviewers prepare 5–6 questions (use the priority prompts). Both prepare notes.
- Role play interview (10–12 minutes): 1. Greeting and introductions (30–60 sec). Interviewer greets and invites candidate to sit. Candidate gives brief greeting and handshake if role-played in person. 2. Candidate presentation (1–2 min). Candidate gives their prepared pitch. 3. Interviewer questions (6–8 min). Ask typical and behavioural questions; include one scenario/technical question. 4. Candidate questions (1–2 min). Candidate asks 2–3 relevant questions about the role/company. 5. Close (30–60 sec).

	Interviewer explains next steps and thanks the candidate. Candidate thanks interviewer and leaves. - Swap roles and repeat so each student acts as candidate and interviewer at least once. Useful interview phrases - For Interviewer: “Good morning. I’m [name], HR Manager. Thank you for coming.” / “Can you tell me a little about yourself?” / “Give me an example of when you...” / “How would you handle...?” / “Do you have any questions for us?” / “We will be in touch within two weeks.” - For Candidate: “Thank you for inviting me. I’m [name].” / “In my last role I...” / “One example of this was when...” / “I’m particularly interested in this role because...” / “Could you tell me more about...?” / “Thank you for your time.” Evaluation template (to be filled by interviewer) - Candidate name: - Position: - Presentation (pitch) clarity: Excellent / Good / Needs improvement - Relevant experience/skills: Excellent / Good / Needs improvement - Answers to questions (accuracy, examples): Excellent / Good / Needs improvement - Communication skills (language, politeness): Excellent / Good / Needs improvement - Questions asked by candidate (relevance): Yes / No - Overall recommendation: Strong hire / Consider / Not suitable - Notes and reasons:																								
CII3-4	Тема 4.1, 4.2,4.3,4.4 Work in pairs and act out dialogues of your own. Use the role cards below. Make a deal. Role card 1. You play the role of the Hiring Manager. Students A (Employer / Hiring Manager) You are the Hiring Manager at Stellar Corporation. You have offered the candidate the job but want to secure favourable employment terms. Negotiate salary and conditions. Various items will be negotiated. You earn points depending on the final outcome. Think of your priorities. You have done very well if you get 13 points. <table><tr><th colspan="2">ITEMS TO NEGOTIATE</th><th>POINTS</th></tr><tr><td rowspan="3">SALARY</td><td>\$40,000</td><td>5</td></tr><tr><td>\$50,000</td><td>3</td></tr><tr><td>\$60,000</td><td>1</td></tr><tr><td rowspan="3">ANNUAL VACATION</td><td>10 days</td><td>4</td></tr><tr><td>20 day</td><td>2</td></tr><tr><td>30 days</td><td>1</td></tr><tr><td rowspan="3">START DATE</td><td>In 3 months</td><td>3</td></tr><tr><td>In 1 month</td><td>2</td></tr><tr><td>As soon as possible</td><td>2</td></tr></table>	ITEMS TO NEGOTIATE		POINTS	SALARY	\$40,000	5	\$50,000	3	\$60,000	1	ANNUAL VACATION	10 days	4	20 day	2	30 days	1	START DATE	In 3 months	3	In 1 month	2	As soon as possible	2
ITEMS TO NEGOTIATE		POINTS																							
SALARY	\$40,000	5																							
	\$50,000	3																							
	\$60,000	1																							
ANNUAL VACATION	10 days	4																							
	20 day	2																							
	30 days	1																							
START DATE	In 3 months	3																							
	In 1 month	2																							
	As soon as possible	2																							

	<i>REMOTE WORK / FLEXIBILITY</i>	No remote (on-site only)	4			
		Hybrid (2 days remote/week)	3			
		Fully remote	1			
	<i>PROBATION PERIOD</i>	6 MONTHS	4			
		3 MONTHS	2			
		No probation	1			
	Role card 2 — Students B (Candidate) You are the job candidate who has received an offer from Stellar Corporation. Negotiate salary and employment terms. Various items will be negotiated. You earn points depending on the final outcome. Think of your priorities. You have done very well if you get 13 points.					
	ITEMS TO NEGOTIATE		POINTS			
	<i>SALARY</i>	\$40,000	1			
		\$50,000	3			
		\$60,000	5			
	<i>ANNUAL VACATION</i>	10 days	1			
		20 day	3			
		30 days	5			
	<i>START DATE</i>	In 3 months	1			
	In 1 month	3				
	As soon as possible	5				
<i>REMOTE WORK / FLEXIBILITY</i>	No remote (on-site only)	1				
	Hybrid (2 days remote/week)	3				
	Fully remote	5				
<i>PROBATION PERIOD</i>	6 MONTHS	1				
	3 MONTHS	3				
	No probation	5				
CII3-5	Tema 4.5					
	Work in pairs and act out telephone dialogues of your own.					
	STUDENT A Call Mary Jenkins and leave a message if she is not in. The role cards below contain your name, company, telephone number, and important business information that you want to convey to Mary Jenkins.					
	<table><tr><th colspan="2">ROLE CARDS</th></tr><tr><td>1</td><td>2</td></tr></table>			ROLE CARDS		1
ROLE CARDS						
1	2					

