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Агротехнический колледж

«УТВЕРЖДАЮ»
Директор колледжа

«__» _____ 20__ г.

ОЦЕНОЧНЫЕ МАТЕРИАЛЫ ПО ДИСЦИПЛИНЕ
СГЦ.02 Иностранный язык в профессиональной деятельности

Специальность
43.02.16 Туризм и гостеприимство

Квалификация выпускника
Специалист по туризму и гостеприимству

Форма обучения
очная

Составитель _____

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«__» _____ 20__ г.

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ПОЯСНИТЕЛЬНАЯ ЗАПИСКА

Оценочные материалы (ОМ) для промежуточной аттестации и текущего контроля успеваемости и по дисциплине СГЦ.02 Иностранный язык в профессиональной деятельности разработан в соответствии с рабочей программой, входящей в ОПОП СПО для специальности 43.02.16 Туризм и гостеприимство

Комплект оценочных материалов по дисциплине СГЦ.02 Иностранный язык в профессиональной деятельности предназначен для аттестации обучающихся на соответствие их персональных достижений поэтапным требованиям образовательной программы, в том числе рабочей программы дисциплины СГЦ.02 Иностранный язык в профессиональной деятельности, для оценивания результатов обучения: знаний и умений.

Оценочные материалы по дисциплине СГЦ.02 Иностранный язык в профессиональной деятельности включает:

1. Оценочные средства для проведения промежуточной аттестации в форме:
 - экзамена.
2. Оценочные средства для проведения текущего контроля успеваемости:
 - комплект вопросов для самоконтроля,
 - задания для контрольной работы

1. ПЕРЕЧЕНЬ КОМПЕТЕНЦИЙ ФОРМИРУЕМЫХ В ПРОЦЕССЕ ИЗУЧЕНИЯ ДИСЦИПЛИНЫ

СГЦ.07 Иностранный язык в профессиональной деятельности

ОК 01. Выбирать способы решения задач профессиональной деятельности применительно к различным контекстам	
Знать:	Уметь:
способы решения задач профессиональной деятельности применительно к различным контекстам	Выбирать способы решения задач профессиональной деятельности применительно к различным контекстам
ОК 02. Использовать современные средства поиска, анализа и интерпретации информации и информационные технологии для выполнения задач профессиональной деятельности	
Знать:	Уметь:
современные средства поиска, анализа и интерпретации информации и информационные технологии для выполнения задач профессиональной деятельности	Использовать современные средства поиска, анализа и интерпретации информации и информационные технологии для выполнения задач профессиональной деятельности
ОК 09. Пользоваться профессиональной документацией на государственном и иностранном языках	
Знать:	Уметь:
лексический и грамматический минимум, необходимый для чтения и перевода иностранных текстов профессиональной документации	Пользоваться профессиональной документацией на государственном и иностранном языках

2. ОПИСАНИЕ ПОКАЗАТЕЛЕЙ И КРИТЕРИЕВ ОЦЕНИВАНИЯ КОМПЕТЕНЦИЙ НА РАЗЛИЧНЫХ ЭТАПАХ ИХ ФОРМИРОВАНИЯ

2.1 Структура оценочных материалов для промежуточной аттестации и текущего контроля

№ п/п	Темы дисциплины	Индекс компетенции	Способ контроля
1	Промежуточная аттестация	ОК 01 ОК 02 ОК 09	экзамен
<i>Раздел 1 Профессионально-ориентированный</i>			
2	Тема 1.1. An introduction to travel and tourism	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.2. In the town	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.3. It and the travel tourism	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.4. Dealing with money	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.5. Health and safety abroad	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.6. Reserving accomodations	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.7. Eating out	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.8 Travel tips	ОК 01 ОК 02 ОК 09	Комплект вопросов и заданий для самоконтроля

	Тема 1.9 Respecting cultural traditions	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.10 Describing a festival	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.11 Ways of travelling	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.12 Ecotourism	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.13 What is sports tourism?	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.14 What is L-travel?	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.15 Disaster tourism	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.16. Travel troubles	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
	Тема 1.17 Are you an experienced traveler?	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
Раздел 2. Деловая корреспонденция			
3	Тема 2.1. A business letter	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
4	Тема 2.2. The style of a business letter	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
5	Тема 2.3 Types of a business letter	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
6	Тема 2.4. Resume	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
Раздел 3. Страноведение			
7	Тема 3.1. Russia	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
8	Тема 3.2 The Republic of Buryatia	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
9	Тема 3.3 Ulan-Ude	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля
10	Тема 3.4 Baikal	OK 01 OK 02 OK 09	Комплект вопросов и заданий для самоконтроля