You are Mike Berggson. You work for LJ computers. Your telephone number is 604-324-4321. You have to call Mary Jenkins from the Stellar Corporation and tell her that her shipment of computers has arrived. If she is not in, leave a message with the secretary. You want Mary to call you so that you can discuss the delivery and instalment schedule.	You are Tanya Griswold. You work for Krubb Interior Designs. Your telephone number is 017-367-2190. You have to call Mary Jenkins from the Stellar Corporation and tell her that you have come up with an estimate for the renovations. If she is not in, leave a message with the secretary. You want Mary to call you so that you can discuss the color of the walls and floor tiles.
3	4
You are Sara Voldemort. You work for Darkside Media. Your telephone number is 250-432-3456. You have to call Mary Jenkins from the Stellar Corporation and tell her that the advertising campaign is ready to launch. If she is not in, leave a message with the secretary. You want Mary to call you so that you can discuss payment for services.	You are Dana Walker. You work for Jones and Baily Law Firm. Your telephone number is 312-556-6655. You have to call Mary Jenkins from the Stellar Corporation and tell her that she won her court case. If she is not in, leave a message with the secretary. You want Mary to call you so that you can discuss payment for services.

STUDENTS B

You are Mary's secretary. The role card information below includes the boss's whereabouts and her expected return time. When people call asking for the boss, you should give the information in the card and take a message.

ROLE CARDS	
1	2
You work for the Stellar Corporation. You are a secretary. Your boss is Mary Jenkins. She is talking to a client. She is expected back in about an hour.	You work for the Stellar Corporation. You are a secretary. Your boss is Mary Jenkins. She is away on business. She is expected back tomorrow.
3	4
You work for the Stellar Corporation. You are a secretary. Your boss is Mary Jenkins. She is talking to the boss. She is expected back in about 15 minutes.	You work for the Stellar Corporation. You are a secretary. Your boss is Mary Jenkins. She is away on maternity leave. She is expected back at the beginning of next month.

Описание оценочного материала:

Ситуационные практические задания (СПЗ) включают задания на проверку умений обучающихся использовать средства иностранного языка, речевые стратегии и тактики; навыков коммуникации на иностранном языке для решения задач межличностного и межкультурного взаимодействия в заданных ситуациях делового общения (прием гостей, знакомство, телефонная беседа, совещание, переговоры, собеседование при трудоустройстве).
Форма предъявления: задание с описанием ситуации, ролей Процедура: Обучающиеся изучают ситуацию, работают в парах или малых группах, разрабатывают стратегию беседы, план ее ведения, отбирают необходимые языковые средства и речевые клише, затем демонстрируют беседу

	преподавателю и обучающимся
	Шкала оценивания /критерии: «Зачтено» - Обучающийся демонстрирует умение использовать средства иностранного языка, речевые стратегии и формулы для осуществления коммуникации в заданной ситуации устного общения, понимание с партнером установлено, цель коммуникации достигнута. «Не зачтено» - Обучающийся не знает и не способен использовать средства иностранного языка, речевые стратегии и формулы для решения практической задачи, установить понимание с партнером по коммуникации; цель коммуникации не достигнута. Обучающийся отказался от ответа.

2.1.4. Контрольная работа для обучающихся заочной формы обучения Письменные работы (ПР)

ПР-1	Раздел 1,2 Choose a job ad for a position you would like to apply for. Write a CV in order to apply for that job.
ПР-2	Раздел 3 Write a business letter according to the situation. Situation: You are the Personnel Manager of Thornton Transport, Timberlake Road, Thornton Heath, Surrey, CR5, 8SM. You are looking for a bi-lingual secretary. Task: Write a letter to your local recruitment agency explaining what you need. Include details of the secretary's duties, terms of employment, etc. Their address is RJS Recruitment, 34 Valley Street, Thornton Heath, CR7 15KM. you can add any information you think necessary.
ПР-3	Раздел 4 Работа с текстом по тематике дисциплины. Здесь студент должен: – Сделать полный письменный перевод текста по тематике дисциплины. – Составить словарь к тексту. Словарик содержит 15 – 20 ключевых слов и выражений, отражающих тематику текста, с переводом. – Кратко изложить содержание текста в нескольких предложениях – составить резюме текста. Резюме составляется на английском языке; оно должно быть грамотным, соответствовать содержанию текста и отражать его структуру.
Описание оценочного материала:	
	Контрольная включает письменные работы (ПР 1-3) на проверку умений и навыков обучающихся использовать средства иностранного языка, речевые клише для осуществления деловой коммуникации в письменной форме (деловое письмо, резюме, работа с текстом)
	Форма предъявления: в распечатанном виде Процедура: Обучающиеся в период самостоятельной работы письменно выполняют задания и сдают его преподавателю на проверку. Результаты проверки обсуждаются на занятиях. В случае оценки «не зачтено» работа выполняется повторно.
	Шкала оценивания /критерии: «Зачтено» - Обучающийся демонстрирует умения и навыки использовать средства иностранного языка, речевые стратегии и формулы для осуществления коммуникации в письменной форме в заданной ситуации; соблюдает правила и нормы деловой переписки, составления деловой документации; соблюдает стиль

	деловой переписки, речь грамотна. «Не зачтено» - Обучающийся не знает и не способен использовать средства иностранного языка, речевые стратегии и формулы для решения практической задачи, нарушает основные правила и нормы иностранного языка и деловой переписки.
--	---

Презентация (Пр)

Пр-1	Тема 4.5 Make a short presentation of a company. You may speak about any famous company or the company you work for. Stick to the plan: — <i>Name</i> — <i>Location</i> — <i>Company history</i> — <i>Activities</i> — <i>Products/ Services</i> — <i>Target customers</i> — <i>Company structure, number of employees</i> — <i>Main markets</i> — <i>Main competitors</i> — <i>Finance: revenue, profit</i>
Описание оценочного материала:	
	Презентация (ПР) включает задание на проверку умений и навыков обучающихся использовать средства иностранного языка, речевые клише для осуществления публичного выступления перед аудиторией на деловую тематику: представление компании
	Форма предъявления: задание, содержащее тематику и план выступления Процедура: После обсуждения правил подготовки и проведения презентации компании на иностранном языке, отработки необходимых для этого языковых средств обучающиеся получают задание выбрать любую реально существующую компанию, собрать основную информацию про нее, используя аутентичные источники (сайты), подготовить текст презентации и слайды PowerPoint, подготовить презентацию к устному выступлению на иностранном языке. На подготовку задания обучающиеся получают не менее 10 дней. Презентации проводятся в ходе аудиторного занятия.
	Шкала оценивания /критерии: Презентация обучающихся оценивается по следующим параметрам: — тщательность разработки темы, соответствие содержания выступления предложенному плану, требованиям к устному выступлению; — уровень владения иностранным языком, грамотность речи; — уровень владения навыками презентации, соблюдение правил публичного выступления; — эффективность использования визуальных средств. «Зачтено» - Обучающийся демонстрирует умения и навыки использовать средства иностранного языка, речевые стратегии и формулы для осуществления публичного выступления перед аудиторией на деловую тематику: представление компании; соблюдает правила публичного выступления. Содержание выступления соответствует предложенному плану, структурировано; речь грамотна,

	обучающийся без затруднений передает содержание презентации и общается с аудиторией. «Не зачтено» - Обучающийся не демонстрирует умения и навыки использовать средства иностранного языка для осуществления публичного выступления перед аудиторией на деловую тематику. Текст презентации составлен с отсутствием четкого плана и структуры, не адаптирован к устному выступлению. Обучающийся допускает большое количество грамматических и лексических ошибок. Обучающийся говорит с большими затруднениями, что препятствует пониманию его речи и общению с аудиторией.
--	--

2.2 Оценочные материалы: промежуточная аттестация

Промежуточная аттестация по итогам обучения по дисциплине осуществляется в форме дифференцированного зачета. При очной форме обучения зачет может проводиться:

- 1) на основании результатов текущего контроля при положительной оценке всех заданий по каждой теме,
- или
- 2) в форме устного выступления обучающегося по одному из вопросов к зачету и выполнения в парах одного из практических заданий к зачету.