3. РЕЗУЛЬТАТЫ ОСВОЕНИЯ ДИСЦИПЛИНЫ

3.1. Требования к результатам освоения дисциплины

№ п/п	Индекс компетенции	Содержание компетенции (или ее части)	В результате изучения дисциплины обучающиеся должны:	
			знать	уметь
1	ОК 01	Выбирать способы решения задач профессиональной деятельности применительно к различным контекстам;	лексический (1200-1400 лексических единиц) и грамматический минимум, необходимый для чтения и перевода (со словарем) иностранных текстов в профессиональной направленности;	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
2	ОК 02	Использовать современные средства поиска, анализа и интерпретации информации и информационные технологии для выполнения задач профессиональной деятельности;		
3	ОК 09	Пользоваться профессиональной документацией на государственном и иностранном языках		

Итоговая аттестация в форме экзамена

4. СРЕДСТВА ДЛЯ ПРОМЕЖУТОЧНОЙ АТТЕСТАЦИИ ПО ИТОГАМ ИЗУЧЕНИЯ ДИСЦИПЛИНЫ

4.1. Перечень вопросов к экзамену (с указанием компетенции)

№ п/п	Вопросы	Индекс компетенции
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

Экзаменационные билеты оформляются по следующей форме (образец):

федеральное государственное бюджетное образовательное учреждение высшего образования «Бурятская государственная сельскохозяйственная академия имени В.Р. Филиппова» Агротехнический колледж		
Ответственный по специальности _____		
/		(ФИО)
(наименование кафедры) (подпись)		
Дисциплина _____		
Экзаменационный билет № ____		
Вопросы:		
1.		
2.		
...		

Критерии оценивания промежуточной аттестации

Критерии оценивания при сдаче экзамена

Оценка «отлично» (86-100 баллов). Обучающийся показывает высокий уровень компетентности, знания учебного материала, раскрывает основные понятия, анализирует. Уверенно и профессионально, грамотным языком, ясно, четко и понятно излагает состояние и суть вопроса. Обучающийся показывает высокий уровень теоретических знаний по дисциплине. Профессионально, грамотно, последовательно, хорошим языком четко излагает материал, аргументировано формулирует выводы.

Оценка «хорошо» (71-85 баллов). Обучающийся показывает достаточный уровень компетентности, знания учебного материала. Обучающийся показывает достаточный уровень профессиональных знаний, свободно оперирует понятиями, методами оценки принятия решений, имеет представление. Ответ построен логично, материал излагается хорошим языком, но при ответе допускает некоторые погрешности.

Оценка «удовлетворительно» (56-70 баллов). Обучающийся показывает достаточные знания учебного и лекционного материала, но при ответе отсутствует должная связь между анализом, аргументацией и выводами. В ответе не всегда присутствует логика, аргументы привлекаются недостаточно веские.

Оценка «неудовлетворительно» (менее 56 баллов). Обучающийся показывает слабые знания лекционного материала, низкий уровень компетентности, неуверенное изложение вопроса. Обучающийся показывает слабый уровень профессиональных знаний. Неуверенно и логически непоследовательно излагает материал. Неправильно отвечает на поставленные вопросы.

**5. ТИПОВЫЕ КОНТРОЛЬНЫЕ ЗАДАНИЯ ИЛИ ИНЫЕ МАТЕРИАЛЫ, НЕОБХОДИМЫЕ ДЛЯ
ОЦЕНКИ ЗНАНИЙ, УМЕНИЙ И (ИЛИ) ОПЫТА ДЕЯТЕЛЬНОСТИ, ХАРАКТЕРИЗУЮЩИХ ЭТАПЫ
ФОРМИРОВАНИЯ КОМПЕТЕНЦИЙ В ПРОЦЕССЕ ОСВОЕНИЯ ОСНОВНОЙ
ПРОФЕССИОНАЛЬНОЙ ОБРАЗОВАТЕЛЬНОЙ ПРОГРАММЫ**

5.1.Комплект вопросов для самоконтроля

Тема 1.1.