2.2.1. Вопросы к зачету (ВЗ)

1. What does it mean that the United Kingdom is a constitutional monarchy?
2. Which institutions hold the real political power in the UK if the Monarch's powers are limited by law and tradition?
3. At what ages does full-time compulsory education typically begin and end in England?
4. What are GCSEs and at what age are they usually taken?
5. What are A-Levels and what role do they play in the path to university in the UK?
6. What is devolution and which parts of the UK have devolved legislatures?
7. What is the House of Lords and how does it differ from the House of Commons?
8. What is a constituency and how does it function in UK parliamentary elections?
9. How often must a UK general election be held at minimum and who can call an early election?
10. How is the Prime Minister selected after a general election?
11. Which devolved administration has its own parliament and primary legislative powers?
12. What is the difference between a comprehensive school and a selective grammar school?
13. What was the purpose of the historical tripartite system and what role did Secondary Modern Schools play in it?
14. How does the structure of higher education in the UK (three-year bachelor's) compare to the typical US four-year bachelor's degree?
15. What is the Ivy League and why is it significant in the United States?
16. What is a community college in the US and what qualifications does it typically offer?
17. How is the US academic year commonly structured, and what is a semester?
18. What is a referendum and when might a government use one?
19. What is a bill and how does it become law in the UK Parliament?
20. What are the main stages a British student usually follows to apply to universities in the United States?
21. What standardized tests are commonly required by US universities and what purpose do they serve?

22. How should an applicant prepare their personal statement/essay for US college applications?
23. What factors do US admissions officers typically consider when evaluating applications?
24. How can prospective students compare financial aid offers and scholarship packages from different US universities?
25. What is the primary purpose of a resume or CV when applying for a job?
26. What key sections should a professional CV or resume include?
27. How should a cover letter complement a resume when applying for a job?
28. What are effective strategies for searching for job vacancies and networking in the UK and US markets?
29. How can an applicant prepare for common interview questions and present themselves professionally during an interview?
30. What differences should applicants remember when tailoring their CV/resume and application materials for employers in the UK versus the US?

2.2.2. Практические задания к зачету (ПЗЗ)

1. Welcoming a Visitor to Your Company
2. Making a Business Appointment by Phone
3. Negotiating a Pay Rise with an Employer
4. Negotiating the Price for Delivered Goods
5. Conducting a Job Interview
6. Presenting a Company and Discussing It with a Partner
7. Introducing Yourself to a Business Partner and Making Small Talk
8. Leaving a Telephone Message for an Absent Colleague
9. Advising on How to Write an Effective CV
10. Advising on How to Prepare for an Interview
11. Advising on Proper Behaviour During an Interview
12. Creating a Dialogue for a Business Lunch
13. Giving a Visitor a Tour of the Company
14. Discussing Job Positions: Advantages and Disadvantages
15. Negotiating the Terms of Delivery for an Order

Описание оценочного материала

Форма предъявления: Обучающимся выдается задание, содержащее один из вопросов к зачету (ВЗ) и одно из практических заданий к зачету (ПЗЗ).

Процедура:

Для подготовки устного выступления по ВЗ обучающийся имеет возможность продумать план выступления и сделать необходимые записи. Время подготовки – 10 минут.

Для подготовки выступления по ПЗЗ обучающиеся делятся на пары, знакомятся с описанием практического задания, разрабатывают стратегию беседы, план ее ведения, отбирают необходимые языковые средства и речевые клише, затем демонстрируют беседу в заданной деловой ситуации преподавателю. Время на подготовку – 20 минут.

Шкала оценивания /критерии: Оценивается знание основной лексики делового иностранного языка, основных речевых формул, стратегий и тактик, правил речевого этикета для осуществления коммуникации в типовых деловых ситуациях, а также умения использовать средства иностранного языка (лексику, грамматику) для ведения дискуссии в рамках заявленной тематики; для решения задач межличностного и межкультурного

взаимодействия в заданных ситуациях делового общения (прием гостей, знакомство, телефонная беседа, совещание, переговоры, собеседование при трудоустройстве).	
«Зачтено»	Оценки «зачтено» заслуживает обучающийся, который знает теоретический материал, основную лексику делового иностранного языка, умеет применять теоретические знания для объяснения обсуждаемых явлений на иностранном языке, демонстрирует умение использовать средства иностранного языка, речевые стратегии и формулы для осуществления коммуникации в заданной ситуации устного общения, в случае если понимание с партнером по коммуникации установлено, цель коммуникации достигнута, речь обучающегося при этом грамотна, допущено небольшое количество лексических и грамматических ошибок или не допущено совсем.
«Не зачтено»	Оценки «не зачтено» заслуживает обучающийся, который не освоил большую часть теоретического материала, не продемонстрировал умение использовать средства иностранного языка для ведения дискуссии в рамках заявленной тематики, для решения практической задачи в рамках заданной ситуации делового общения: установить понимание с партнером по коммуникации, достичь цели коммуникации на иностранном языке. Обучающийся отказался от ответа.