Answer the questions:

1. What can be called a travel?
2. What are the reasons for people's travelling?
3. Are travel and tourism the same?
4. What is the recreational tourism?
5. What is ecotourism?
6. Does winter tourism exist? Can we talk about summer tourism?
7. When people go to the Olympics what is it kind of tourism?
8. What people do when they take educational tourism?
9. What types of tourism come to your mind if we go to India?
10. What tourism can we experience if go to Africa?

Fill in the gaps using words from the box and translate the sentences:

explore, stay, travel, business trips, sightseeing, tourism

1. Every year thousand people abroad and round the country.
2. Now..... becomes one of the newest and the most successful branches of country's economy.
3. Chief executives of various organizations quite often take
4. During different types of journeys tourists usuallyin hotels or hostels that are comparatively cheaper.
5. Being in the foreign countries people always do to know history, culture and lifestyle of this very nation.

Choose one type of tourism given below and tell about it as in the example:

Model: Extreme tourism is a type of tourism with doing dangerous things, for example jumping with parachute or doing mountain bike.

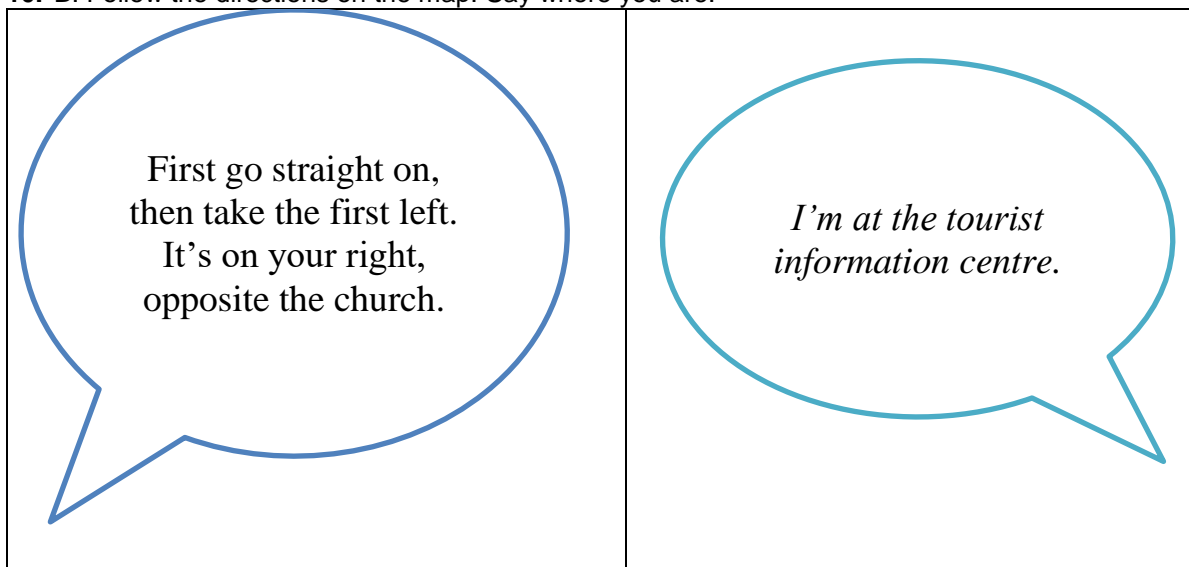
- Space tourism
- Rural tourism
- Disaster tourism
- Medical tourism
- Mass tourism

Тема 1.2.

Make sentences from the words.

1. Excuse / I / get / do / bank / the / me/ how / to?
2. Turn/ and / go / right / here / along
3. Here / left / along / and / turn / go

4. The / turning / it's / right / on / the / third
5. Way / the / excuse / to / know / me / do / bank / the / you ?
6. Left / road / into / foster / turn
7. Bank / me / near / there / is / a / excuse / here?
8. Work in pairs. Take turns to be A and B. Use the from the exercise 1.
9. A: Give directions to three places on the map.
10. B: Follow the directions on the map. Say where you are.



Work in pairs. Make up a dialogue.

A: Imagine that one of you is a tourist and has arrived to Ulan-Ude from another city and needs to get to the Buryatia hotel. Ask the help

B: You are saying good bye to your friend who is leaving to Irkutsk. On the railway station a tourist asks for help. Explain him how to get to the place he needs.

Тема 1.3.

1. What is IT?
2. It is important for the travel industry, isn't it?
3. Who are suppliers?
4. Do usually hotels have their own websites? And why?
5. What is 'one-stop' website?
6. Why is online buying more convenient for a customer and for a supplier?
7. What kind of job is done on a computer?
8. Do you need qualifications in both IT and tourism if you want to work in IT specifically for the travel industry?
9. What skills should you mention while applying for a job and why?

Work in pairs. Find travel websites on the Internet. Write a mini review of it by answering the following questions:

- Who and what is the website for?
- What information can you find there?
- How useful is the information?
- Can you find information quickly?

- Is the site attractive?

Tema 1.4.

Complete the definitions (1-10) with the words in the box:

Cash	credit card	traveller's cheque	change	commission	deposit	exchange
		exchange rate	bill	receipt	insurance	

1. The ... is extra money that you pay for a service.
2. A ... is a piece of paper that shows how much you must pay.
3. A ... is a sum of money which is the first payment for something.
4. ... is money in the form of notes or coins.
5. ... is money you pay to protect yourself against something bad happening.
6. A ... is a piece of paper that shows how much you have paid.
7. A ... is a cheque you can exchange for foreign money.
8. A ... is a plastic card you can use to pay for things.
9. ... is the money you get back if you pay more than something costs.
10. The ... is the value of one currency compared to another.

Choose a country you interested in and find out as much as you can about dealing with money in the country. Write a short guide for visitors who are planning to visit the country. Include the information about:

- Currency
- The best place to change money (banks, bureau of change, etc.)
- The best way to carry money (traveller's cheques, dollars, etc.)
- How easy it is to use credit/debit cards
- Other useful information

Tema 1.5.

Find 2-3 ways to avoid each of these dangers. Make notes below:

1. Sickness from eating some food.
 - a. Wash hands
 - b. _____
 - c. _____
2. Sickness from drinking bad water
 - a. _____
 - b. _____
 - c. _____
3. Injury in a road accident
 - a. _____
 - b. _____
 - c. _____
4. Sunburn
 - a. _____
 - b. _____
 - c. _____
5. Accident while swimming / doing sport
 - a. _____
 - b. _____
 - c. _____
6. Insect bites
 - a. _____
 - b. _____
 - c. _____
7. Being robbed
 - a. _____
 - b. _____
 - c. _____

Answer the following comprehensive questions:

1. Is it safe to eat food that had been kept warm?
2. What should you do if you don't have bottled water?
3. What should a person check if he is hiring a car or bike?
4. Should a person call the police or his boss if he has an accident?
5. It is better to tan at the hottest time of the day, isn't it?
6. Why is insurance important?
7. How much time should divers wait before getting on a plane?
8. Why are mosquitoes dangerous?
9. How can people avoid insect bites?
10. Is it safe to carry large amounts of cash with you? Why?

Exercise 7. Work in pairs. Student A is going on a trip. Student B should give advice to the traveler, use the exercise 5 if necessary.

- a) You are going to Egypt with your six-year-old son. You are planning to spend all your time at the seaside.
- b) You are leaving for Borneo to go trekking in the jungle.
- c) You are going to spend a month in India. You like trying new food and drink.

- d) You love all sports especially extreme ones like diving, mountaineering and rafting. You are going to try them all this holidays.

Tema 1.6.

Read the dialogue once again and say how many functions (A-F) the receptionist does and in what order:

- a) ask when the reservation is for;
- b) ask for the guest name;
- c) give the price of the room;
- d) ask how many nights the guest is staying; give the name of the hotel;
- e) ask for the credit card number

Answer the questions:

- 1. What is the name of the hotel?
- 2. What is the name of the guest?
- 3. What date does she make a reservation for?
- 4. What room does she reserve?
- 5. What is the cost of the room per night?
- 6. How will she pay the room?

Say if the following statements are true or false:

- 1. The guest called the "The Grand Hotel" to reserve a room.
- 2. The guest made a reservation at the end of June.
- 3. The guest wanted a double non-smoking room with bathroom.
- 4. The price of the room per night is 210 euros.
- 5. The receptionist did not ask the name of the guest to make a reservation.
- 6. Anita Dowling paid the reservation by cash.
- 7. The reservation was confirmed.
- 8. The staff will not wait for the guest.

Work in pairs. Imagine the following situation – one of you is going to spend the weekend out of the city. So you need to call the hotel and make a reservation. Another is a receptionist. You need to provide all the necessary information and receive the order. Create a dialogue between a guest and a receptionist, taking as a model the dialogue from the exercise 2.

Tema 1.8.

- 1. What cities are popular tourists attractions? Why?
- 2. Are modern tourists looking for some new destinations to visit? What can they visit nowadays?
- 3. What do many companies offer today for tourists?
- 4. What places are usually visited in organized tours?
- 5. What wildlife activities can tourists get?
- 6. How do the young people travel after finishing the school?
- 7. Where can you work if you like people?

8. What is possible job for you if you prefer the business side of tourism industry?

Tema 1.9.

Make sure you know the translation of the following words and word combinations:

To be respectful of somebody, to make disrespectful comments about something or somebody, the royal family, to stand in silence, national anthem, to take off the shoes, to enter a temple or another holy building, appropriate dress for visiting something, both...and....., a Buddhist monk, to point towards somebody or something, to greet each other with, to do the same, it is polite, inappropriate unless, to dress in neat and clean clothes, to mean, to be acceptable, to be hospitable, to invite, to offer food and drink, a host, discourteous, to remove the shoes before entering somewhere.

. Say if the following statements are true or false:

1. The Thais respect the royal family of their country, but for tourist it is allowed to make different commentaries about their king or queen.
2. The Thais never stand on banknotes.
3. When in the temple tourists must be barefooted and in appropriate clothes.
4. People are prohibited to make photos with Buddhist monks.
5. The Thais greet each other by waving gesture.
6. Use only the right hand or both when give things to other people.
7. Tourists can wear shorts and sleeveless shirts everywhere.
8. The Thais are always glad to host their guests.
9. When the Thais offer something as hosts, it is polite to accept it.

. Answer the questions:

1. Towards whom is it inappropriate to make disrespectful comments in Thailand?
2. Why is it prohibited for the Thais and visitors to stand on banknotes?
3. How should you be dressed to visit the Thai Buddhist temple?
4. What should not tourists do when they are in a holy building in Thailand?
5. How do the Thais greet each other?
6. How is it appropriate to look unless you are on the beach in Thailand?
7. Are the Thais hospitable people?
8. In what case will your behavior be considered as discourteous?
9. What is it desirable to do before entering the house in Thailand?
10. Is it necessary to respect culture and traditions of the country you have a rest in? Why?

Tema 1.10

1. The Day of the Dead is a well-known Mexican / Brazilian festival.
2. It is celebrated in winter / autumn.
3. There is a tradition to decorate houses with candles / flowers.
4. The night before the Day of the Dead, people go to church / cemetery.
5. There are traditional dances and a parade of decorated canoes / soldiers on the Isla Janitzio.
6. The love of Mintzita and Itzihuapa was destroyed by Portuguese / Spanish conquistador.
7. Partzcuaro is quite popular / unpopular at this time.

1. Where do people celebrate the Day of the Dead?
2. It is on the 1st of May, isn't it?
3. How do people celebrate this festival?
4. What is the most famous festival region?
5. What is it famous for?
6. What is the origin of the festival?
7. Is it necessary to book a hotel in advance if you want to visit the festival?
8. Is it cold or hot there in November?

Find the information about interesting festivals in different parts of the world that you have been, taken part or heard and make a presentation

Тема 1.11

1. What way of travelling is the fastest?
2. What are two types of flights?
3. Why are regular flights too expensive?
4. What can you tell about the charter flights?
5. Is there a luggage limit during air travel?
6. Why do people avoid air travel nowadays?
7. Do ferries operate between the islands only?
8. What journeys are longer air ones or sea ones? Why?
9. What are the advantages of rail travel?
10. When in rail travel do we need always buy tickets in advance?
11. How much luggage can we take when travelling by car or coach?
12. Why can road travel be unpredictable?

. Say if the following statements are true or false:

1. Road travel is considered to be the most environmentally unhealthy.
2. Travelling by air is the fastest and the most comfortable way of travelling.
3. Tickets for the flight cannot be bought in advance.
4. In Russia we have only charter flights.
5. Price on railroad tickets is fixed and doesn't depend on distance and destination.
6. Cars and coaches allow passengers carry as much luggage as possible.
7. Passengers must take a check-in procedure before board the plane.
8. Rail provides a great opportunity in the form of subsidized rail tickets for students.

Fill in the chart and answer the question: "What way of travelling do you prefer and why?":

Way of travelling	PROS	CONS
Air travel		
Sea travel		
Rail travel		
Road travel		

Тема 1.12

1. How do tourists usually damage the environment?
2. Local people are not paid fair salaries, are they?
3. Where do the major part of money from tourism go to?
4. Can money from ecotourism help the environment?
5. How can ecotourism help the economic development of local communities?
6. What can you tell about local eco projects in a) Costa Rica? b) northern Australia c) Nepal ?

. Read the statements and say if they are true or false.

1. Tourism has both positive and negative sides for local people.
2. Great amount of tourists leads to environmental damages.
3. Local people usually get good salaries when they work in tourism industry.
4. The most part of money leaves the region because the tourist agencies are located in other countries.
5. Money from ecotourism helps to protect the nature by creating conservation programmes and planting trees.
6. The idea of employing local people as guides and advisers is quite irrational as soon as it holds economic development.
7. National parks and nature reserves are aimed to catch endangered animals and birds and to send them to different zoos.
8. Cultural tours are quite popular among tourists because they are eager to know more about indigenous people's culture.

Some trekking companies in Nepal spend much money for charity

Tema 1.13

1. What is the main point about sport tourism?
2. How can people organize their trip to sports destinations?
3. What do sports tourism packages usually include during the lengthy trips?
4. How do you think when individual travellers don't visit local sites?
5. Why do some fans charter buses or coaches?
6. Sometimes police escorts fans in and out the competition. Why is this happened?
7. Can fans participate themselves in different types of sport competitions?

. Say if these statements are true or false:

1. Sports tourism is usually about the observation some sport events.
2. People can go to some tournaments both individually or with the assistance of some travel agencies.
3. Travel package always markets the ticket and service only for one competition.
4. Travel packages offer different excursions between matches or games.
5. People don't usually have a trip if competition lasts less than two days.
6. Fans charter buses to riot.
7. Some travel operators take care about only ready-to-take-part-in-sport-activity fans.
8. Trips to stadiums and sports museums can be called sports tourism as well.

. Complete the following sentences:

1. Sports tourism is
2. Travel packages for sports events usually include
3. Sports competitions usually last for
4. During lengthy trips fans visit
5. People charter the coaches for
6. Police prevents rioting by
7. Some sports fans can except just cheering up their favorite team.

..... are also a part of sports tourism.

Tema 2.1

Answer the questions:

1. What structure is used for a business letter?
2. Why is the block structure called this way?
3. What blocks does the block structure of a business letter have

Tell about the parts of business letters, their places and content.

Arrange the following parts of the letters in the right way:

	Sincerely yours,
	Tom Curtis
	16 June, 2011
	Dear Mr Hunt,
	Merson Electronics Cavendish House Worple Way Bristol BS1 7QX
	I am writing to confirm the arrangements for Dr Robinson's visit to your factory next month. She will be arriving at Changi Airport on flight BA 873 at 15.00 on 8 July. I would be grateful if you could arrange for a car to meet her at the airport and take her to the Raffles Hotel where she will be staying for the first part of her trip.
	Pansing International 100 Industrial Rd Singapore 1953

	Dear James
	Yours sincerely,
	2009 BUSINESS CONFERENCE, 10/11 DECEMBER 2009
	I have pleasure in inviting you to attend our special conference to be held at Sheraton Hotel, London on Thursday/Friday 10/11 December 2009. This intensive, practical conference for businessmen aims to: increase your business productivity enable networking with business partners

	<p>The seminar is power-packed with a distinguished panel of professional speakers who will give expert advice on many useful topics.</p> <p>If you would like to join us please complete the enclosed registration form and return it to me before 30 August with your fee of £50 per person.</p> <p>I look forward to seeing you again at this exciting conference.</p>
	<p>John Smith Conference Secretary</p>
	<p>Mr James Hilton General Manager JMK Co Ltd 34 Wood Lane London Great Britain WC2 5TP</p>
	<p>15 October 2008</p>

Tema 2.2

Answer the questions:

1. What styles of business letters do you know?
2. What are the main features of full block style?
3. What are peculiarities of the block style?
4. What are the characteristics of semi-block style?

Arrange the following parts of the business letter using the full block style, the block style, the semi-block style:

Dear Mr. Clancy,
Yours truly,
2342 16th Street Yorkton, NS B4T 1Y9
John Clancy Personnel Manager Greenway Publishers Inc. 91 Hollingshead Road Georgetown, NB E 3B 2C3
We are pleased to announce that you are invited for our annual award ceremony. In addition to our invitation there is a programme for our event. It would be our pleasure to see you among our guests.
Shirley Patterson Director of the ceremony
February 28, 2013

Tema 2.3.

Answer the questions:

1. What is the letter of inquiry?
2. Why is it important to state the question/ problem in a letter clearly?
3. Is it easy to write such letters? Why/ Why not?
4. What is the purpose of the letter of inquiry/ request?
5. What are the characteristics of a successful request letter?

. You are a parent of a teenager who is quite dependant on gadgets. You've heard about the Redrock Adventure center and decided it would help to solve the problem. Write a letter to the Redrock Adventure Center, Castletown, Co. Galway, asking for information about summer courses for young people. Explain what kind of courses you are interested in and its cost. Also, look for information on places to stay near the Adventure Centre.

You are the head of your local students' club. Your group is planning to take part in a cycling tour of Co. Wicklow. Write to the Information Office, An Oige, 39 Mountjoy Square, Dublin 1, asking for information about hostels in Wicklow, group rates and about possible discounts for students

Answer the questions:

1. What do people do by writing letters of applications?
2. What is a real purpose of a letter of application?
3. What do we state in the 1st paragraph?
4. What does the 2nd paragraph state?
5. What is the 3rd paragraph about?

Write an application letter using full block style/semi block style according to this information:

Imagine that you decided to take Master's programme in the University of England. You saw an announcement about graduates' admission on the official Internet page of the University of England. You want to take a Master's programme on you speciality. So, they ask to submit an application letter. They are looking for young people with Bachelor degree, secondary education that can participate in different non-academic activities. Application letters must be sent for the following address:

Principal Mr.Brown, PhD, prof.,
University of England,
23 Greendale St.,
London, The UK.

Tema 2.4.

Answer the questions:

1. What is a resume?
2. What is summarized in the resume?
3. How long should a resume be?
4. What are the key parts of any resume?
5. What do we put at the very beginning of the resume?
6. What is the purpose of the "Objective" part?

7. What do we indicate in the "Education section"?
8. How do we point the experience?
9. What is the last part of the resume?

Write a resume according to the following task:

a) You are an experienced specialist. You have worked since you are 15. But this year your organization decided to perform a rebranding and you turned to be thrown out of work. As a result you begin to search a new job and send you resume.

You are a newly graduated young person. To find a good job you send your resume to different firms and organizations

Тема 3.1.

Answer the following comprehension questions.

1. Where does the vast territory of Russia lie?
2. What oceans and seas is Russia washed by?
3. What countries does Russia border on?
4. What are the main mountain chains, rivers and lakes in Russia?
5. How can you characterize Russia's climate?
6. What mineral and natural resources is Russia rich in?
7. What is the population of Russia?
8. What branches does the government consist of?
9. What is the legislative power exercised by?
10. What body does the executive power belong to?

Translate the sentences into English.

1. Россия расположена в восточной части Европы и северной части Азии.
2. Обширная территория России омывается 12 морями и тремя океанами.
3. Россия граничит с Монголией, Китаем, Финляндией и другими странами.
4. В России имеется большое количество месторождений полезных ископаемых.
5. Полезные ископаемые России включают нефть, газ, уголь, железо, цинк, золото, алмазы, цветные металлы и другие.
6. Россия является крупным производителем нефти и природного газа.
7. Россия - парламентская республика с президентом во главе государства.
8. Исполнительную власть представляет кабинет министров, возглавляемый премьер-министром.
9. Законодательная власть в стране принадлежит Федеральному Собранию.
10. Судебная власть осуществляется Конституционным Судом, Верховным Судом и региональными судами.

Национальная эмблема России – двуглавый орёл

Study the plan of the text and use it in your retelling.

- Russia occupies the vast territory.
- Russia is washed by 12 seas and 3 oceans.
- It borders on many countries.
- The climate of Russia.
- Natural and mineral resources of Russia.

- The current population of Russia.
- The capital of the Russian Federation.
- Industry and agriculture in Russia.
- The state system of Russia.

Tema 3.2.

Answer the following comprehension questions.

1. Where is Buryatia situated?
2. What does it border on?
3. What is the total territory of Buryatia?
4. What are the highest mountains and longest rivers in Buryatia?
5. What is Baikal famous for?
6. Why is the nature of Buryatia considered to be unique?
7. What does sharp continental climate mean?
8. How much is the population and what are the largest ethnic groups of Buryatia?
9. What mineral resources is Buryatia rich in?
10. What are the branches of agriculture?
11. What are the leading branches of industry?
12. What is the political system of Buryatia?
13. Why does Buryatia attract a lot of tourists?

Agree or disagree with the statements.

1. Buryatia is a part of Russian Federation.
2. Buryatia borders on China.
3. The Republic of Buryatia is mostly a plain.
4. All rivers in Siberia flow out of Baikal.
5. Baikal contains 22% of the world's fresh water reserves.
6. The climate of Buryatia is mild.
7. The Republic is rich in mineral resources.
8. The leading branch of agriculture is farming.
9. The executive power is represented by Narodny Khural.
10. Buryatia attracts thousands of tourists.

Prove that:

1. The nature of Buryatia is unique.
2. The Republic is rich in mineral resources.
3. The agriculture of Buryatia is highly developed.

Buryatia attracts thousands of tourists

Tema 3.3.

Answer the following comprehension questions.

1. What do you know about the history of Ulan-Ude?
2. What is the population of Ulan-Ude?
3. What rivers does Ulan-Ude stand on?
4. What parts does the city consist of?

5. Why is Ulan-Ude a large industrial city?
6. How are East and West linked in Ulan-Ude?
7. Why is Ulan-Ude a well-known scientific center of Siberia?
8. Are there any theaters in Ulan-Ude? What are they?
9. What museums of Ulan-Ude do you know?
10. Why is Ulan-Ude called the students' city?
11. What sister-cities has Ulan-Ude got?
12. What can you say about the citizens living in Ulan-Ude?

Translate the following sentences.

1. Улан-Удэ был основан в 1666 году.
2. Наш город расположен на берегах двух рек.
3. Центральная часть города – это исторический, культурный и деловой центр.
4. Улан-Удэ – один из самых крупных промышленных городов Восточной Сибири.
5. Сегодня город живет в новом деловом ритме.
6. В городе есть православные церкви и буддийские дацаны.
7. Ученые бурятского научного центра опубликовали множество научных работ, среди них выделяются такие работы как “Абай Гэсэр”, книги о русском фольклоре, атлас тибеткой медицины и др.
8. В нашем городе есть театры для любого зрителя: юных и взрослых театралов.
9. В городских музеях хранится память прошлого жителей республики.
10. Улан-Удэ часто называют городом студентов.
11. Улан-Удэ имеет города-побратимы.
Горожане приветливы и гостеприимны

Тема 3.4.

. Answer the following comprehension questions.

1. Why is environmental pollution considered to be a serious problem?
2. What are the main sources of air pollution?
3. What is the effect of air pollution on climate?
4. What measures do governments take to reduce air pollution?
5. How can we get clean and renewable energy?
6. What are three main sources of water pollution?
7. In what way do companies and enterprises pollute water?
8. What is acid rain?
9. What causes thermal pollution?
10. What is the effect of farmers' activities on environment?
11. What do seashores look like?
12. What changes can water pollution lead to?
13. How do people try to solve the problem of water pollution?
14. What is soil pollution?
15. How much trash daily do people throw in the USA?

16. What does soil pollution effect?
17. Why do people use recycling?
18. What should be done to reduce soil pollution?

Agree with the statements if they are right and correct if they are not right. Make use of clichés for expressing agreement / disagreement.

1. Factories, plants, cars and trucks produce a lot of breath air.
2. To burn coal and oil for energy is not harmful.
3. Ozone depletion and greenhouse effect are results of soil pollution.
4. To make tougher laws against air pollution, install extra filters are the ways out.
5. Energy from the sun and the wind is clean and renewable.
6. Industries discharge chemical wastes and hot water into water streams and cause pollution.
7. Untreated sewage is not harmful.
8. Agricultural chemicals and wastes add a lot to water pollution.
9. Water used for irrigation is one of the main sources of pollution.
10. Water pollution causes many diseases and poisons drinking water.
11. Cleansing equipment help remove harmful chemicals from wastes.
12. Trash is the serious problem today.
13. Polluted soil can be used to grow crops.
14. Recycling is a way to reduce trash.

Критерии оценивания

- отношение правильно выполненных заданий к общему их количеству

Шкала оценивания:

Баллы для учета в рейтинге (оценка)	Степень удовлетворения критериям
86-100баллов «отлично»	Выполнено 86-100 заданий
71-85 балла «хорошо»	Выполнено 71-85 заданий
56-70 баллов «удовлетворительно»	Выполнено 56-70 заданий
0-55баллов «неудовлетворительно»	Выполнено 55 заданий

Лист внесения изменений

Номер изменения	Дата внесения изменения	Кем утверждено	Примечание